THE JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

UNIFORMED SERVICE MEMBERS

Published by:
The Per Diem, Travel and Transportation Allowance Committee, Department of Defense

NOTE: This Volume of the Joint Federal Travel Regulations is drilled to fit a three-ring binder. Activities with Joint Travel Regulations, Volume 1, in four-post binders may obtain three-ring binders locally.

INTRODUCTION TO

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1

(JFTR) UNIFORMED SERVICE MEMBERS

FOREWORD

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

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including regular and reserve components).

When necessary, a Uniformed Service may supplement these regulations by administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. ***DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 U.S.C. §1001 and DoD Directive 5154.29***.

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each Committee member. Each Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, regulation-issuing authority again becomes vested in the Committee.

The JFTR is issued under the following authorities:

1. the United States Code, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in chapter 7) and title 10;

2. DoD directives, such as DoDD 1315.7, 1327.5, and 5154.29; and

3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits. The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

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

An accountable officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward a request for an advance decision through the PDTATAC.

Correspondence to DOHA should be addressed to:
Defense Office of Hearings and Appeals (DOHA)
Claims Division
PO Box 3656
Arlington, VA 22203-1995

Throughout the JFTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the Department of Defense Office of Hearings and Appeals (DOHA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the DOHA are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, May 5, 1998).

For DOHA information/decisions visit their website at: ***http://www.defenselink.mil/dodgc/doha/***

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the Joint Travel Regulations (JTR). The volume letter "U," precedes a 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph U 5 310 -B2a(1)(a)

Volume 1 . . . . . .
Chapter 5 . . . . . .
Paragraph 310 . . . . . .
Subparagraphs . . . . . .

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

JFTR, par. U5310
JFTR, par. U5310-A
JFTR, par. U5310-A1
JFTR, par. U5310-A1a
JFTR, par. U5310-A1a(1)(a)
JFTR, pars. U5310-U5350

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

JFTR, par. U5310-A2
JFTR, par. U5310-B4a

The most specific unit of reference should be used.

*CHANGES

Changes to the entitlements in the JFTR are initiated by DoD Uniformed Travel Determinations (UTD), Department of State Travel Per Diem Supplements, Per Diem Determinations (PDs), or memoranda.

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

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

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in Appendix B.

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

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

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4140.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), Department of the Navy, 2 Navy Annex, Washington, DC 20370-0201;

3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;

4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;

5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;

7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

Requests for copies of the JFTR and changes thereto should be routed as follows:

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

*2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate milstrip requisition must be submitted for ***each*** change/basic.

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

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

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

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

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

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

6. Coast Guard. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.

7. NOAA Corps. Through the Commissioned Personnel Center (CPC1), 1315 East-West Highway (Station 12137), Silver Spring, MD 20910-3233.

8. USPHS Corps. From Division of Commissioned Personnel, PSC (ATTN: Distribution Control Officer), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-1750.

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

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

JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

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UNIFORMED SERVICE PERSONNEL

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CHAPTER 1

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services. The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C. ***There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized.*** All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. ***Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose.*** The allowances include:

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

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

U1010 IMPLEMENTATION

A. Entitlement Regulations. ***The regulations in this Volume require no further entitlement implementation.*** When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

*B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below. ***NOTE: DoDD 5154.29 requires that all regulations which implement JFTR entitlement provisions be reviewed by PDTATAC Staff***.

1. completion and submission of travel vouchers;

2. order endorsements related to foreign flag carriers (par. U3125-C4);

3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);

4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Part B, Chapter 5, Part C, Chapter 5, Part D, Chapter 5, Part E2, Chapter 5, Part F, Chapter 5, Part G and Chapter 5, Part H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);

5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);

6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);

7. claims for personally-procured HHG transportation (see pars. U5320-D);

8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);

9. personal emergency determination (see par. U7205-A);

10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);

11. currency loss/gain procedures for OHA (see par. U9116-B);

12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-H, Example 4, after step 3);

13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);

14. establishing children' s dependency (see Appendix A definition of DEPENDENT); and

15. CTO use policy (see par. U3120).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), 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 circumstances of travel is subject to interpretation by the CG, DOHA, and OSD GC. CG, DOHA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government 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 orders.***

U1035 SPACE-AVAILABLE TRAVEL INITIATIVE (SpATI) FOR CHILDCARE TEST

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;

2. ordered to a CONUS TDY that is 30 days or longer;

3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);

4. who are sole caregivers for dependents; and

5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. ***There is no entitlement for travel and transportation allowances for the dependent(s).***

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;

2. use of Government quarters and messing when available is directed; and

3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 NOT USED

U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

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

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., 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 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; ***however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).***

NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY*: *Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

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

2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:

   a. members attending service schools at an installation; and

   b. officers in grades O-7 through O-10 who determine their own quarters availability;

3. during all periods of travel en route;

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

5. when travel is in connection with a PCS:

   a. when per diem is payable under MALT plus (par. U5105);

   b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or

   c. to a ship/afloat staff homeported OCONUS;

      (1) and a member is accompanied by dependents authorized concurrent travel;

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

and Government quarters are not available for the entire family; or

6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

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

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

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

c. member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of 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 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

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

Government 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 members 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 Government 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 after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 U.S.C. §5707a).

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

Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. 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.

CHAPTER 1

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

U1200 RETAINING PROMOTIONAL ITEMS

A. General

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

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

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

B. Seat Relinquishing

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

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

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

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

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** (or appropriate Service regulations for Non-DoD Services) regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards in connection with official travel.

CHAPTER 2
ADMINISTRATION AND GENERAL PROCEDURES

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H. Conference Site Selection
I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
J. Advertisement or Application Form for Conference Attendance
K. Selection of Attendees
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U2555 **Conference Attendance**
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CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and

2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

*U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

2. A member must maintain records to validate individual expenses of $75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.

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

4. Members are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA' s Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified, (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

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

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

2. replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),

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

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

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

5. does ***not*** apply to the following travel distances that are determined by odometer readings:

a. in and around the PDS or TDY sites,

b. between home/office and transportation terminal,

c. for short distance moves, within the same city, or

d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and

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

B. Privately Owned Airplane

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

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

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

C. Official Distances Use. Official distances are used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html***.

2. Effective 1 January 2000 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$55	**$30**	**$85**

PART B: TRAVEL ORDERS

U2100 GENERAL

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and

2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

*U2105 AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION

Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). ***(Ex: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted.)*** See par. U4145 regarding the effect of deductible meals on per diem rates.

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,

2. subsequently confirmed in writing giving the date of the oral order, and

3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,

2. changes in the order of places to be visited,

3. changes in the original specified time at a place stated in the travel order, and/or

4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or

2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

***NOTE: See par. U2105.**

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member' sreturn to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation. ***NOTE: Blanket travel orders are not used in DTS.***

C. Time Limitation for PCS Orders. Unless otherwise prescribed in this Volume, a member' s PCSorders are valid while the orders remain in effect and prior to receipt of further PCS orders (45 Comp. Gen. 589 (1966)).

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180-Day Time Limitation. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)). Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;

2. personnel assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or

3. personnel TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

NOTE*: *Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT (DUTY) STATION), except when the course is authorized as TDY under par. U2146-B.

B. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written, or

2. Direct the order be amended to:

a. terminate the duty thereby returning the member to the old station or assigning a new station,

b. change the assignment from TDY to a PCS, or

c. fix the period at 180 or fewer days from the reporting date at the TDY station.

NOTE 1: Authorization/approval to exceed the 180-day TDY limitation is essential. If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, November 3, 1976).

NOTE 2: If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4d, a second waiver is not required.

The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Unified commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par.U2146- B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS

effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

***NOTE*: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.**

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,

2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same ***(Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.)***. For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

PART C: TRAVEL STATUS

U2200 TRAVEL STATUS

A. Importance of Travel Status. Members are entitled to travel and transportation allowances only while in a "travel status". They're in a travel status while performing travel away from their PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when members leave their residences, offices, or other points of departure and ends when they return to their residences, offices, or other points of arrival at the conclusion of their trips.

B. Conditions Under Which Travel Status Exists. "Travel status," except as a member of ship's complement, includes:

1. travel in connection with necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;

2. PCS travel;

3. necessary delay while awaiting further transportation after travel status has begun;

4. travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);

5. travel by Government or other aircraft, including:

a. flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and

b. all necessary delays incident to the mode of travel;

6. flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and

7. other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Travel Status Beginning and Ending

1. Aircrew Members or Couriers Only. See Table U2C-l.

2. Other Than Aircrew Members or Couriers. See Table U2C-2.

3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:

a. the member arrives at the vessel's homeport, and

b. no further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

*4. TDY Departure/Return Site

a. The authorizing/order-issuing official 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. If advantageous to the Government, POC use may be authorized/approved to begin/end at the:

(1) Member' sresidence (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 residencewhere the POC is garaged/stored.

c. 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.

Table U2C-1

Part I -- Beginning of Travel Status

Departure from PDS -- Aircrew Members[1]

	A	B	C	D
Rule	**When Member Departs**	**And Proceeds To**	**And Then To**	**Travel Status Begins When Member Departs From**
1	Home	Office	Flight opns/terminal at the PDS 3/	Terminal 4/
2	Home	Flight opns/terminal at the PDS 3/	N/A	Terminal 4/
3	Home	Office	Flight opns/terminal not at the PDS 3/	Office 2/
4	Home	Flight opns/terminal not at the PDS 3/	N/A	Home

Part II -- Ending of Travel Status

	A	B	C	D
Rule	**When Member Returns To**	**And Proceeds To**	**And Then To**	**Travel Status Ends When Member Returns To**
5	Flight opns/ terminal at the PDS 3/	Office or home	N/A	Terminal 4/
6	Flight opns/ terminal not at the PDS 3/	Office	Home	Office 2/
7	Flight opns/ terminal not at the PDS 3/	Home	N/A	Home

1/ Members performing TDY as aircrew members includes those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members who primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.
2/ Disregard travel to and from office if no duty was performed there.
3/ "At PDS" means within the limits of the PDS as defined in Appendix A.
4/ Departs from/returns to terminal refers to "wheels up/wheels down."

Table U2C-2
Part I--Beginning of Travel Status
Departure from PDS--Other than Aircrew Members and Couriers

	A	B	C	D	E
Rule	When Member Departs From:	And Proceeds to:	And Then To:	And Then To:	Travel Status Begins When Member Departs From:
1	Home 6	Transportation Terminal	N/A	N/A	Home 6
2	Home	Office 1	Transportation Terminal	N/A	Office 2, 5
3	Home	Office 1	Another duty/departure point within PDS 5	Transportation Terminal	Another duty /departure point within PDS 3,4

Part II--Ending of Travel Status

	A	B	C	D	E
Rule	When Member Returns To:	And Returns To:	And Then To:	And Then To:	Travel Status Ends When Member Returns To:
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.
2/ Applicable even though terminal is located at the PDS.
3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."
4/ "Another departure/arrival point is never a transportation terminal.
5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.
6/ The authorizing/order-issuing official 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. If advantageous to the Government, 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. ***Relative cost should be a consideration***. ***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.

PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES

U2300 SOURCE OF FUNDS

A. General. A member may be paid an advance of specified travel and transportation allowances.

B. Travel Advance Information. Additional information on advance payment of travel and transportation allowances is located in the following paragraphs:

1. member travel, par. U5165;

2. dependent outpatient travel, par. U5240-G3;

3. dependent travel, par. U5250;

4. HHG transportation, par. U5385;

5. mobile home transportation, par. U5560;

6. DLA, Chapter 5, Part G, and pars. U6013 and U6060;

7. recruiting expenses, par. U7033;

8. SROTC members, par. U7150-E2d;

9. attendants on behalf of member patients, par. U7252-A;

10. escorts and attendants of dependents, par. U7555; and

*11. station allowances, pars. U9116 and U9208.

CHAPTER 2

PART E: RESERVED

PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 SUBMISSION OF TRAVEL VOUCHERS

Members should submit travel vouchers as specified in Service administrative and/or procedural directives and DoDFMR, Volume 9. ***The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

U2505 FRAUDULENT CLAIMS

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

*U2510 RECEIPT REQUIREMENTS

*A. General. Receipts are required for:

1. lodging expenses regardless of amount, and

2. expenditures of $75 or more.

The receipt must show when specific services were rendered or articles purchased, and the unit price.

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

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

U2515 LOST/STOLEN TRANSPORTATION TICKET REIMBURSEMENT

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

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

PART G: CONFERENCES

U2550 CONFERENCE PLANNING

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. 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,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

b. performing cost comparisons of the size, scope, and location,

c. determining if a Government facility is available at a lesser rate,

d. considering conference alternatives, e.g., teleconferencing,

e. maintaining written documentation of the alternatives considered and the selection rationale used, and

f. minimizing cost by exercising strict fiscal responsibility in determining the best site.

2. minimize the conference administrative costs,

3. minimize the attendees' travel costs,

4. minimize the attendees' time costs,

5. use Government-owned or Government provided facilities as much as possible,

6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and

7. develop and establish internal policies that ensure these standards are met.

***NOTE*: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.**

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,

2. rent of rooms for official business,

3. usage of audiovisual and other equipment,

4. computer and telephone access fees,

*5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items, ***NOTE*: When a majority of the attendees (at least 51%) are in a travel status (see Appendix A), refreshments may be provided for all attendees (including local attendees***;

6. printing,

7. registration fees,

8. ground transportation, and

9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,

2. overall convenience,

3. fees,

4. meeting space availability,

5. equipment availability, e.g., audiovisual, fax,

6. commuting or travel distance of most attendees, and

7. other conference expenses.

H. Conference Site Selection

1. Documentation. DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. Initial selection of a location must be based on the established per diem rate; however, to provide DoD Agencies flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is $100, then facilities with lodging rates up to $125 may be considered when selecting the conference location.

*3. Conducted in the District of Columbia. 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.
NOTE: This website is case sensitive.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.

2. Sponsoring or funding a conference by a DoD Agency at a place of public accommodations must be authorized by an official designated through the Secretarial Process.

3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in par. U2550-I3, and

2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and

2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,

2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and

3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.

2. Non-Government Sponsored Conference. The order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Chapter, 4, Part C, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.

2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

U2555 CONFERENCE ATTENDANCE

A. General. Uniformed members may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the members' work responsibilities.

B. Authority. In general, conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. In the specific case of attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations, 37 U.S.C. §412 applies (55 Comp. Gen. 1332 (1976)). This authority is independent of the training authority included in par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which a member's attendance is required in the performance of official duties;

2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's attendance is related to official duties or for the purpose of transacting DoD business;

3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the member's official performance; and

4. similar activities.

*D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. U2555-D2, U2555-D3, and U2555-D4.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Service regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink. mil/dodgc/defense_ethics/ethics_regulation/index.html).***

3. Purpose. Members may attend conferences at Government expense to:

a. further the programs of their DoD components;

b. present scientific and technical papers which further the development of the U.S. resources; and

c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Members who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

*1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4165-2b). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in ***http://www.dtic.mil/perdiem/*** is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. does not involve travel,

b. does not involve per diem, and

c. for which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

PART H: MILEAGE & MALT RATES

*U2600 TDY & LOCAL TRAVEL

Effective 1 January 2003 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	$0.955
Automobile	$0.36
Motorcycle	$0.275

***NOTE*: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. U3305-C.**

U2605 PCS TRAVEL

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

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

2. the number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) are:

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

U2610 CONVERTING KILOMETERS TO MILES

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

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

U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by the various transportation modes. It prescribes rules concerning accommodations members or dependents may use on specific modes, U.S. flag carriers use, travel agency use, reimbursement of transportation expenses, travel within and around members' TDY or PDS locations, and entitlements for accompanied baggage transportation.

B. Transportation Modes. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Government (including foreign Government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),

2. commercial (including Government-contracted) aircraft, train, bus, or vessel (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***

3. POC,

4. special conveyance,

5. taxicab, bus, streetcar, subway or other public conveyances, and

6. airport limousine, or courtesy conveyance.

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

U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), vessel (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and the cost of special conveyance. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Chapter 4, Part B or Chapter 4, Part C.

*U3002 DIRECTING TRANSPORTATION MODE

NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. General. The authorizing/order-issuing official may direct the use of one or more transportation modes for members on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for individual PCS moves. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Chapter 3, Part E.

U3003 AUTHORIZED MODES

The order-issuing official, when not required to direct the transportation mode, ordinarily determines the authorized transportation modes, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the order-issuing official fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

U3005 TRAVEL TIME

A. Travel by Government Conveyance and/or Common Carriers on Government-Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

C. POC. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. This applies to travel by:

1. POC as advantageous,
2. special conveyance (vehicle) as authorized mode for TDY travel, and
3. Government vehicle.

U3006 TRAVEL SCHEDULE

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of this paragraph. Consider:

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 traveler's comfort and well being; and

6. the traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY

When determining payable allowances, travel between any two points in the following categories is a separate journey:

1. PDS,

2. TDY station,

3. passenger port of embarkation (POE),

4. passenger port of debarkation (POD),

5. first duty station,

6. last duty station,

7. HOR,

8. HOS,

9. PLEAD,

10. a designated place,

11. a COT leave location,

12. POV loading port/VPC, and

13 POV unloading port/VPC.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. This paragraph prescribes entitlement to transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval For Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.

3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U4520 for reimbursement of baggage handling tips.

D. Return Of Baggage To Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

PART B: TRAVEL BY COMMON CARRIER

U3100 GENERAL

A. Travel/Transportation Policy

1. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. U3125 and U3130 for exceptions.

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

3. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. U3145-A for Contract City Pair Policy and Exceptions. City pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT).

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

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

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

7. Accommodations. Common carrier accommodations are addressed specifically in pars. U3125, U3130, and U3135, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.

8. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-D.

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

10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

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

1. the member is responsible for all excess travel/transportation costs; and

2. constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

NOTE: For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see par. U3145.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/ Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel - Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized ***(except member PCS transoceanic travel - see JFTR, par. U5108-A)*** and transoceanic travel is performed by common carrier at personal expense, the member is authorized reimbursement for the transportation cost up to the amount that would have paid for the available Government/Government-procured transportation. If both Government and Government-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Government/Government-procured transportation is not available, the member is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO use) cost up to the least expensive unrestricted fare available over the direct route between the origin and destination. If air travel is medically inadvisable for the member, see par. U3130.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 NOT USED

U3120 ARRANGING OFFICIAL TRAVEL

*A. CTO Use

1. Mandatory Policy. It is ***mandatory policy*** that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110.

2. Service Regulations. See Service regulations for CTO use information.

3. Failure to Follow Regulations

   a. Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. U1055).

   b. 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 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement ***shall not be allowed*** when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A ***Note,*** and U5108-A).

B. Requirements

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

   a. a CTO (see Appendix A),

   b. in-house travel offices, or

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

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

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

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

   c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall ***not*** be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

D. Transportation Reimbursement

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

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

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:

a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;

b. members should determine travel requirements in sufficient time to use coach-class accommodations;

c. first-class accommodations may be used only as permitted in par. U3125-B3;

d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;

e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;

f. less than minimum standards may be authorized as permitted in par. U3100; and

g. ***when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."***

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);

b. The Secretary of Health and Human Services;

c. The Director, USNOAA Corps; and

d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

3. First-Class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

a. lower class accommodations are not reasonably available. In par. U3125-B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's

proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.

b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

c. of exceptional security requirements. Examples are:

(1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;

(2) agents of protective details accompanying individuals authorized to use first-class accommodations; and

(3) couriers and control officers accompanying controlled pouches or packages.

***NOTE*: First-class accommodations may be used without authorization/approval only in two circumstances:**

a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.

b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/ dodgc/defense_ethics_regulation/index.html or service regulations for the non-DoD Services.)

*4. Business-Class Transportation Accommodations Use. Business-class transportation accommodations use may be authorized/approved only when:

a. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.

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

c. Necessary to accommodate a traveler' s disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when that traveler is authorized premium-class other than first-class accommodations use and requires the attendant' sservice en route

d. The accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.

e. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. (see par. U3125-C for rules governing U.S. flag carrier use.)

f. The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that

would be incurred while awaiting coach-class accommodations.

g. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** or appropriate service regulations for the non-DoD Services.

*h. travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Authorizing/order-issuing officials must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See par. U4325 Scheduling Travel and Note 1 in par. U4326 on rest periods).***

NOTES:

(1) If business-class seating is provided at Government expense, the member is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(2) 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.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4h above) only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(4) When business-class accommodations are authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

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

5. Documentation Requirements

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

b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. ***In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.***

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

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

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

b. the service accomplishes the mission, even though:

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

(2) noncertificated air carrier service is preferred by the service/traveler,

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

(4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** or service regulations for non-DoD Services.

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

4. Air Travel Schedule Selection

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

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

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

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air service between the CONUS or non-foreign OCONUS location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par.U3125-C4a. when selecting a schedule.

EXAMPLE

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

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

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

Schedule III
Wednesday/Friday/Saturday

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

Schedule IV
Daily (except Saturday)

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

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

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

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

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

1. the travel can be completed only by ship;

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

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

C. Accommodations on Ships. Members who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. U3130-D.

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

1. Authorization/Approval. Except for travel using Coast Guard funds, use of more costly first-class accommodations under the circumstances specified in par. U3130-E may be authorized/approved by the order-issuing official. The Commandant/Vice Commandant of the Coast Guard must authorize/approve more costly first-class accommodations when Coast Guard funds are used.

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

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

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

2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7251-D and U7252-B to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:

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

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

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

F. U.S. Registry Ship Use

1. General. U.S. flag ships shall be used except as provided in pars. U3130-F2 and U3130-F3 (46 U.S.C. §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).

2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in par. U3135-C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.

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

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-B and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,

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

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

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. U3135-C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: ***http://public.transcom.mil/J4/j4lt/dtr.html***. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. **GSA Airline City Pairs Program**. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website.

2. **Some GSA routes may offer "dual fares"**; one fare is an unrestricted fare (fare basis code "YCA") and the other a restricted fare (fare basis code "_CA"). The restricted fare differs from the unrestricted fare only in that

the airline can limit the number of seats offered under the restricted, or "_CA" fare basis (this is also referred to as "capacity control"). The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The restricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a restricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. **Government contractors** are not authorized use of GSA Airline City Pairs fares.

4. **Exception to the Use of Contract Carriers**: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

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

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

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

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

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

B. Scheduled Air Carriers (DoD 4500.9-R, Part L Chap. 103, par. B2)

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

2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

C. Frequently Asked Questions about Using the Contract City-Pair Program

1. How does the program work?

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

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

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

***2. What are the advantages of the program?**

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

3. Who can use it?

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

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

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

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

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

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

d. Rail service is available, and such service is cost effective and is consistent with mission requirements; or

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

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

Yes, the City Pair Program contracts are mandatory for coach and business-class service. If business-class service has been authorized in accordance with the JFTR, then use of contract business-class fares is mandatory.

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

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

8. How is Quality of Service Evaluated?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE:*** ***Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105)***.

Example:
Travel authorization states the official travel itinerary as:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

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

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

PART C: TRAVEL BY GOVERNMENT CONVEYANCE

U3200 GOVERNMENT CONVEYANCE USE ON TDY

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

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;

*6. trip insurance for travel in foreign countries (par. U4520-B3);

7. guards; and
8. storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,

2. fuel charges if not reimbursable by the Aero Club, and

3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

U3300 TDY POC RULES

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;

2. there is no practicable commercial transportation; or

3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);

2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;

3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §3701-3721).

C. Privately-Owned Aircraft Other Than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The authorizing/order-issuing official may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the operating expenses (i.e., the cost/portion of cost directly associated with POC use for official travel) is authorized the lesser of:

*a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official ordered travel distance plus per diem as prescribed in Chapter 4, Part B, for the actual travel time; or

b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see par. U3310-B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

a. the lesser of the actual travel time or the travel time computed under par. U3005-C, or

b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by

POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (***the NOTE in par. U3320-B applies).***

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and

2. transportation to or from carrier terminals (par. U3320).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

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

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

*U3405 MISCELLANEOUS EXPENSES

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

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

2. between transportation terminals to change conveyance when free timely transfer is not provided; or

3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member' s control; and

4. between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging, and from the PDS to the residence on the day of return from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An order-issuing official may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience shall not be the basis for authorizing/approving special conveyance use.

B. Selecting a Rental Vehicle

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

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

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

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

d. Justification for additional rental car costs may be required before reimbursement is allowed when a traveler makes rental car arrangements through the TO/CTO but subsequently disregards/changes those rental car arrangements.

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

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

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

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

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

4. Non-DoD Services. For CTO use in connection with rental cars, see Service Regulations.

C. Reimbursement for Special Conveyance Use

*1. Reimbursable Expenses. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include:

a. fuel and oil;

b. parking;

c. garage, hangar or boathouse rental;

d. subsistence of operator;

e. ferry fares;

f. bridge, road and tunnel tolls;

g. liability insurance required by the company furnishing the special conveyance as a rental condition (see par. C3415-C2, below, for insurance);

h. optional extra collision hull insurance for rental aircraft;

i. traveler access fee (when charged); and

j any per-day administrative fee called for in the MTMC rental car agreements.

2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

(1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or

(2) certain classified special operations are involved.

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

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

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

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

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

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

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member' s control.

The boundaries of the member' s PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

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

U3430 COURTESY TRANSPORTATION USE

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

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

U3500 GENERAL

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

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

2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or

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

An arbitrary distance radius shall not be established to define a local commuting area (59 Comp. Gen. 397 (1980))

C. Travel To and From Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

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

1. duty sites; or

2. residence and a duty site other than the usual duty site.

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

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

2. taxicab fares plus transportation-related tip; and

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

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.

2. Duty and An Alternate Duty Site Within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

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

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

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

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

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

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

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

EXAMPLE 6

Member's one way commuting distance to PDS is 20 miles. Member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). Member then drives to residence (2 miles).

In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

U3510 TRAVEL IN THE TDY LOCATION

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

1. lodging and duty site;

2. duty sites; or

3. lodging or duty site and dining facility.

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

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

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

*C. Travel by Commercial Means. When authorized/approved, a member who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation.

2. when advantageous to the Government, taxicab fares plus transportation-related tip, and

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

D. Travel by POC. If authorized/approved, a member who travels by POC in and around the TDY station is entitled to the same reimbursement as a member who travels in and around a PDS (see par. U3505-C).

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare and transportation-related tip paid by a member between the office or duty site and residence may be authorized/approved under the following conditions:

1. the member is dependent on public transportation for travel,

2. the member is officially ordered to work outside of what are**,** for that member**,** regular working hours, and

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

*Reimbursement for taxicab fares plus transportation-related tips may be authorized/approved in accordance with Service regulations.

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

Effective 18 June 2002

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

***U3550 GENERAL**

NOTE*: *See par. U7030 for reimbursement for recruiter itinerary stop parking.

Army, Navy, Air Force, and Marine Corps members are to be reimbursed for that portion of their monthly parking expenses in excess of $25 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions ($185 in 2002). This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where assigned to duty:

1. as a recruiter for any of the armed forces;

2. at an armed forces military entrance processing facility; or

3. while detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: monthly parking expenses of $135.00 would warrant reimbursement of $110.00 while monthly parking expenses of $320.00 would warrant reimbursement of $185.00. Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority.

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CHAPTER 4
TEMPORARY DUTY TRAVEL

PART A: MEMBERS TRAVELING TOGETHER

*U4000 GENERAL

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at 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. The prohibition begins again at 0001 the departure day from the TDY until arrival at the PDS. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall 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.

U4001 STRAGGLERS

A member, who becomes separated from the others while traveling as one of members traveling together under orders directing no/limited reimbursement, shall be provided for in the manner prescribed in Chapter 7, Part N.

*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 traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. U4129-G. Per diem rates are prescribed at ***http://www.dtic.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, Hawaii) 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 (http://www.dtic.mil/perdiem/pdrates), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.***

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, 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 ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays to qualify for reduced travel fares (see par. U4325-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

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

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. ***NOTE: A day used in a constructive travel computation for PCS mixed mode travel 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 entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members 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 no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the 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 entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to 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.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to 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 entitlements see Chapter 3.

F. Round Trips within 12 Hours. A member is not entitled to per diem for TDY which 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. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another 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. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel 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 day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. 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. U4510.

L. Field Duty. A member on field duty is not entitled to 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 Government quarters at no charge, and/or Government meals at no charge for enlisted members, 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 members who are 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. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel 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 therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to 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)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection with Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with 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 authorization ends on the date the member's assignment is changed from TDY in connection with 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 in connection with 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 Government.

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

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

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

*C. Travel, TDY Aboard a Commercial Vessel or a U.S. Government Vessel Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial vessel, a per diem rate equal to the anticipated expenses should be set. The authorizing/order-issuing official should state in the orders the circumstances warranting the rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in ***http://www.dtic.mil/perdiem/opdrform.html***, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in ***http://www.dtic.mil/perdiem/opdrform.html***, regardless of their OCONUS location and may be paid during periods which would otherwise be considered 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. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, ***http://www.dtic.mil/perdiem/opdrform.html,*** calculated according to 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 redelegations.

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, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY while on Leave. ***This subparagraph 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 up to the constructed round-trip cost between the PDS and TDY location.

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

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 order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. 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 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 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 order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

(2) leave address or place at which the 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. Orders Canceled while Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

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

U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see ***http://www.dtic.mil/perdiem/pdrates.html***) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See par. U4520-A5.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see ***http://www.dtic.mil/perdiem/opdrform.html)*** includes an amount for lodging taxes. ***Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.***

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at ***http://www.dtic.mil/perdiem/pdrates.html***, whichever is less. Reimbursement for commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government 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. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. ***The member must provide the single room rate.***

E. Lodging with Friends or Relatives. ***No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.***

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 authorizing/order-issuing official/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 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 Government nor commercial quarters are available. ***NOTE: This subparagraph 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 authorizing/order-issuing official***.

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY

A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel trailer or camping vehicle;

2. Rent of a parking space for the mobile home, travel trailer or camping vehicle;

3. Rent of appropriate and necessary furniture, such as a stove, a refrigerators, chairs, a table, a bed, a sofa, television and a vacuum cleaner;

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 long distance calls. See par. U4505 for official communications***); and

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.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no 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. Vouchers must be supported by receipts for the barter goods (as an exception to the $75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

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

A. 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. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (par. U4520-B4k) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)).

C. Reimbursement for the actual lodging cost at the first TDY location (location A) shall not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at location A overnight.

D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. Example: An order is prepared to direct TDY at location C for 150 days. The authorizing/order-issuing official 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 the authority of this paragraph 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 taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

A member, who leased an apartment while TDY at location A, was required to perform additional TDY in location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the apartment in location A while TDY in location B and authorized/approved reimbursement for the $45 daily apartment cost in location A as a miscellaneous expense allowance (par. U4520-B4k). The lodging cost incurred in location B ($95 per day) was used for computing the member's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example

Location	Max Lodging	M&IE	Total
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 (Day of departure from location A and arrival in location B):		
Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (see note)
Second thru Fifth Day (M&IE + lodging cost) x 4 days		
Lodging	M&IE	Total
$95	$46	$141 X 4 days = $564 plus lodging tax (see note)
Day of Return to Location A (lodging cost + M&IE)		
Lodging	M&IE	Total
$45	$46	$91

EXAMPLE 2

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

A member occupied Government quarters while on a training assignment at a U.S. installation in location C. The member was required to perform additional TDY for 3 days in location D. If the member vacated the Government quarters (daily cost $25) while on the 3-day TDY assignment, the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the Government quarters while TDY in location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U4520-B4k). The lodging costs ($110) incurred in location D were used to determine the member's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example

Location	Max Lodging	M&IE	Total
C	$109	$38	$147
D	$130	$46	$176

Reimbursement for Government Quarters for 3 Days		
Lodging	Number of Days	Total
$25	3	$75
Per Diem for the TDY Assignment in Location D		
First Day (Day of Departure from Location C and Arrival in Location D):		
Lodging	M&IE	Total
$110	$46	$156 plus lodging tax (see note)

Second and Third Day (Lodging Cost + M&IE) x 4 days		
Lodging	M&IE	Total
$110	$46	$156 X 2 days = $312 plus lodging tax (see note)
Day of Return to Location C (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. General. When a member purchases and occupies a residence at a TDY point, the following costs are lodging expenses (57 Comp. Gen. 147 (1977)). Monthly:

1. Interest;

2. Property tax;

3. Utility cost actually incurred (does not include any installation and hook-up charges).

B. Daily Lodging Cost Determination. Allowable expenses are prorated on a 30-day month basis. ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved.***

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 (par. U9202-C). When dependents are not traveling at Government expense, the member is entitled to the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY OR MONTHLY BASIS

When a member obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is entitled to 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 Government cost does not exceed the cost of renting lodgings at a daily rate.

EXAMPLE

1. A member is TDY at a location where the per diem is $85 ($55 for lodging and $30 for M&IE).

2. The member obtains lodging on a long-term basis and is paying $900 a month for an apartment and utilities.

3. In a normal month, the daily lodging cost would be $30 ($900/30 days).

4. In June the member took leave for 10 days and is entitled to per diem for only 20 days.

5. The daily lodging rate for the member during June is computed to be $45 per day ($900/20). Since the $45 daily lodging cost does not exceed the authorized $55 lodging ceiling, the member is reimbursed $45 per day for lodging for each of the 20 per diem eligible days in June.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government 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 Chapter 4, Part C.

U4145 PER DIEM COMPUTATION

A. General. Ordinarily, per diem is based on the TDY location of the member 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 lodging location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night 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 itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes**.**

D. Meal Rate. The meal rate established by the order cannot be reduced after–the–ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, authorizing/order-issuing officials/schoolhouse commanders may amend the orders to direct immediate and/or future meal rate changes.

U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS.

1. 75% of the appropriate M&IE rate (see ***http://www.dtic.mil/perdiem/pdrates.html***) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply.

2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see ***http://www.dtic.mil/perdiem/pdrates.html***) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.

3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.

4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member' s TDY 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.

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the applicable locality rate.)

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus $2 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

2. The GMR is directed,

3. The Government 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, or

C. Proportional Meal Rate (PMR). The PMR plus $2 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government 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.

***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 entitled to the allowances prescribed in par. U4260-D.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. See ***http://www.dtic.mil/perdiem/opdrform.html***). Use $3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus $3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

2. The GMR is directed,

3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and

4. The member is not traveling.

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

1. Adequate Government 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 Government mess on the U.S. installation to which the member is assigned TDY, and

3. The member is not traveling.

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://www.dtic.mil/perdiem/opdrform.html***), or $3.50 when the member is TDY to a U.S. installation and Government quarters are available on that U.S. Installation. Two exceptions are noted below. The authorizing/order-issuing official 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 order.***

2. Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see ***http://www.dtic.mil/ perdiem/opdrform.html***) may be authorized and must be stated in the travel order.

U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT 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 port of embarkation/ debarkation M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

The schoolhouse commander is authorized to determine the appropriate meals rate – regardless of what the authorizing/order-issuing official may put in a TDY 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 order. If that information is not available prior to 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://www.dtic.mil/perdiem/pdrform.html/***, or ***http://www.dtic.mil/perdiem/opdrform.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 Chapter 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://www.dtic.mil /perdiem/pdrform.html/***, or ***http://www.dtic.mil/perdiem/opdrform.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 this subparagraph 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. Mileage (see par. U2600)

   a. 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, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

   a. Government-procured ferry transportation, or

   b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-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). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

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.

U4161 GOVERNMENT MESS USE UNDER SPECIAL CIRCUMSTANCES

Under the following conditions, members are not entitled to the meals portion of the M&IE allowance:

1. Field duty,
2. Duty on a U.S. Government vessel,
3. Members traveling together under orders directing no/limited reimbursement, or
4. Essential unit messing (EUM).

U4163 ESSENTIAL UNIT MESSING (EUM)

When the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is $2 in CONUS, or the appropriate OCONUS incidental rate at ***http://www.dtic.mil/perdiem/opdrform. html***, or $3.50 OCONUS when the authorizing/order-issuing official determines $3.50 to be adequate for anticipated expenses. ***The $3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are entitled to reimbursement under par. U4510. ***In accordance with par. U4151-D, if orders do not state otherwise, the locality incidental 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 par. U2555-E3).

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);

b. Included in a registration fee paid by the Government;

c. Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or

d. Furnished by the Government at no cost to a member.

3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day ($2 in CONUS, or the applicable locality incidental expense rate (see ***http://www.dtic.mil/perdiem/opdrform.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 members,

b. In-flight meals,

c. Rations furnished by the Government on military aircraft,

d. Government meals paid for by the member and consumed in a Government mess,

e. Meals furnished on commercial aircraft, or

f. Meals provided by private individuals.

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day ($2 in CONUS, or the applicable locality incidental expense rate (see ***http://www.dtic.mil/perdiem/opdrform.html***) or $3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the authorizing/order-issuing official 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 HOTEL

Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Please check Appendix A for current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see ***http://www.dtic.mil/perdiem/pdrates.html/***) does not include an amount for lodging taxes. ***Taxes on lodging in the U.S. and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.***

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see foreign locations in ***http://www.dtic.mil/perdiem/opdrform.html***) includes an amount for lodging taxes. ***Taxes on lodging in foreign areas are not separately reimbursable.***

D. Examples.

EXAMPLE 1

Per Diem Rate		
Max Lodging	**M&IE**	**Total**
$57	$30	$87

Actual lodging cost is $62 per night and Government mess is not available at the TDY point.

Itinerary

Date	**Travel Status**	**Transportation Mode**	**Mileage**
10 May	Depart PDS	POC	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles
***Reimbursement:**			
5/10		75% times $30 = $22.50 plus $57 ($62 limited to $57)	$ 79.50
5/11		$30 plus $57	87.00
5/12		$30 plus $57	87.00
5/13		75% times $30	22.50
1 round trip of 680 miles x $0.36 per mile =			244.80
Total Reimbursement =			$520.80

EXAMPLE 2

Per Dem Rate		
Max Lodging	**M&IE**	**Total**
$55	$30	$85

Member TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is $6 per night. The Government meal rate is directed. Breakfast is not available on the 17th and the authorizing/order-issuing official approves the increase to the PMR for the 17th. ***NOTE: Government mess deductions are never made for arrival and departure days***.) In this example, a GMR of $8 is used, and a proportional meal rate (PMR) of $18 is used.

Itinerary

Date	Travel Status
15 March	Depart Residence
	Arrive US Installation
16 March	TDY
17 March	TDY
18 March	TDY
19 March	Depart US Installation
	Arrive Residence

Reimbursement

Date	Computation	Total
15 March	($30 (M&IE) x 75 maximum %) + $6 (Govt. quarters) =	$ 28.50
16 March	$10 (GMR) + $6 =	16.00
17 March	($18 (PMR) + $6 =	24.00
18 March	$10 + $6 =	16.00
19 March	$30 x 75% =	22.50
TOTAL		**$ 107.00**

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of:

1. per diem or AEA for the actual travel time ***(no per diem or AEA while at the PDS)*** and transportation expenses for the travel from the TDY point to the PDS and return; or

2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

NOTE: No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost $60 per night. Per diem rate is $82, lodging is $52 and M&IE maximum is $30. Government mess is not available at the TDY point.

In this example the member is due $1,069 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

***REIMBURSEMENT:**		
Cost Comparison		
Actual Cost:		
6/23	75% times $30 = $22.50 plus $52 ($60 limited to $52) =	$ 74.50
6/24	$30 plus $52	82.00
6/25	$30 plus $52	82.00
6/26	$30 plus $52	82.00
6/27	75% times $30	22.50
6/29	75% times $30 = $22.50 plus $52 ($60 limited to $52)=	74.50
6/30	$30 plus $52 =	82.00
7/1	$30 plus $42	82.00
7/2	$30 plus $42	82.00
7/3	75% times $30	22.50
2 round trips of 650 miles = 1,300 x $0.36 per mile =		468.00
Total Reimbursement=		$1,154.00

*Constructed Cost:		
6/23	75% times $30 = $22.50 plus $52 ($60 limited to $52) =	$ 74.50
6/24	$30 plus $52 =	82.00
6/25	$30 plus $52 =	82.00
6/26	$30 plus $52 =	82.00
6/27	$30 plus $52 =	82.00
6/28	$30 plus $52 =	82.00
6/29	$30 plus $52 =	82.00
6/30	$30 plus $52 =	82.00
7/1	$30 plus $52 =	82.00
7/2	$30 plus $52 =	82.00
7/3	75% times $30 =	22.50
1 round trip of 650 miles = 650 x $0.36 per mile =		234.00
Total Reimbursement =		$1,069.00

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	

	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs $6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is $66, lodging maximum is $40 and M&IE rate is $26. In this example, a GMR of $8.00 is used.

***REIMBURSEMENT:**		
Cost Comparison		
Actual Cost:		
7/9	75% times $26 = $19.50 plus $6 =	$25.50
7/10	$10.00 plus $6 =	16.00
7/11	75% times $26 = $19.50 =	19.50
7/13	75% times $26 = $19.50 plus $6 =	25.50
7/14	$10.00 plus $6 =	16.00
7/15	$10.00 plus $6 =	16.00
7/16	75% times $26 = $19.50 =	19.50
2 round trips of 370 miles = 740 x $0.36 per mile =		266.40
Total Reimbursement =		$404.40

*Constructive Cost:		
7/9	75% times $26 = $19.50 plus $6 =	$ 25.50
7/10	$10.00 plus $6 =	16.00
7/11	$10.00 plus $6 =	16.00
7/12	$10.00 plus $6 =	16.00
7/13	$10.00 plus $6 =	16.00
7/14	$10.00 plus $6 =	16.00
7/15	$10.00 plus $6 =	16.00
7/16	75% times $26 = $19.50 =	19.50
1 round trip of 370 miles = 370 x $0.36 per mile =		133.20
Total Reimbursement =		$274.20

In this example the member is due $274.20.

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN *HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML*

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular 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 an authorization, travel orders prescribing rates of per diem different from those prescribed in http://www.dtic.mil/perdiem/pdrates.html are without effect and the locality rates in http://www.dtic.mil/perdiem/pdrates.html are used.*** Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

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

NOTE: ***To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.***

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 entitled to the allowances prescribed in par. U4225-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ENTITLEMENTS

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

Quick Reference - Per Diem Entitlements

TDY Travel of More Than 24 Hours

(1) Day of Departure from PDS

Footnotes: See table # 4

Abbreviation used: Govt. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. **Traveler elected not to occupy available Govt. quarters.**	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to TDY	Arrived on same day as departed from PDS at TDY location where per diem at a lesser amount than rate prescribed for TDY location was authorized under par. U4177.
Per Diem for Day of Departure from PDS [6/]	75% of M&IE Rate for TDY Locality [1/] plus lodging cost NTE maximum lodging prescribed for TDY locality. [2/, 5/]	75% of M&IE rate for TDY locality [1/] plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality [1/] plus cost of lodgings occupied NTE cost of available Govt. quarters. **(No reimbursement for lodging tax.)**	75% of M&IE Rate for destination TDY Locality [1/]	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. [2/, 5/]	75 % of M&IE rate for TDY locality [1/] plus lodging [2/, 5/] cost NTE maximum lodging prescribed for TDY locality. (Per diem rate authorized under par. U4135 applies to full days at TDY location.)

(2) Whole Days of Travel - CONUS

Abbreviations used: Govt. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

Footnotes: See table # 4

	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) - traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at CONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel [6/]	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality [2/].	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus $2 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $2 when orders direct essential unit messing and 3 meals are available to the member. PMR plus $2 applies if 3 meals are not available to the member. [1/]	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality [2/] (If directed in orders, M&IE is PMR plus $2 when deductible meals are provided [7/] – JFTR, par. U4165-1)	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus $2, if directed in orders, (3) PMR plus $2 if directed in orders, or (4) no amount for meals plus $2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4149 for determination of M&IE rate))	M&IE plus cost of lodging not to exceed cost of Govt. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus $2, if directed in orders, (3) PMR plus $2 if directed in orders, or (4) no amount for meals plus $2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4149 for determination of M&IE rate))	Per diem at the rate authorized under par. U4177.

(3)Whole Days of Travel – OCONUS

Abbreviations used: Govt. = Government GMR =Government mealrate
NTE = Not to exceed PMR = Proportional meal rate

Footnotes: See table # 4

	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation)	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when member elects not to occupy available Govt. quarters.	Each whole day at OCONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel [6/]	M&IE [4/] applicable to OCONUS TDY locality plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus $3.50 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3.50 when orders direct 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. [1/)]	M&IE [4/] applicable to OCONUS TDY locality plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) meal rate prescribed for TDY locality plus $3.50, (2) Standard GMR plus $3.50 [3/], if directed in orders, (3) PMR plus $3.50 [3/], if directed in orders, or (4) no amount for meals plus $3.50 [3/] when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4149 for applicable M&IE rate).	M&IE plus cost of lodging not to exceed cost of Govt. quarters [5/]. (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus $3.50 [3/], if directed in orders, (3) PMR plus $3.50 [3/], if directed in orders, or (4) no amount for meals plus $3.50 [3/] when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4149 for applicable M&IE rate))	Per diem at the rate authorized under par. U4177.

(4) Day(s) of Return to PDS

Abbreviations used: Govt. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed TDY location where per diem in lesser amount than prescribed rate was authorized under par. U4177.
Per Diem for Day of Return to PDS [6/]	75% of M&IE rate for last TDY locality. [1/]	For day of departure from TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at PDS 75% of the M&IE rate for the TDY locality. [1/]	For day of departure from TDY: M&IE plus lodging [2/, 5/] cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality.	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the order-issuing official (see par. U4169).	75% of M&IE prescribed for the TDY locality.

*__Footnotes__

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

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

3/ The authorizing/order-issuing official can determine that $3.50 is not adequate for TDY on a foreign OCONUS U.S. installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on ***http://www.dtic.mil/perdiem/opdrform.html***. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.

4/ For OCONUS travel the authorizing/order-issuing official can determine that an incidental expense (IE) allowance of $3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the orders.

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

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 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (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 travel ***OCONUS*** 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 traveler, no reimbursement is allowed for meals.

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows members 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 the per diem allowances in Part B, or ***http://www.dtic.mi /perdiem/pdrates.html***.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at ***http://www.dtic.mil /perdiem/pdrates.html*** is insufficient for 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 has been performed, except for an AEA under par. U4245 which may be authorized ***only in advance*** of travel;

2. Should be stated in the travel order when authorized in advance of travel;

3. May be authorized/approved for the entire period of a trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);

4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel 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 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 (see par. U4140) for a per diem rate adjustment.

4. The definitions and rules applicable to the member's entitlement to a per diem incident to a TDY assignment in Chapter 4, Part B apply to travel on an actual expense basis unless otherwise stated in this Part.

5. Members are 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;

2. To an area where the costs have escalated for a short time period during a special function/event such as:

a. Missile launch,

b. Sports events,

c. World's fairs,

d. Conventions, or

e. Natural disasters;

3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;

4. During which special duties of the assignment require the member to incur unusually high expenses (e.g., the member 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 member incurs unusually high expenses because of an assignment to accompany another member 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 member who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E.

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 Government 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 Appendix A.

B. Expenses Not Allowed. The following expenses are not allowed since they are incurred as a result of the member's personal preference. 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 Government; or

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, March 24, 1978).

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 available:

a. Specific reason for travel (see Appendix H for general travel purposes);

b. Identity of the senior party member (civilian or military), including grade, full name, SSN and branch of the Service/employing DoD component;

c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;

d. Proposed itinerary showing places at which an AEA is required, the length of duty at each place, and the travel dates;

e. Information available 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 with area code if available)) of a PoC for the request.

2. ***Vouchers/receipts are not submitted with the AEA request.***

3. Uniformity of allowances among Uniformed Services members and civilian employees must be ensured (if possible) when they travel together or to the same place at which an AEA is warranted.

B. Channels of Submission. See Appendix L.

U4235 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily maximum needed for an AEA is 150% of the TDY locality per diem rate in ***http://www.dtic.mil/perdiem/pdrform.html*** (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for an AEA at the TDY locality per diem rate in ***http://www.dtic.mil/perdiem/opdrform.html*** (rounded to the next higher dollar) is the greater of the following:

1. 150% of the per diem rate; or

2. $50 plus the per diem rate in ***http://www.dtic.mil/perdiem/opdrform.html***.

See Appendix 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 TDY locality per diem rate (rounded to the next higher dollar) in ***http://www.dtic.mil/perdiem/pdrates.html*** may be authorized/approved if required to meet mission-associated expenses.

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

U4245 SPECIAL ACTUAL EXPENSE AUTHORIZATION (AEA)

The PDTATAC Director may issue an AEA for any Uniformed Service member in support of the mission stated in the AEA. These authorizations may be issued with/without expiration dates. Copies of existing Special AEAs may be obtained from:

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

or by email to pdtatac@perdiem.osd.mil with "AEA REQUEST" in the subject line.

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://www.dtic.mil/perdiem/opdrform.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 par. U4210 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 with "AEA REQUEST" in the subject line; or

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

NOTE: AEAs 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 type of AEA shall not be authorized for civilian employees.

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the 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 Government quarters are available on a U.S. Installation, the maximum reimbursement for incidental expenses is:

1. CONUS. $2.00 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 order-issuing official 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 system (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 member is authorized/approved an AEA for lodging.

b. The member is paid M&IE on a per diem basis. Itemization 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 TDY members, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government 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, U4245 and U4250 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 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 authorizing/order-issuing official to be paid. ***In no case shall 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, not to exceed 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 for the member. 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 Appendix 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 after returning to 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, 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 member'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. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. 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 (see http://www.dtic.mil/perdiem/pdrates.html/) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are a separately reimbursable expense in addition to AEA.

2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see http://www.dtic.mil/perdiem/opdform.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.

EXAMPLE 1
Travel to single TDY point.
AEA authorized for lodging and M&IE

Per Diem Rate for the CONUS TDY Location

Max Lodging	M&IE	Total
$99	$46	$145

Actual Expense Allowance Computation for the CONUS TDY Location
AEA authorized NTE $217.50 ($145 x 150%)
Lodging NTE $148.50 ($99 x 150%)
M&IE NTE $69 ($46 x 150%)

Itinerary

Date	Travel Status
10 Aug	Depart Residence Arrive CONUS TDY Location
11 Aug	TDY in CONUS TDY Location
12 Aug	TDY in CONUS TDY Location
13 Aug	Depart CONUS TDY Location Arrive Residence

Daily Expenses

Date		Total	
10 Aug	Lodging	$130.00	
	Dinner	+ 25.00	
	Total	$155.00	
	Total Daily Reimbursement		**$155.00**
11 Aug	Lodging	$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	$173.00	
	Total Daily Reimbursement		**$173.00**
12 Aug	Lodging	$130.00	
	Breakfast	15.00	
	Lunch	20.00	
	Dinner	40.00	
	Incidentals	+ 2.00	
	Total	*$207.00	
	* Total reimbursement for this day is limited to $199 ($130 (lodging) + $69 (max M&IE)) since the total M&IE ($77) exceeds the 150% M&IE ceiling of $69.		
	Total Daily Reimbursement		**$199.00**
13 Aug	Breakfast	5.00	
	Lunch	+12.00	
	Total	$17.00	
	Total Daily Reimbursement		**$ 17.00**
TOTAL REIMBURSEMENT			**$544.00**

EXAMPLE 2
Travel to multiple TDY points.
AEA authorized for lodging in CONUS TDY Location A
M&IE paid on a per diem basis.

Per Diem Rate for CONUS TDY Location A

Max Lodging	M&IE	Total
$150	$46	$196

Actual Expense Allowance Computation for CONUS TDY Location A
AEA lodging NTE $248 (($196 x 150%)-$46)

Per Diem Rate for CONUS TDY Location B

Max Lodging	M&IE	Total
$77	$30	$107

Per Diem Rate for CONUS TDY Location C

Max Lodging	M&IE	Total
$77	$38	$115

Itinerary

Date	Travel Status
7 Sep	Depart Residence Arrive CONUS TDY Location A
8 Sep	TDY – CONUS TDY Location A
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B
10 Sep	TDY – CONUS TDY Location B
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C
12 Sep	Depart CONUS TDY Location C Arrive Residence

Daily Expenses

Date		Total	
7 Sep	Lodging M&IE ($46 x 75%) Total **Total Daily Reimbursement**	$170.00 + 34.50 $204.50	**$204.50**
8 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$170.00 + 46.00 $216.00	**$216.00**
9 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 30.00 $100.00	**$100.00**
10 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 30.00 $100.00	**$100.00**
11 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$75.00 + 38.00 $113.00	**$113.00**

12 Sep	M&IE ($38 x 75%) Total **Total Daily Reimbursement**	+ 28.50 $28.50	 **$ 28.50**
TOTAL REIMBURSEMENT			**$762.00**

EXAMPLE 3

Travel to two TDY points.
Lodging and M&IE paid on a per diem basis in CONUS TDY Location A
AEA authorized for lodging and M&IE in CONUS TDY Location B

Per Diem Rate for CONUS TDY Location A

Max Lodging	M&IE	Total
$71	$38	$109

Per Diem Rate for CONUS TDY Location B

Max Lodging	M&IE	Total
$93	$38	$131

Actual Expense Allowance Computation for CONUS TDY Location B

AEA authorized NTE $196.50 ($131 x 150%)
Lodging NTE $139.50 ($93 x 150%)
M&IE NTE $57 ($38 x 150%)

Itinerary

Date	Travel Status
1 Oct	Depart Residence Arrive CONUS TDY Location A
2 Oct	TDY – CONUS TDY Location A
3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B
4 Oct	Depart CONUS TDY Location B Arrive Residence

Daily Expenses

Date		Total	
1 Oct	Lodging M&IE ($38 x 75%) Total **Total Daily Reimbursement**	$70.00 + 28.50 $98.50	 **$98.50**
2 Oct	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 38.00 $108.00	 **$108.00**
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total **Total Daily Reimbursement**	$120.00 5.00 15.00 + 30.00 $170.00	 **$170.00**
4 Oct	Breakfast Lunch Total **Total Daily Reimbursement**	$10.00 + 15.00 $25.00	 **$25.00**
TOTAL REIMBURSEMENT			**$401.50**

EXAMPLE 4
Travel to multiple TDY points
Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B
AEA authorized for lodging and M&IE in OCONUS TDY Location C

Per Diem Rate for CONUS TDY Location A		
Max Lodging	**M&IE**	**Total**
$208	$46	$254
Per Diem Rate for OCONUS TDY Location B		
Max Lodging	**M&IE**	**Total**
$209	$85	$294
Per Diem Rate for OCONUS TDY Location C		
Max Lodging	**M&IE**	**Total**
$172	$71	$243

Actual Expense Allowance Computation for OCONUS TDY Location C
AEA authorized NTE $364.50 ($243 x 150%)
Lodging NTE $258 ($172 x 150%)
M&IE NTE $106.50 ($71 x 150%)

Itinerary

Date	**Travel Status**
5 Aug	Depart Residence Arrive CONUS TDY Location A
6 Aug	TDY – CONUS TDY Location A
7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B
8 Aug	TDY – OCONUS TDY Location B
9 Aug	TDY – OCONUS TDY Location B
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C
11 Aug	TDY – OCONUS TDY Location C
12 Aug	Depart OCONUS TDY Location C Arrive Residence

Daily Expenses

Date		**Total**	
5 Aug	Lodging M&IE ($46 x 75%) Total **Total Daily Reimbursement**	$200.00 + 34.50 $234.50	**$ 234.50**
6 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$200.00 + 46.00 $246.00	**$ 246.00**
7 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**
8 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**

9 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total **Total Daily Reimbursement**	$200.00 7.00 20.00 + 35.00 $262.00	**$ 262.00**
11 Aug	Lodging Breakfast Lunch Dinner Total Total Daily Reimbursement	$200.00 10.00 18.00 + 30.00 $258.00	**$ 258.00**
12 Aug	Breakfast Total **Total Daily Reimbursement**	$8.00 $8.00	**$ 8.00**
TOTAL REIMBURSEMENT			**$1878.50**

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 GENERAL

***NOTE*: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.**

When an 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 not to exceed 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 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 orders, and is more economical to the Government.*** 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 travel during 2400 – 0600 is required by the mission;
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 authorizing/order-issuing official 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 1*: When scheduling flights of 14 or more hours (see par. U3125-B4h), 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 Government-funded business accommodations with arrival on the day the TDY starts.**

A. Starting and Ending Travel

1. General

a. The 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 2*: 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 (not to exceed 24 hours) at the TDY point before the member is required to perform official duties (see pars. U4326-B and U4326-C).**

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 authorizing/order-issuing official 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 par. U4326-B and U4326-C.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 - 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to:

a. depart the PDS (or home as appropriate) early enough to prevent having to travel between 2400-0600, or

b. depart the 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 authorizing/order-issuing official 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

1. Travel during Normal Rest Hours. The authorizing/order-issuing official 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 authorizing/order-issuing official may authorize/approve a rest stop en route when:

a. the origin or destination point is OCONUS;

b. travel is by a usually traveled route;

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.

3. En Route Rest Stop Prohibited. An en route rest stop is prohibited when:

a. Travel is authorized by first- or business-class service:

b. A member chooses to travel by an indirect 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, not to exceed 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.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 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;

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 (not to exceed 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.

D. 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 action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. the delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

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. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

PART E: GOVERNMENT MESS USE/AVAILABILITY

U4400 GOVERNMENT MESS

A. Mess Available. Government mess must be used to the maximum extent practicable by members quartered on-base.

B. Mess Not Available. A Government mess is not available:

1. when Government lodgings on the installation are not available to a member while on official travel (see par. U1045);

2. on travel days; or

3. when an order-issuing official determines:

   a. the use of the mess adversely affects mission performance;

   b. there's excessive distance between the mess and place of duty, and/or the mess and place of lodging;

   c. transportation is not reasonably available between the mess and place of duty, and/or the mess and place of lodging; or

   d. duty hours and mess operating hours are not compatible.

*C. GMR/PMR Documentation. A 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 Government 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 authorizing/order-issuing official accepts the member' s non-availability certification. An order modification serves to document the meal rate change.

NOTE: When an order, with the exception of an 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).

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

U4500 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred in or around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

*U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;

2. use Government quarters and pay a service charge;

3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or

4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);

2. 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);

3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));

4. par. U4102-F (round trips within 12 hours);

5. par. U4102-G (group travel status);

6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);

7. par. U4102-L (field duty);

8. par. U4163 (Essential Unit Messing);

9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS; 11. par. U7025 (travel incident to application processing);

12. par. U7125-D (bed-patient or inpatient);

13. par. U7150-A1 (Reserve Component Travel); or

14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in ***http://www.dtic.mil/perdiem/opdrform.html*** or ***http://www.dtic.mil/perdiem/pdrform.html*** for the TDY locality. In special or unusual circumstances when the amounts claimed exceed 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. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4135.

2. Meals. If the authorizing/order-issuing official determines that a member is required to procure meals, the member is entitled to 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://www.dtic. 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.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

2. administrative fees for ATM use to obtain money with:

a. the Government-sponsored Contractor-issued Travel Charge Card (Government charge card; or

b. an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel;

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the Government charge card;

3. passport and visa fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE*: *Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government 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.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in ***the United States and non-foreign OCONUS areas,*** are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of $55 per night, and the traveler elects to stay at a hotel that costs $110 per night, the traveler may only be reimbursed the amount of taxes on $55, which is the maximum authorized lodging amount);

NOTE*: *Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

a. currency conversion ***NOTE*: *Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does ***not*** include cashing ***salary*** checks/drafts);

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

Effective 26 September 2002
10. customary tips for handling ***any baggage*** at transportation terminal;

Effective 26 September 2002
11. any additional costs of paper tickets when authorized/approved by the authorizing/order-issuing official as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE*: *Paying for paper tickets sought by members for personal convenience is the financial responsibility of the member***; and

Effective 26 September 2002
12. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)***

B. TDY Expenses. In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

*4. authorizing/order-issuing official authorized/approved expenses for:

a. services, including associated equipment needed for reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental (used for official business) at a hotel/other place;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

g. official phone calls (see par. U4505);

h. connections used for computers to perform official Government business;

i. excess baggage transportation costs (see par. U3015-C);

j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3.***

k. dual lodging costs (see par. U4135);

l. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;***

m. expedited charge card delivery (***effective 1 May 2001***);

n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

o. lodging late check-out fees;

5. Certain laundry/dry-cleaning expenses:

   a. The cost incurred during TDY travel (***not after returning to/arriving at PDS***) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16).;

   b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing ***is not*** a separately reimbursable expense for ***OCONUS*** travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

8. customary tips for handling Government property at terminals and hotels;

9. any per-day administrative fee called for in the MTMC rental car agreements; and

10. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expense which include batteries, tools, film, gifts for child care, pet care, hotel concierge, or workout room/gym fees.)***

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);

2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and

3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U4539 REIMBURSMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

U4600 GENERAL

This Part prescribes dependent travel and transportation allowances when the member is assigned to indeterminate TDY.

*U4605 MEMBER ORDERED ON INDETERMINATE TDY

A. General. When a member's TDY order does not provide for return to the PDS and:

1. the TDY is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or

2. the TDY order does not specify or imply any limit to the period of absence from the PDS;

dependent transportation at Government expense (but no per diem except under subpar. D) is authorized.

B. Transportation of Dependents to TDY Station or Other Location

1. When Both PDS and TDY Stations Are in CONUS or Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized not to exceed the entitlement from the PDS to the TDY station.

2. When the PDS is in CONUS and the TDY Station is OCONUS, Dependent Transportation at Government Expense

a. may only be authorized to the TDY station or to a CONUS location by the Secretarial Process.

b. shall not be authorized/approved to the OCONUS station unless at least 12 months remain in the member's tour of duty at the OCONUS station on the date the dependents are scheduled to, or actually do, arrive at that station or on the date command sponsorship is granted, whichever is later.

3. When the PDS is OCONUS and the TDY Station is in CONUS. Dependent transportation at Government expense to the TDY station may be authorized by the Secretarial Process, not to exceed, the entitlement from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on subsequent PCS orders, or

2. returns from indeterminate TDY,

after dependents have been moved at Government expense to the TDY station or to a CONUS location; the member is entitled to return dependent transportation from the TDY station or from the CONUS location to the PDS. Return transportation from CONUS to an OCONUS PDS shall not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependents are scheduled to, or actually do, arrive at that PDS or on the date command sponsorship is granted, whichever is later.

D. PCS Orders Received at TDY Station. When dependents are moved at Government expense to the TDY station and the member receives PCS orders at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS shall not exceed the entitlement from the TDY station to the new PDS.

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

U4700 GENERAL

Effective 1 April 1997
This Part prescribes TDY HHG shipping and storage entitlements. For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An authorizing/order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ENTITLEMENT

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and

2. required medical equipment (see par. U5310-K).

*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncreated 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.

*TDY Weight Allowances (Pounds)			
Service and Grade 1/			
Army, Air Force, & Marine Corps	**Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps**	**Public Health Service**	**Weight Allowance**
Officer Personnel			
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
Enlisted Personnel			
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 regular members, members of a Uniformed Service reserve component, and officers 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 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/ The allowance for a member selected as a 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 is 800 pounds for travel orders issued 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 Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under TDY orders, temporary to permanent duty orders, or a combination thereof, a member with an authorized/ approved TDY shipment may ship 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 METHODS OF SHIPMENT

The shipment methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

A. Weight Allowance Entitlement. A member's grade on the day travel begins determines the weight allowance.

B. Orders 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.

U4730 NOT USED

U4735 WHEN EXCESS CHARGES ARE INCURRED

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

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For shipping entitlement 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 shipping entitlement 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 orders from a PDS to TDY without 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 Government quarters to civilian housing in the old PCS vicinity, if required to vacate the Government quarters.

U4755 INDETERMINATE TDY

Under orders 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. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under this paragraph may be shipped to the member's PDS after TDY.

U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A VESSEL

A. General. Orders from a PDS to:

1. TDY pending further OCONUS assignment, or

2. to a vessel,

entitle a member as indicated in subpars. B and C.

B. Ordered to a Vessel. Under orders from a PDS to TDY pending assignment to a vessel other than one described in subpar. C, HHG transportation of the PCS weight allowance may be made to any combination of:

1. to the vessel's homeport;

2. from Government quarters to civilian housing in the old PCS vicinity, if required to vacate Government quarters; and

3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More. Under orders from the PDS to:

1. TDY pending further OCONUS assignment, or

2. a vessel specified in writing by the Secretarial Process as unusually arduous sea duty or it is contemplated that the vessel will operate OCONUS for a continuous period of 1 year or more on the date the vessel is so specified,

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

1. any CONUS location the member specifies;

2. the OCONUS duty station; and

3. NTS under par. U4710-C.

U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A VESSEL

A. General. Orders from a PDS to TDY in connection with building, fitting out, converting, or reactivating a vessel that direct duty on board when commissioned, entitle a member as indicated in subpars. B and C.

B. Ordered to a Vessel Not Specified as Unusually Arduous. Under orders to a vessel other than one described in subpar. C, transportation of the PCS weight allowance may be made to a combination of:

1. the vessel's homeport, and

2. NTS under par. U4710-C.

C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More. Under orders to a vessel which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or more, HHG transportation of the PCS weight allowance may be made to a combination of:

1. any CONUS location the member specifies, and

2. NTS under par. U4710-C.

***U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**

A. Temporary Storage

1. Temporary storage is authorized as part of HHG transportation.

2. HHG, within the TDY weight allowance, may be placed in temporary storage when:

   a. on a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE***); or

   b. TDY/deployed for 90 days or less if the Service designated official authorizes/approves the temporary storage as necessary based on the member's written statement that temporary storage is necessary for reason's beyond the member's control.

NOTE: When HHG are in temporary storage 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 subpar. 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 subpars 2 and 3.

   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. TDY/deployment orders for 90 or more days/an indefinite period entitle members 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 entitled to HOS entitlements 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 Reserve Component Members 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 Reserve Component Members who are:

(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 limitation in par. U5345-B2 for Reserve Component members called/ordered to active duty for less than 20 weeks ***does not*** apply.

d. PCS weight allowances ***do*** apply (see par. U5310-B).

C. Nontemporary 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 entitlement begins on the day orders are issued and continues as long as any of the situations in the chart below exist.

D. Storage After Completion of TDY/Deployment. HHG storage entitlement continues for up to 90 days after the completion of a TDY/deployment. Extensions to this 90-day period may be granted IAW par. U5375-B.

Situation	Termination of Entitlement
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to orders assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS.

3. TDY pending assignment OCONUS or to a vessel (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned vessel
4. TDY in connection with building, fitting out, converting or reactivating of a vessel and duty aboard when commissioned. (par. U4765)	4. Day of vessel's arrival at its assigned homeport

U4775 SHIPMENT OF HHG AFTER STORAGE

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

3. TDY pending assignment OCONUS or to a vessel (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned vessel
4. TDY in connection with building, fitting out, converting or reactivating of a vessel and duty aboard when commissioned. (par. U4765)	4. Day of vessel' s arrival at its assigned homeport

U4775 SHIPMENT OF HHG AFTER STORAGE

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

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

U4800 DEFINITIONS

A. 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 joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For the purposes of this Chapter, the definition also includes Coast Guard.

B. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or JTF 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 Appendix A for a definition of Contingency Operations.)

C. Exercises. Those Service, CINC, 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 which may or may not involve more than one Service. Members/units are placed in field duty.

D. TDY Options. The CINC or the JTF Commander determines the appropriate TDY option (which establishes the entitlement) after consultation with Service component commanders. The CINC or JTF commander must communicate this decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders. ***NOTE: JTF exercises must be field duty***. The three TDY options (regular TDY, EUM, and field duty) are described below. This determination applies to all members temporarily assigned for operational deployment to a JTF performing duty under similar conditions within the same area of operations. For those members either (1) not located in the JTF area of operations but who are operating in a support capacity, or (2) are located in the JTF area of operations but are not part of the JTF, the Secretarial Process for each Service may direct a TDY option different than the one used for JTF members.

1. Regular TDY

*a. Explanation. A member 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). The member is reimbursed for lodging, meals and incidental expenses as in Chapter 4, Part B or par. U4800-D1b. ***Exception: A member receiving the GMR rate while TDY to a JTF Commander's area of responsibility (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 location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).***

b. JTF Temporary Dining Facilities. There are special meal per diem provisions for members when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Members consuming meals at the JTF temporary dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus an incidental expense of either $2.00 in CONUS or the applicable locality incidental rate (see ***http://www.dtic.mil/perdiem/***), or $3.50 OCONUS when on a U.S. installation or the CINC or the JTF commander determines $3.50 to be adequate. If the member's statement is accepted to support increased per diem for a missed meal at a JTF temporary dining facility, the member is authorized the PMR (see pars. U4149-C and U4151-C) for that day. If 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,*** they are reimbursed IAW Chapter 4, Part B.

c. Regular TDY Use. As a general rule, members on an operational deployment (see exceptions for exercises in par. U4800-D3 below) are on "regular" TDY.

2. Essential Unit Messing (EUM)

a. Explanation. EUM may be required in a command or organizational unit when it enhances operational readiness or the conduct of military operations or is necessary for the effective conduct of training. Designation of EUM is applied only to organizational units, operational elements, or detachments; not to individual service members. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing. The member is paid the incidental portion of the daily M&IE rate.

b. Use. EUM may be used for operational deployments when the circumstances described above apply.

3. Field Duty (Appendix A)

a. Explanation. During field duty the member is subsisted in a Government mess or with an organization drawing field rations, and the member is serving with troops on maneuvers, war games, field exercises, or similar types of operations. Members are furnished Government quarters or are quartered in accommodations ordinarily associated with field exercises. Everything ordinarily covered by per diem is furnished and no per diem is paid. Note that a competent official may place members, furnished quarters and subsistence obtained by contract, in a field duty status.

b. Use. Members participating in the events discussed above and furnished quarters and subsistence should be placed on field duty.

*JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Government Lodging and Government Meals - Permanent U.S. Installation	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Commercial Lodging and Government Meals **(In AOR only)**	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	
Field Duty	Government Lodging, Meals and Incidentals Provided	None	

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

Note: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

CHAPTER 5
PERMANENT DUTY TRAVEL

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U5012	**PCS ALLOWANCES** A. General B. Member and Dependent Travel and Transportation Allowances C. HHG Transportation and Storage D. Unaccompanied Baggage Transportation E. POV Transportation F. Mobile Home Allowances G. DLA H. TLE Allowance I. Travel and Transportation Allowance Extensions when a Member Separates from the Service J. Home of Selection K. PCS Order
U5015	**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)** A. General B. Reimbursement for the Use of More Than Two POCs
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U5106 **PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM**

U5107 **POC TRAVEL PROHIBITED**

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B. Members Traveling Together under Orders Directing No/Limited Reimbursement
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D. Reimbursement for Transoceanic Transportation Costs
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U5120 **TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**
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J. Unable to Travel with Member's Organization
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E. Member Ordered to a Place to Await Disability Proceedings Results
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U5130 **Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**
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U5160 **Allowable Travel Time Computation**
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U5210 **Per Diem Rates of Dependents' Travel**
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U5212 **Reimbursable Expenses**

U5215 **Factors Affecting Travel of Dependents**
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E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
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U5218 **Travel and Transportation Involving Old and/or New Non-PDS Location**

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U5225 **Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay**
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U5230 **Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty With Readjustment or Separation Pay,**
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B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

U5242a **Funeral Travel** (For burial ceremonies on or after 15 March 2002)
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U5243 **Transportation of Dependent Students**
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U5246 **Transportation of Family Members of a Seriously Ill or Injured Member**
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H. Storage
I. Services
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U5315 **Administrative Weight Limitations**
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U5318 **Re-transportation of the Same HHG**

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U5330 **Factors Affecting HHG Transportation**
A. Combining Weight Allowances When Husband and Wife Are Both Members
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U5350 **Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**
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D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
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U5365 **Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, or Involuntary Release from Active Duty With Readjustment or Separation Pay**
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U5370 **HHG Transportation Under Unusual/Emergency Circumstances**
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U5372 **HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**
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U5414 **Transportation of POV to/from PDS**
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U5415 **Transportation Restrictions**
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U5425 **Transportation Methods**
A. Government/Commercial Transportation
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A. Designation of Ports
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U5445 **Excess Cost Collection**

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A. Official and Personal Situations
B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Dependent's Travel is not Authorized Before the POV is Transported from a CONUS VPC/Port
C. Incident to Alert Notice
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U5456 **Transportation Incident to Divorce**

U5457 **Time Limitation for Transportation of a POV**
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U5460 **Care and Storage**

U5461 **Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late**

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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.

2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.

3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:

   a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;

   b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;

   c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or

   d. enlistment or induction into the Service (regular or during emergency).

4. Separation or Retirement. Travel from last PDS to home upon:

   a. discharge, resignation, or separation from the Service under honorable conditions;

   b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;

   c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

   d. retirement; or

   e. temporary disability retirement.

5. Travel (Other Than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000),
2. applicants and rejected applicants of the regular service (see par. U7025),
3. reserve components (see par. U7150), or
4. members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400),
2. members discharged under other than honorable conditions (see par. U7500), and
3. prisoners (see par. U7451).

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

*B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Chapter 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, if the member is transferred to a "weight restricted" OCONUS PDS, only a portion of the member's PCS HHG weight allowance may be shipped. The remainder may be placed in NTS or transported to a designated place. Generally, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS; HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Chapter 5, Part D.

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;

2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;

3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1); and

4. ***not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty, retirement, or from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured***, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date.

*J. Home of Selection. ***Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.***

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.

2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***

3. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

B. Reimbursement for the Use of More Than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives $.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid $.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and

2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-B3).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	**Rate**
Morning	$ 6
Noon	$ 6
Evening	$16

U5020 ADVANCE OF FUNDS

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B4). See par. U9208 for advance payment rules ICW TLA.

*OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/,10/	Yes	Yes	No	No 25/	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member										
CONUS to CONUS	Yes (each)	Yes (each)	Yes (each) 13/	Yes 8/(each)	No 10/	No	Yes 15/	See par. U5630-E & Table U5G-1	Yes (each)	No
To/from OCONUS	Yes (each)	Yes (each)	Yes (each) 13/, 14/	Yes (each)	Yes (each)	Yes	No 12/		Yes (each)	Yes (each)
Separated Under Honorable Conditions 16/										
Member completed 90% of 1st term	Yes	Yes	Yes	Yes 18/	No 19/	No	Yes	No	No	Yes 26/
Member did ***not*** complete 90% of 1st term	Yes 17/	Yes 17/	Yes	Yes 18/	No 19/	No	Yes	No	No	Yes 26/
Separated Under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 26/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 26/

Table U5A-1

1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through I of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member' s PCS.
2/ For the time limitation of NTS for PCS orders, see par. U5380.
3/ Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
4/ Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
5/ Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are ***not*** entitled to DLA (par. U5605).
6/ Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
7/ TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
8/ When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
11/ Except when member's first PDS is OCONUS.
12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
13/ Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
14/ For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
15/ See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
17/ Transportation to the member' s HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
18/ NTS in connection with separation/retirement from the Service is in addition to shipment.
19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member' s HOR/PLEAD or HOS is in CONUS.
20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is ***not*** authorized HHG shipment.
22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure and only while on active duty.

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

U5100 GENERAL

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

NOTE: When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),

2. procure common carrier transportation (see par. U5105-C), or

3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),

2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),

3. travel OCONUS is involved (see par. U5116),

4. there are special circumstances (see par. U5120 and Chapter 7), or

5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is authorized the MALT and expense reimbursement.

NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

2. Per Diem. A flat per diem at the CONUS Standard per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the CONUS Standard per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DoD policy to use CTOs for all transportation requirements***. A member who, despite the DoD policy, procures common carrier transportation at personal expense is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. ***Reimbursement under this subparagraph is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120*** (B-163758, July 24, 1972). Per diem entitlement is computed under par. U5113.

*D. Transportation in Kind Plus Per Diem. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:

a. travel between the duty station and local transportation terminal, or

b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount***.

U5106 PCS EXAMPLES - LODGINGS AND MALT PLUS PER DIEM

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi $25
	Arr:	New PDS		

Member spends $115 for lodging on 15 Jul.
POE per diem rate is $188 ($126 for lodging and $62 for M&IE).
POE is not the local terminal for the old PDS.
M&IE for new PDS is $30.

REIMBURSEMENT:		
7/15	75% times $62 = $46.50 plus $115 ($115 less than $126) =	$ 161.50
7/16	75% times $30 =	22.50
114 miles x $0.15 per mile =		17.10
Taxi		25.00
Total Reimbursement =		$226.10

***NOTE*: MALT & Lodgings Plus is paid for the same day.**

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi $20
	Arr:	New PDS		

Member spends $110 for lodging on 3 Aug.
POE per diem rate is $152 ($110 for lodging and $42 for M&IE).
M&IE for new PDS is $60.
CONUS Standard per diem = $85.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ $85 =	$ 170.00
8/03	$110 + $42 =	152.00
8/04	75% x $60 =	45.00
805 miles x $0.15 per mile =		120.75
Taxi		20.00
Total Reimbursement =		$507.75

***NOTE*: Even though there is another MALT PLUS per diem day payable, pay lodgings plus per diem for the night spent at the port.**

EXAMPLE 3

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the current CONUS Standard per diem rate.)

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200 miles
10 Jun	Dep:	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

Member spends $55 per night for lodging 4-10 Jun while TDY.
TDY per diem rate is $98 ($60 for lodging and $38 for M&IE).
CONUS Standard per diem = $85.

REIMBURSEMENT:		
6/01 - 6/3	3 days @ $85 =	$ 255.00
6/4	$55 + $38 =	93.00
6/5 - 6/9	5 x ($55 + $38) =	465.00
6/10	1 day @ $85 =	85.00
1200 miles x $0.15 per mile =		180.00
300 miles x $0.15 per mile =		45.00
Total Reimbursement =		$1,123.00

***NOTE*: Even though MALT is paid 4 June, pay Lodgings Plus per diem since the member arrived at the TDY location that day.**

EXAMPLE 4

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the current CONUS Standard per diem rate.)

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1080 miles
11 Jul	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends $100 for lodging on 10 Jul.
POE per diem rate is $145 ($99 for lodging and $46 for M&IE).
POD is not the local terminal for the new PDS.
M&IE for new PDS is $82.
CONUS Standard per diem = $85.

REIMBURSEMENT:		
7/01 - 7/9	3 days @ $85 =	$ 255.00
7/10	$99 + $46 =	145.00
7/11	75% x $82 =	61.50
1080 miles x $0.15 per mile =		162.00
120 miles x $0.15 per mile =		18.00
Total Reimbursement =		$641.50

***NOTE*: Even though MALT is paid 11 July, pay Lodgings Plus per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.**

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which authorizing/order-issuing officials may prohibit members from using a POC when traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement). ***If there are no Service regulations, orders prohibiting POC transportation are without effect.*** Paragraph U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED

***NOTE*: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.**

A. Transoceanic Travel. ***When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Members Traveling Together under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. ***NOTE: This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.***

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: Member transoceanic PCS travel is a notable exception.***

U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate, as appropriate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. ***NOTE: See par. U5113-D when the new PDS is a ship.***

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;

2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and

3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. personal travel under par. U5116-A;

b. dependents' travel under par. U5207; and

c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the authorizing/order-issuing authority as advantageous to the Government and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The authorizing/order-issuing authority may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on PCS travel orders even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

*3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. MALT PLUS (see par. U5105-B)

(1) MALT PLUS is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

(2) If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.;

b. Transportation. The member/dependent(s) are authorized:

(1) Government-procured ferry transportation, or

(2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized (see par. U3130-C).

(2) Meals and Incidental Expenses (M&IE). M&IE is based and computed for the member and dependents using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry.; and

NOTE: If the ferry passage does not include an overnight, MALT PLUS continues uninterrupted while on the ferry.

d. Ferry Fees. Reimbursement is authorized for miscellaneous ferry fees.

NOTE: See par. U3130-F for required documentation if U.S. registered ferries are not available.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-Procured Transportation Available. ***When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. ***See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry***.

4. Travel by Privately-Owned Boat. ***See par. U5116-C2b.***

E. Reimbursement when the Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and

3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when Orders to Active Duty Are Received at a Place other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received while on Leave

1. Orders Received while on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

NOTE*: *See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).

2. PCS From a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).

3. PCS to a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives before or after the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Homeport Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS From a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place Other Than the New/Old Homeport. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

a. a place other than the old homeport to the new homeport,

b. the old homeport to a place other than the new homeport, or

c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,

2. the designated place via any TDY station(s) and then to the new PDS, or

3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place; or

2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,

2. dependents with HHG shipment, or

3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;

2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;

3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or

4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,

2. pick up personal items, or

3. personally drive the member' s POC

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over Other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. Travel in CONUS. A member on active duty, who:

a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;

b. has a break in service of at least 1 calendar day; and

c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or

b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and

c. has a break in service of at least 1 calendar day; and

d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and

b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:

(1) transportation in kind (no per diem) by the least expensive transportation mode available, or

(2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);

b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);

c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

d. separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or

e. discharged under 10 U.S.C. §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,

2. not entitled to a HOS move under par. U5130, and

3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

a. retired for physical disability or placed on the TDRL (without regard to length of service);

b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);

c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or

d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

a. any place within the United States;

b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or

c. any other place. ***NOTE**: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.*

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:

a. is retired without pay;

b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member' s choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-Bl, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within l year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.*** The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. ***Travel time allowed may differ from the time allowed for per diem computation purposes.***

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:

a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and

b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

a. travel at a leave point;

b. travel at the old or new PDS or TDY stations; and

c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

Example:

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)
Miami to leave location Chicago, IL (1,392 miles)
Chicago to new PDS Ft. Irwin CA (2,094 miles)
Ft. Belvoir to Ft. Irwin is 2,627 miles
Ft. Belvoir to Chicago is 715 miles

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

D. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. ***NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.***

U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC ENTITLEMENTS

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

*1. transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or

2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or

3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or

2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:

   a. a cadet or midshipman;

   b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);

   c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;

   d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or

2. When a dependent:

   a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);

c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);

d. receives any other type of Government travel allowances for this travel;

e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);

3. For dependents' travel:

a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);

b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence ***(including pleasure trips)***. For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);

c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);

d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);

e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;

f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;

g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);

i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in par. U5203-A for dependents' travel performed during the period before PCS orders

are issued and after the member is advised that such orders will be issued. General information furnished to the member concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member' s entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travelis incident to the member' s PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5205 Not Used

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.

2. Maximum use should be made of Government air transportation.

3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family must not be separated unless it agrees to be, or unless military necessity requires the member to travel separately.

2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.

3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member' s travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent' s travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member' s travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and

2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5051-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

D. Examples

EXAMPLE 1

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi $20
	Arr:	New PDS		

Member, spouse, and 4 year-old child travel PCS.
Family spends $150 for lodging (single room rate is $120) on 3 Aug.
POE per diem rate is $152 ($110 for lodging and $42 for M&IE).
M&IE for new PDS is $60.
CONUS Standard per diem = $85.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ ($85 + 63.75 + 42.50) =	$ 382.50
8/03	$110 + $42 = (member)	152.00
	(75% x $152) + (50% x $152) = (dependents)	190.00
8/04	75% x $60 =	45.00
	(75% x $45) + (50% x $45) =	56.25
600 miles x $0.19 per mile =		114.00
Taxi		20.00
Total Reimbursement =		$959.75

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/pdrform.html*** for the current CONUS Standard per diem rate.)

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi $25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
Family spends $220 for lodging (single room rate is $100) on 15 Jul.
POE per diem rate is $188 ($126 for lodging and $62 for M&IE).
M&IE for new PDS is $30.
Standard CONUS per diem = $85.

REIMBURSEMENT:		
7/15	75% x $62 = $46.50 plus $100 ($100 less than $126) = (member)	$ 146.50
	(75% x $146.50 x 2) + (50% x $146.50) = (dependents)	293.00
7/16	75% x $30 =	22.50
	(75% x $22.50 x 2) + (50% x $22.50) =	45.00
300 miles x $0.20 per mile =		60.00
Taxi		25.00
Total Reimbursement =		$592.00

NOTE: MALT & Lodgings Plus is paid for the same day.

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U4520-A and U4520-C incurred incident to dependents transportation. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to Which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status while Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

1. the United States or its possessions, or,

2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or before the Effective Date of Orders. A member who acquires a dependent, on or before the effective date of a PCS order, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation entitlement for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

***NOTE*: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, February 8, 1972).**

D. Effect of Changes in Ages or Dependency Status on Entitlements. Except as provided in U5215-B, entitlement to dependents' travel and transportation allowances is based on the dependency status on the effective date of the orders (see Appendix A). If dependency status no longer exists when travel begins no entitlement exists.

1. Changes in Ages. Entitlement is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the effective date of orders. The following rules govern the amount of per diem to which a member is entitled for dependents' travel as authorized in par. U5210. When dependents' travel:

a. begins on/before the effective date of orders and ends after the effective date of orders, entitlement is based on ages on the effective date of orders;

b. ends before the effective date of orders, entitlement is based on ages on the date travel ends;

c. begins within 60 days after the effective date of orders, entitlement is based on ages on the date travel begins; or

d. begins more than 60 days after the effective date of orders, entitlement is based on ages on the 60th day after the effective date of orders.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under PCS orders and dependent travel is not authorized at that time, entitlement for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependents' travel to the OCONUS PDS, entitlement is based on ages of dependents at that time.

3. OCONUS Travel. Entitlement for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the port of aerial or water embarkation, entitlement is determined under pars. U5125-D1 and U5215-D2. For travel between the ports of aerial or water embarkation and debarkation, entitlement is determined on ages of dependents on the date of embarkation. For travel from the port of aerial or water debarkation to destination, entitlement is based on the dependents' ages on the date travel begins from the port of debarkation provided there is no undue delay for personal reasons. Members are liable for costs associated with undue delay for personal reasons.

4. TDY Directed in Connection with PCS to a Station to Which Dependent Travel Is Authorized. When a member is directed to perform TDY en route under PCS orders to a PDS to which the dependents are authorized to travel, and dependents' travel is delayed until completion of the TDY, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, entitlement is based on the dependents' ages on the 60th day after completion of the TDY.***

5. TDY Directed in Connection with PCS to a Dependent-Restricted Tour. When a member is directed to perform TDY en route under PCS orders to a dependent-restricted tour and the dependents do not travel until the TDY ends, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the effective date of the orders, entitlement is based on the dependents' ages on the 60th day after the effective date of the orders.***

E. Orders Amended, Modified, Canceled or Revoked After Travel Begins. When PCS orders are:

1. amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or

2. the PCS orders are canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the orders were amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation

allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent From the Old PDS, Designated Place or Safe Haven When PCS Orders Are Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives PCS orders, the member is entitled to dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, April 24, 1980).

G. Change of Station While on Leave or TDY. When a member receives PCS orders while on leave or on TDY, the member is entitled to dependents' travel and transportation allowances for dependent travel up to the entitlement for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS orders, they are entitled to dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For further entitlement, see par. U5241.

I. Spouse Separates/Retires from the Service After the Effective Date of a Member's PCS Orders. A member:

1. who performs PCS travel, and

2. whose spouse on the effective date of that order is a member, but separates/retires from the Service thereafter,

is entitled to dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes After the Effective Date of PCS Orders. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is entitled thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS orders. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at 18 years of age.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

***NOTE*: This paragraph does not apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.**

*A member in receipt of PCS orders is entitled to dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the entitlement from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDS's, entitlements for dependents' travel and transportation allowances are based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or

2. what it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the entitlement.

*B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. When a member and dependents travel together MALT for the dependents is at the rate for the member and dependents, less $0.15 per mile, for the official distance between the points authorized for the dependents' travel. Ex., A member and 3 dependents travel from the old PDS to the TDY location and then to the member's new PDS. MALT reimbursement for the member's travel is at $0.15 for the official distance from the old PDS to the TDY location to the new PDS. MALT reimbursement for dependents' travel is limited to the official distance between the old and new PDS at $0.05 ($0.20 - $0.15).

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is entitled to dependents' travel and transportation allowances for dependents' travel to the PDS, up to the entitlement for travel from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is entitled to dependents' travel and transportation allowances for dependents' travel, up to the entitlement for travel to the PDS, regardless of the point designated in the orders (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to active duty orders, but on or before the effective date of the orders, the officer is entitled to dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of active duty orders, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This entitlement is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are entitled to dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to Which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is entitled to the dependents' travel and transportation allowances in this subparagraph.

2. Dependents Authorized Concurrent Travel With Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is entitled to allowances from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the entitlement for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be available when used.

3. Concurrent Dependents' Travel Denied

a. Delay Anticipated To Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is entitled to allowances for dependents' travel to a designated place in CONUS or:

(1) a designated place in a nonforeign OCONUS area, if the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) a designated place in a nonforeign OCONUS area, provided the member was called to active duty from that place or it is the member's HOR.

A member is entitled to allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

b. Delay Anticipated To Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances shall not exceed the entitlement from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:

a. CONUS,

b. a nonforeign OCONUS area; if:

(1) the member was a legal resident of that area before entering on active duty;

(2) the member's spouse was a legal resident of that area at the time of marriage;

(3) the member was called to active duty from that area;

(4) it is the member's HOR; or

(5) authorized/approved through the Secretarial Process;

c. an OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.

Dependents shall not be moved again at Government expense until subsequent PCS orders are issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under this subparagraph may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored there after arrival, they may be moved at Government expense when subsequent PCS orders are issued.

5. Reimbursement for Transoceanic Travel. Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by dependents at personal expense.

D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances

*1. PCS on a Dependent-Restricted Tour. When transferred by PCS orders on a dependent-restricted tour, a member may elect to move dependents from the old PDS (or HOR if member's first PCS on active duty) to a designated place in:

a. CONUS;

b. a nonforeign OCONUS area; if:

(1) the member was a legal resident of that area before entering on active duty;

(2) the member's spouse was a legal resident of that area at the time of marriage;

(3) the member was called to active duty from that area;

(4) it is the member's HOR; or

(5) authorized/approved through the Secretarial Process;

c. an OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

d. an OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;

(1) this authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;

(2) for Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDD 1315.7;

(3) the Commandant of the Coast Guard (G-WP) may make exceptions for Coast Guard members; and

(4) dependents residing in the same country as the member shall not be command sponsored, if moved there under this authority.

2. Assignment to Unusually Arduous Sea Duty on a Specified Vessel, Afloat Staff, or Unit. When a member is transferred by PCS orders to a vessel, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as

specified in par. U5222-D1. Members are entitled to dependents' travel and transportation allowances under this subparagraph when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to Vessel or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a vessel or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified, or the member is thereafter transferred by PCS orders to such vessel or afloat staff, the member is entitled to dependents' travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Entitlement. When a member is:

a. transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;

b. transferred by PCS order from a specified vessel, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified vessel, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);

c. on permanent duty aboard a vessel or staff referred to in par. U5222-D2 or U5222-D3 when such vessel or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. on permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

except as provided in par. U5215-F, dependents' travel and transportation allowances are authorized from the place the dependents are located on receipt of PCS orders involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which dependents were moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the lesser entitlement, to the member's PDS. Dependents' travel and transportation allowances are authorized from the place to which dependents were moved under this paragraph or from the homeport for a vessel, afloat staff, or afloat unit if dependents are located there on receipt of PCS orders involved in U5222-D4b, to the new PDS. A member is entitled to dependents' travel and transportation allowances even though the homeport of the old vessel, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Change of Homeport. When on duty with a vessel, afloat staff, or an afloat unit specified as unusually arduous on the effective date of the homeport change, a member is entitled to dependents' travel and transportation allowances:

a. from the old homeport or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the entitlement is limited to that from the designated place to the new homeport.

b. from the old homeport to the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the entitlement is limited to that from the old homeport to a designated place.

c. from the old homeport or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

E. Reassigned OCONUS Before Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, accompanied by command sponsored dependents, who is involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action by the Service concerned, is entitled to dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with par. U5222-D, if the member is to serve a dependent-restricted tour at the new PDS. If the move is within the same theater, the tour length restrictions in par. U5203-B3e and f do not apply. Upon subsequent transfer from the new PDS on a PCS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed.

F. Consecutive Overseas Tours (COTs). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. This authority may not be delegated. This movement is authorized only on a PCS.

*2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT entitlements see par. U5240-G.

*3. Accompanied to Unaccompanied or Dependent-Restricted Tour. When a member elects to serve an unaccompanied tour or receives a PCS to a dependent-restricted tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (this location is then a designated place), if authorized/approved through the Secretarial Process (may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9301-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDD 1315.7.*** For IPCOT entitlements see par. U5240-G.

4. Accompanied to Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there, when a member elects or is required (assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is entitled to allowances for dependents' travel to a designated place.

*G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has noncommand sponsored dependents at, or in the vicinity of, the old PDS, is entitled to travel and transportation allowances for travel of those dependents if the member is to serve an accompanied tour at the new PDS. If the member was entitled to dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, entitlement is for the travel performed up to the entitlement from the place dependents were last moved at Government expense. If the member was not entitled to dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the entitlement shall not exceed the travel and transportation allowances from the port of embarkation in CONUS serving the old PDS to the new PDS. For IPCOT entitlements see par. U5240-G.

H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. Except for assignments involving duty under par. U5222-D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, June 1, 1976).

I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a vessel, afloat staff, or an afloat unit on the effective date of the homeport change, that change is a PCS for dependents' travel purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change entitlements involving units specified as unusually arduous are prescribed in par. U5222-D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport has the same status as a vessel with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to Hospital in CONUS. This subparagraph does not apply to members not entitled to dependents' travel and transportation allowances under par. U5203-B. Except as provided in par. U5222-K2, entitlement to dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged period of treatment of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is entitled to dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is entitled to dependents' travel and transportation allowances between such hospitals.

2. From Duty Stations or OCONUS Hospitals. A member on OCONUS active duty who is transferred to a hospital in CONUS for observation and treatment, is entitled to dependents' travel andtransportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When dependents travel incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum entitlement set forth in subpars. l and 2, a member is entitled to dependents' travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the temporary disability retired list (TDRL), or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to dependents' travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. when dependents did not travel at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the entitlement for travel from the last or any prior PDS or place dependents were retained (par. U5203-A) or from a designated place to which previously transported (parU5222-D), as applicable;

b. when dependents traveled at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to entitlement for travel from the hospital to which the member was transferred when dependents traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation for dependents. Such transportation is provided only if authorized/approved through the Secretarial Process. The procedures in par. U5225-F apply. If restored to duty, the member is entitled to dependents' PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When dependents travel at Government expense to the HOR or PLEAD, or to some other place under this subparagraph, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

1. General. Dependents of a member on duty aboard a ship:

a. being overhauled or inactivated at a place other than its homeport or

b. if the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under par. U5222-M4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than:

a. the designated future homeport of the ship; or

b. the area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of:

a. the future homeport of the vessel; or

b. the area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

5. Transportation Allowances. A member whose dependents' travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

*a. transportation-in-kind;

b. reimbursement for the cost of personally-procured commercial transportation;

c. the automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph***.

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. being commissioned from an enlisted grade;

2. being commissioned in the regular establishment while on active duty as a member of the Reserves; or

3. accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

2. certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. active duty (including active duty for training) for less than 20 weeks; or

2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment of other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5230-A1a);

2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);

3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;

5. discharged under 10 U.S.C. §1173 for hardship; or

6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

*1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

a. retired for physical disability or placed on the TDRL (without regard to length of service);

b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);

c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

a. is retired without pay;

b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

b. During 1-Year Period After Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. Member Undergoing Education or Training. A member entitled to dependents' travel and transportation allowances under par. U5230-A1 who:

a. is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is entitled to dependents' travel and transportation allowances to the HOS provided:

a. travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. the transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's bestinterest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific entitlement time period may be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). The delays authorized under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Recalled to Active Duty Before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is entitled to travel and transportation allowances for dependents' travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty After Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status,

entitled to dependents' travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not entitled to dependents' travel and transportation allowances in connection with such discharge or retirement. See par. U5230-A or U5230-B for entitlement in conjunction with placement on the TDRL.

F. Member Dies After Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependents have not traveled to the HOS and the member has not shipped HHG there, the dependents are entitled to travel and transportation allowances for travel to the member's HOS or to some other place selected by them up to the entitlement for travel to the member's HOS from the place to which the dependents were last transported at Government expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependents are entitled to travel and transportation allowances to a home of their selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependents were last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders in connection with disability retirement, is entitled to dependents' travel and transportation allowances to that place, in addition to any entitlement to dependents' travel and transportation allowances when retirement or other orders later are issued. However, entitlement upon final disposition of retirement proceedings is limited to the entitlement for travel from the PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for dependents' travel and transportation to the waiting point.

U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

Dependents traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when those dependents are stranded en route because their documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained in accordance with Service regulations before transportation procurement documents may be furnished. The cost of the documents issued shall be charged to the member in accordance with Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.

A. General. This paragraph covers situations in which dependents' travel in advance of the member's PCS that are in the Government's best interest. The situations include changes in status of the OCONUS duty station, medical travel, IPCOT PCS-like travel (for COT leave travel, see par. U7200), certain dependent travel ICW courts martial of members, extensions of tours, and alerts. Orders authorizing dependents' transportation under this paragraph must cite the specific subparagraph under which the travel is authorized. For dependents' evacuation travel, see Chapter 6. For early return of dependents, including dependents in CONUS whose member spouses are court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives orders to a PDS to which dependent travel is authorized and that PDS is

later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, entitlement to dependents' travel and transportation allowances to a designated place under par. U5222-D1, item c, is as prescribed in this subparagraph. In this subparagraph, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed After Orders Received. When the restriction or change in designation is imposed after the date the member first receives PCS orders but before dependents begin travel from the member's old PDS, the entitlement to dependents' travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed After Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from the old PDS to the place at which they received notification of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the entitlement in such cases shall not exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or

b. homeport of the vessel concerned and from the homeport to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed While Dependents at Designated Location. If the dependents are at a designated place authorized in par. U5240-B1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed After Dependents Leave Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the entitlement in this case shall not exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate POE serving the member's OCONUS PDS and from that homeport or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed While En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

a. designated place in CONUS;

b. temporary OCONUS location as may be authorized/approved through the Secretarial Process; or

c. designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed After Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that PDS, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in par. 6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Entitlement. A member, otherwise entitled to dependents' travel and transportation allowances under par. U5203-A:

a. whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. the duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. who is transferred to a station to which dependents' transportation is authorized,

is entitled to dependents' travel and transportation allowances to the PDS or homeport of the vessel concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. ***However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependents may be retained at the place to which they traveled under subpars. 1 through 7 until further transportation is authorized. ***NOTE: Dependents may be retained at a temporary OCONUS location to which they were transported under bpar. U5240-B6 and par. U6005 only when authorized/approved through the Secretarial Process.*** Travel of dependents of members not entitled to travel and transportation allowances under par. U5203-B is governed by par. U6005.

C. Dependents' Travel and Transportation OCONUS for Medical Care

1. Definition of Dependent. As used in this subparagraph, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical Care Not Available. When determined by competent authority that a dependent, accompanying for more than 30 days a member on active duty stationed OCONUS, requires medical care not available in the area of the member's OCONUS PDS, the member's commanding officer or other officer designated by the Service concerned may authorize/approve transportation of the dependent to the nearest appropriate medical facility where adequate medical care is available. Such transportation may include ambulance transportation to and from carrier terminals. Upon termination of hospitalization or medical care, the dependent's transportation is authorized to the member's PDS or to such other place determined appropriate under the circumstances by the authorizing/order-issuing official.

3. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical facility, and lodging when the dependent is receiving outpatient care at a medical facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical facility and lodging may be reimbursed for the number of trips the dependent must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in par. U3305-B, item 1, is authorized. Payment may not be on a commuted basis, such as a mileage allowance, for transportation costs (B-202964, February 23, 1982). The actual cost of the dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned. Funds may be advanced to cover expenses reimbursable under this subparagraph.

NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for

lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic. mil/perdiem/) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable

4. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery not medically indicated by a medical official of the Service concerned.***

5. Attendants for Dependents. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

6. Use of Government Transportation. When practicable, Government transportation is used for transportation authorized by this subparagraph.

7. Dependents' Transportation. When the transportation mode described in par. U5240-B6 is not available or its use is not practicable, dependent patients shall be transported by one of the following modes:

a. Government-procured commercial transportation,

b. personally procured commercial transportation, or

c. POC.

When the transportation mode in item b is used, reimbursement for the actual cost of the transportation used is authorized. When the transportation mode in item c is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in item b or c shall not exceed what it would have cost if the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is entitled to a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

8. Administrative Provisions. Orders authorizing/approving dependents' travel for medical or surgical care must cite this subparagraph as authority. The order must be supported by a statement by a competent medical official (military or civilian, as available) as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the authorizing/order-issuing official's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, agreement to accept the patient by the receiving medical facility must be obtained before orders are issued.

9. Subsequent Entitlement. A member otherwise entitled to dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under this subparagraph, is entitled, upon reassignment, to travel and transportation expenses for that dependent from that place to the destination authorized in the reassignment orders.

D. Dependents' Travel and Transportation Incident to Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to Dependent-Restricted OCONUS Tour after Alert Notice Announcement. When dependents have traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependents' travel and transportation allowances are authorized

from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is entitled to dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE: The entitlement limit is up to that from the old to the current PDS.*** Entitlement under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. unusual circumstances, and

2. the needs of the Service.

Entitlement under this subparagraph also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, November 10, 1982).

F. Dependent Travel and Transportation Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:

a. is sentenced by a court martial to:

(1) confinement for more than 30 days,

(2) receive a dishonorable/bad-conduct discharge, or

(3) dismissal from a Uniformed Service, or

b. receives an administrative discharge under other than honorable conditions,

is entitled to dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. the authorized destination, and

b. that a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

a. the member,

b. the member's spouse, or

c. another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to:

a. the member, or

b. the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

a. the court-martial is completed, or

b. of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.

b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned. The member*** receives station allowances at the with-dependent rate (par. U9301-B1. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

***U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

*2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. dead; or

b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. absent for a period of more than 29 days in a missing status.

*When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

*2. Additional Moves

a. Change in Status. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportationallowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL (For burial ceremonies before 15 March 2002)

A. Transportation for Survivors of a Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:

a. the member's spouse;

b. children who are unmarried and

(1) under 21 years of age;

(2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

(3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.

b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.

c. Other Cases. For cases not covered by par. U5242-A2b, see par. U7205.

3. Travel and Transportation Allowance

a. General. Survivors traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

*(1) transportation-in-kind,

(2) reimbursement for the cost of personally procured commercial transportation,

(3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A3a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A3a(3).

*b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Surviving dependents traveling under par. U5242 are authorized LODGINGS PLUS per diem computed using the method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either ***http://www.dtic.mil/perdiem/opdrform.html*** or ***http://www.dtic.mil/perdiem/pdrform.html*** for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with par. U5242-A2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-C is authorized in connection with travel under this subparagraph.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in par. U4252-B2 of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

U5242a FUNERAL TRAVEL (For burial ceremonies on or after15 March 2002)

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f)

1. General. Eligible Relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

a. the deceased member's surviving spouse (including a remarried surviving spouse);

b. children who are unmarried and

(1) under 21 years of age;

(2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

(3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

c. if no person described in pars. U5242a-A1a or U5242a-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 U.S.C. §401(b)(2) (see ***NOTE 1*** below);

d. if no person described in par. U5242a-A1a, U5242a-A1b, or U5242a-A1c is provided travel and transportation allowances; then

(1) the person who directs the disposition of the remains of the deceased member under 10 U.S.C. §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and

(2) up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242a-A1d(1) above.

2. Attendant. An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242a-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the authorizing/order issuing official; and

b. there is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242a-A1 and is qualified to serve as the attendant.

3. Entitlements

a. Limitations. Except as provided in pars. U5242a-A3b and U5242a-A3c, below, allowances under pars. U5242a-A1 and U5242a-A2 are limited to travel and transportation to the United States, Commonwealth of Puerto Rico, Guam and American Samoa. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location concerned.

b. Member Called (or Ordered) to Active Duty from Outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. If the deceased member was called (or ordered) to active duty from a place outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242-A2 are authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location of the burial ceremony.

c. Interred in a Cemetery Maintained by the American Battle Monuments Commission. If a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242a-A2 are authorized to and from the cemetery. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the cemetery.

d. For cases not covered by par. U5242a-A3b, see par. U7205.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242a-A are authorized one, or a combination, of the following for the authorized round trip travel:

*(1) transportation-in-kind,

(2) reimbursement for the cost of personally procured commercial transportation,

(3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242a-A4a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242a-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members traveling under par. U5242a-A are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either ***http://www.dtic.mil/perdiem/opdrform.html*** or ***http://www.dtic.mil/perdiem/pdrform.html*** for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-B is authorized in connection with travel under this subparagraph.

e. Definitions. For the purposes of par. U5242a the term "burial ceremony" includes the following:

(1) An interment of casketed or cremated remains.

(2) A placement of cremated remains in a columbarium.

(3) A memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see ***NOTE 4***) below.

(4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U4252a-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242a-B(1), eligible family members of the deceased member of the armed forces include the following:

a. The surviving spouse (including a remarried surviving spouse) of the deceased member.

b. The child or children, including children described in section 37 U.S.C. §401(b)(1) (see ***NOTE 3*** below) of the deceased member.

c. The parent or parents of the deceased member as defined in section 37 U.S.C. §401(b)(2) (see ***NOTE 1*** below).

d. If no person described in pars. U5241-B2a, U5241-B2b, or U5241-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Entitlements. The eligible family members are issued invitational travel orders under Appendix E Part II, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242a, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains.

2. A placement of cremated remains in a columbarium.

3. A memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see ***NOTE 4*** below).

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242a-A1c and U5242a-B2c: 37 U.S.C. §401(b)(2), the term "parent" means:
(A) a natural parent of the member;
(B) a step parent of the member;
(C) a parent of the member by adoption;
(D) a parent, stepparent, or adopted parent of the spouse of the member; and
(E) any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age.

NOTE 2: With reference to par. U5242a-A1d(1): 10 U.S.C. §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:
(A) The surviving spouse of the decedent.
(B) Blood relatives of the decedent.
(C) Adoptive relatives of the decedent.
(D) If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

NOTE 3: For the purposes of par. U5242a-B2b: 37 U.S.C. §401(b)(1), the term "child" includes:
(A) a stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);
(B) an adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and
(C) an illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.

NOTE 4: For the purpose of pars. U5242a-A4e(3) and U5242a-C3; 10 U.S.C. §1482(d)(2) reads as shown below:

(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the United States; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2)reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement shall be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the United States provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later.

U5243 TRANSPORTATION OF STUDENT DEPENDENTS

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph,

1. attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or

2. attend, 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 entitled to transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A, first itemization, item 2, or a MALT as prescribed in par. U5203-A3. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.

a. Dependent. A "dependent" in this subparagraph (20 U.S.C. §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 who receives one-half or more support from the member.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 U.S.C. §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 entitled to 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) Members entitled to transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government' s transportation cost from the DoDEA school to the member's residence by the authorized mode.

NOTE: For this subparagraph, 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. Government-owned/procured (on a space-required basis),

b. reimbursed (see par. U5203-A2), or

c. a MALT (see par. U5203-A3).

NOTE: See Chapter 3, Part B, for transportation procurement.

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

6. Baggage. Up to 350 pounds of unaccompanied baggage 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 Handicapped DoDEA Students 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 Employed by the Government. 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 this subparagraph.

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 U.S.C. §1001); and

(4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 U.S.C. §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. U5243-A1b does NOT apply to this subparagraph.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in Appendix A, who is under 23 years of age 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: Members who have student dependents, who are separated from their school in the U.S. and who have not previously traveled at Government expense to the members' OCONUS PDSs, retain the entitlement for the dependent's travel and transportation to the members' PDSs.

2. Transportation Entitlement. A member:

a. permanently stationed OCONUS; and

b. accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependent is an unmarried dependent child under 23 years of age attending a school in the U.S. to obtain a secondary or undergraduate college 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. *Effective 9 February 2002* 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 school being attended by that student and the member's OCONUS PDS; however reimbursement can not exceed the transportation allowance for that dependent's annual

round trip between the school in the U.S. and the member's OCONUS PDS. ***NOTE*: *Entitlement to 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 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations. This subparagraph does not apply to a member

a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;

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

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

(2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;

c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or

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

4. Travel to a Location Other than the Member's OCONUS PDS

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

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.

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 Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-Procured Transportation Not Available

(1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

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

(3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class

passenger accommodations on a commercial ship.

6. Overland Travel

a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.

b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government' s cost had Government-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student' s unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

*2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at ***http://www.dtic.mil/comptroller/fmr/07a/index.html*** or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at ***http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm,*** who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. while traveling directly to or from such training.

NOTE*: *The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

*1. transportation-in-kind;

2. reimbursement for the cost of personally-procured commercial transportation;

3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A (except item 5, taxes on lodging) and U4520-C is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

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

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ENTITLEMENT

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a Personally-Procured Transportation move) to the Government.

2. As used in this paragraph, a "former PDS" includes an individual's HOR.

3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:

   a. the HHG were in the member's possession before the effective date of orders from that former PDS, and

   b. the HHG previously transported plus the HHG being transported do not exceed the authorized weight allowance on the effective date of the orders from the former station.

4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.

5 For cases involving mobile home allowances, see par. U5330-F and Part F.

6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	**With Dependents 2/**	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8.000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after***:

a. the death of all of the member's dependent(s), or
b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A member of the Uniformed Services appointed from:

a. an enlisted or warrant officer grade to a commissioned officer grade, or
b. an enlisted grade to a warrant officer grade or rating,

is authorized the weight allowance of the grade:

a. held on the effective date of the member's PCS orders used for HHG transportation, or
b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade:

a. held on the effective date of the member's PCS order then being used for HHG transportation, or
b. held before reversion,

whichever is greater.

/4 A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identify as PBP&E are HHG, if otherwise qualified.

NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.

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D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from MTMC, in connection with transportation of a boat as HHG. ***NOTE: The various Government 'rates' in the examples are used strictly for the examples and should not be used for actual calculations.***

EXAMPLE 1

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).
Member is 0-6 with a weight allowance of 18,000 lbs.
Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-E).
The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is $69.65/cwt.
The MTMC one-time-only (OTO) rate for movement of boat between authorized points is $5,000.

EXCESS COST COMPUTATION

STEP 1:
Government's Maximum Transportation Cost Liability. Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		12,000 lbs.
Weight of boat and additive(s)		+ 20,000 lbs.
Total weight of HHG and boat (including additive(s))		32,000 lbs.*
Exceeds member's maximum weight allowance Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
Times lowest usable applicable Government rate	x $69.65/cwt	
Gov't's maximum transportation cost liability	$12,537.00	

STEP 2:
Actual HHG Transportation Cost.
Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt)	120 cwt	
Times lowest usable applicable Government rate	X 69.65	$ 8358.00
Total		$13,358.00

STEP 3:
Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is less than the cost in STEP 1.
The member owes for excess:

Total STEP 2	$13,358.00
Less STEP 1	- $12,537.00
Difference (if negative amount enter zero)	$ 821.00
Additional accessorial costs member owes (lift on/off charges)	+ $ 300.00
Total cost member owes for transportation	$ 1,121.00

EXAMPLE 2

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).
Member E-6 (with dependents) with a weight allowance of 11,000 lbs.
Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs. (includes weight additives, see par. U5310-E).
The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is $39.05/cwt.
The MTMC OTO rate for movement of boat/trailer between authorized points is $900.

EXCESS COST COMPUTATION

STEP 1:
Government's Maximum Transportation Cost Liability.
Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).
NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs.*
Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
Times lowest usable applicable Government rate	X $ 39.05/cwt	
Gov't's maximum transportation cost liability	$ 4,217.40	

STEP 2:
Actual HHG Transportation Cost.
Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		$ 900.00
Weight of HHG actually transported (8,000 lbs. = 80 cwt)	80 cwt	
Times lowest usable applicable Government rate	x $39.05/cwt =	+ $3,124.00
Total		$4,024.00

STEP 3:

Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is less than the cost in STEP 1.
The member does not owe any excess:

Total STEP 2	$4,024.00
Less STEP 1	- $4,217.40
Difference (if negative amount enter zero)	$ 000.00
Additional accessorial costs member owes	+ $ 000.00
Total cost member owes for transportation	$ 000.00

***EXAMPLE 3**

Member on PCS from Ft Clayton, Panama to Ft Benning, GA.
Member is E-6 (with dependents) with a weight allowance of 11,000 lbs.
Member transports HHG weighing 7,000 lbs. (net less 10%) and a 22' sailboat and trailer weighing 1,834 lbs. (includes weight additives, see par. U5310-E).
The lowest usable applicable Government rate (MTMC's I-X single factor international rate) for HHG transportation of 11,000 lbs. between authorized points is $40.45/cwt.
The MTMC OTO rate for movement of boat between authorized points is $4,055.86.

EXCESS COST COMPUTATION

STEP 1:
Government's Maximum Transportation Cost Liability.
Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s)).
NOTE: If the sum exceeds the member's maximum authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		7,000 lbs.
Weight of boat and additive(s)		+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s))		8,834 lbs.*
*Does not exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
Times lowest usable applicable Government rate	X $ 40.45/cwt	
Gov't's maximum transportation cost liability	$3,573.35	

STEP 2:
Actual Cost of HHG Transportation.
Add the sum of the MTMC international OTO rate for the boat and the lowest usable international OTO HHG rate times the weight of HHG actually transported, other than a boat.

***NOTE*: When HHG including a boat are transported OCONUS together, the HHG are transported at an OTO HHG rate also.**

International OTO rate for moving boat		$4,055.86
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x $79.00/cwt =	+ $5,530.00
Total		$9,585.86

STEP 3:
Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is more than the cost in STEP 1.
The member owes the following excess:

Total STEP 2	$ 9,585.86
Less STEP 1	- $ 3,573.00
Difference (if negative amount enter zero)	$ 6,012.86
Additional accessorial costs member owes	+ 000.00
Total cost member owes for transportation	$ 6,012.86

***NOTE 1*: All rates used in the above examples are for illustrative purposes only. MTMC domestic rates plus MaxPac rates for domestic shipments, and MTMC International single factor rates for international shipments, change periodically. In the above examples, these rates are shown as D-X or I-X rates. The above examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.**

***NOTE 2*: If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the normal JFTR method of computing excess cost applies.**

***NOTE 3*: Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.**

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Services. Incident to HHG transportation, the HHG are packed, crated, unpacked and uncrated, drayed and hauled (as necessary). Drayage or hauling includes the use of special rigging and equipment for heavy or delicate articles and handling including, but not limited to, any combination of the following:

1. at point of origin:

   a. from quarters to packing/crating facility and/or to place of storage;

   b. from packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

   c. from packing/crating facility to place of storage;

   d. to carrier's station from quarters, packing/crating facility, and/or place of storage.

2. en route or in transit, such as from:

a. incoming carrier's station to place of storage;

b. place of storage to outgoing carrier's station;

c. incoming carrier's station to outgoing carrier's station.

3. at destination from:

a. carrier's station to quarters and/or place of storage;

b. place of storage to quarters.

J. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, December 9, 1988). The member' s full weight allowance isauthorized for the replacement shipment.

K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see par. U5310-C),

2. does not include a modified POV, and

3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

*B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see par. U5310-C), and required medical equipment (see par. U5310-K).

C. Exceptions

1. General. Administrative weight limitations do not apply:

a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;

*b. to members with a weight allowance of less than 2,500 pounds; or

c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:

a. the member is assigned COT from an unrestricted to a weight restricted area;

b. the member extends a tour for one year or longer within the same weight restricted area;

c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or

d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the cost of transporting the excess weight.

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

NOTE: See par. U5203-B for related dependent transportation.

HHG transportation entitlement does not exist for members:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);

2. on leave;

3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;

4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);

5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);

7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320- A.

*D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

***NOTE*: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Intermodal Sealift Agreement) ship carriers when available.**

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

a. when a shipping or transportation officer is not available, or

b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or

b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(1) a public scale or a Government scale was not available; or

(2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member' s authorizedHHG weight allowance, and

2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or

2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel shall not be performed by all the dependents, a member is entitled to:

(1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

(2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

*(2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

b. A member:

*(1) whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) who elects mobile home allowances from Alaska to CONUS, is not entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in subpars. b and c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total cost of HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the point of breakdown.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total cost of the HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG shall be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation Before Orders Issued

1. General. Except as indicated in subpar. 2, HHG transportation (before PCS orders are issued) is authorized if the request for transportation is supported by a:

a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;

b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the orders is different than that named in a statement prescribed in item a; and

c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are 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 and the date on which the orders are actually issued. General information furnished to the member concerning the

issuance of orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation entitlement may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under orders to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-Arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

NOTE: The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.

A. General

1. Transportation. The member is financially responsible for all transportation costs arising from the services listed, if the Government's constructed cost for transporting the authorized weight is exceeded:

a. transportation of HHG in excess of the authorized allowance;

b. transportation other than between authorized locations;

c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);

d. transportation of unauthorized articles; and

e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in par. U5340-D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.

2. Multiple Shipments Made on PCS Orders

a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to or from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight Within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any points. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) should be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is liable for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is liable for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. turn over the HHG to a transportation officer for transportation at different times to the same destination;

2. have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;

3. have transportation between any points, limited to the cost in par. U5340-C (This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it shall not be applied to HHG if the member is not entitled to a HOS move.);

4. have HHG transportation of one final shipment of HHG articles legally awarded to a former-spouse incident to a divorce when a member has a transportation entitlement under PCS orders, including separation and retirement (61 Comp. Gen. 180 (1981)).

U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

(See par. U5222 for related dependent travel.)

A. Entrance into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see U5345-A2).

2. Members Who Reenter the Service within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is entitled to HHG transportation to the new PDS from any combination of the following places:

a. home or PLEAD;

b. the last or any previous PDS;

c. an authorized place of storage; or

d. any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under conditions other than those in par. U5345-B2 is entitled to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under the following conditions is entitled to HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

a. initial active duty for training for less than 6 months,

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.

HHG transportation under this subparagraph is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, entitled to HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is entitled to HHG transportation from the:

a. selected home, or

b. PLEAD, if recalled after selecting a home, or

c. place to which such HHG were last transported at Government expense (including place of NTS) in
any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

*5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers are authorized HHG transportation from the:

a. academy to the officer's home,

b. academy to the first PDS, and

c. officer's home to the first PDS (See ***NOTE*** below).

NOTE: HHG transported from the academy to the home cannot then be transported from the home to the first PDS using the order under which they were shipped to the home (see par. U5318).

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is entitled to HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This entitlement to TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is entitled to NTS under par. U5380-L, table item 1, for the TDY. Temporary storage of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon completion of TDY, the member's TDY HHG may be transported (including temporary storage under par. U5375) to locations authorized under the basic orders. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic orders.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is entitled to NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the date of arrival at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or PLEAD to the place where the course is conducted; and/or

2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to temporary storage at the member' s request, in whole or in part ifthe member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member' s responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS orders are issued.

A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is entitled to transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under this subparagraph, is entitled to transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. (See par. U5317, item 7.)

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is entitled to:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the entitlement to HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the period of observation and/or treatment in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 U.S.C. §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who' s transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is entitled to HHG transportation as for a PCS. The HHG entitlement shall not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is entitled to HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is entitled to HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the entitlement to CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the entitlement is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the place of origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of orders assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If orders to the new PDS are not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the orders naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the orders involving detachment from the OCONUS PDS and the orders naming the new PDS are one PCS order. However, if the member takes physical possession of the HHG, the Government shall not transport the HHG (see par. U5318).

3. Ordered from OCONUS PDS to the United States or to a Nonforeign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or nonforeign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

a. transported from the PDS to the place to which ordered to report, and/or

b. placed in NTS.

These HHG later may be transported under par. U5365-A. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS is authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot from the OCONUS PDS to the HOS via the processing point. In determining excess costs, the cost of authorized temporary storage in transit is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

H. Ordered on PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is entitled to NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR OCONUS DUTY

(See par.U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

a. the new PDS,

b. a CONUS location specified by the member,

c. NTS.

The Government expense for the combination of transportation under items a and b is limited to that which would have been allowed on a like weight of HHG transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS specified location or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, E, F or G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized Within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of unaccompanied baggage plus HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is at the member's expense. If the member is required to vacate Government quarters at the old PDS upon

receipt of these orders and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may:

a. transport or store the HHG not needed to establish the temporary residence; and

b. transport, at Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized Until 20 or More Weeks After the Member's PortReporting Month. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a nonforeign OCONUS area if the member was:

a. a legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

b. called to active duty from that OCONUS location or it is the member's HOR, not to exceed the entitlement from the old PDS to the designated place.

When HHG transportation is later authorized to the new PDS, and provided that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive, HHG transportation is authorized from the designated place to the OCONUS PDS. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. U5340. If the member is required to vacate Government quarters at the old PDS upon receipt of such orders and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may:

a. transport or store the HHG not needed to establish the temporary residence; and

b. transport, at Government expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

a. storage and/or the place to which they were moved under item b to the new PDS; and

b. the place to which they were moved under item b to a combination of NTS and the location in CONUS or a nonforeign OCONUS area, as authorized above, designated by the member concerned.

B. Ordered from Shore Duty to Sea Duty. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is entitled to HHG transportation from the last PDS to:

1. the homeport of the unit to which ordered;

2 the vessel, afloat staff, or afloat unit to which ordered or the homeport thereof for unaccompanied baggage; and

3. NTS.

When the homeport is OCONUS, subpar. A or D also apply.

*C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is:

1. transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

2. transferred by PCS to serve an OCONUS dependent restricted tour;

3. transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for members with dependents);

4. permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

5. transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;

2. any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;

3. a nonforeign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;

4. the OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Subsequent entitlement is measured from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent 12 years of age or older and 175 pounds for each dependent under 12 years of age.

5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the effective date of the orders, may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);

3. a vessel or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified; or

4. a vessel or afloat staff referred to in item 3 after it has been so specified;

the member is entitled to HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;

2. any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

3. designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;

4. an OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;

5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. the member is ordered on PCS to an OCONUS to which HHG transportation is authorized;

2. the member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or

3. such vessel, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation to the member's current PDS from the place to which transported under items 1 through 4 of the second itemization is authorized. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is entitled to HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is entitled to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at

the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.

2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:

a. from old homeport to the new homeport;

b. from a former PDS to the new homeport;

c. from a previously designated place to new homeport;

d. from NTS to the new homeport;

e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in par. U5350-G2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (par. U5355-B),

2. moving to/from Government quarters (par. U5355-C),

3. vacating local economy housing under certain circumstances (par. U5355-D1),

4. involuntary tour extension (par. U5355-D2),

5. separation (par. U5360-F and par. U5355-B4),

6. retirement (par. U5365-G and par. U5355-B4), or

7. death of the midshipman or cadet owner (par. U5370-E).

*B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

a. mission essential,

b. in the Government's best interest, and

c. not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

***NOTE*: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. This subparagraph also does not apply to retirement or separation from the Service.**

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

a. mission essential,

b. in the Government's best interest, and

c. not primarily for the member's convenience.

Permanent duty stations are in proximity to each other if:

a. both are in an area ordinarily serviced by the same local transportation system, or

b. a member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

(a) separated from the Service or relieved from active duty as prescribed in par. U5360, or

(b) retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment/ Termination. Pars. U5355-C1 and U5355-C2 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. For NTS information incident to Government or Government-controlled quarters occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government or Government-controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

a. assignment to Government quarters to use idle housing,

b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),

c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated, or

d. assignment to privatized housing.

The short distance move may be made from/to a point more distant that the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. ***A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.***

2. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing

area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

a. to other local economy quarters,

b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE*: *See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);

2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);

3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);

4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B2.); or

5. separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is authorized HHG transportation to the location the member elects under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,

2. a designated place, or

3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member assumes all financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for

transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under par. U5360-A, U5360-F or U5360-H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see par. U5360-G).

2. Temporary Storage. Temporary storage of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:

a. necessary because of conditions beyond the member's control;

b. such conditions arise after HHG transportation from NTS; and

c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;

2. active duty (including active duty for training) for less than 20 weeks; or

3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-A, upon relief from such duty, from the:

1. member's last duty station, or

2. place to which such HHG were last transported at Government expense, to the:

a. HOR, or

b. PLEAD or active duty for training.

NOTE*: *NTS is not authorized.

F. Member Required to Vacate Government or Government-Controlled Quarters Upon Separation or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction, is authorized a short

distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the

vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and

2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. found by a physical evaluation board unfit to perform the duties of the member's grade,

2. not entitled to a HOS move under par. U5130,

3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

*I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service Under Other Than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B2.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,

2. a designated place, or

3. an authorized place of storage.

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in par. U5360-B above.

***U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

(See pars. U5130 and U5230 for related member/dependent transportation.)

*A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member' s HOS (under par. U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service);

2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967);

3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

*B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. is retired without pay;

2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or

3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under par. U5365-A or U5365-K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under par. U5365-D (see par. U5012-I).

3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

a. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and

b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.

4. Temporary Storage. Temporary storage of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

a. necessary because of conditions beyond the control of the member, or dependent (if applicable);

b. such conditions arise after transportation from NTS; and

c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under par. U5365-A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or

2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and

2. the member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional period of entitlement for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). These extensions do not extend the Government's obligation for storage costs for longer than a 1 year period from the date of termination of active duty, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

NOTE*: *See par.U5012-I for restrictions to time limit extensions.

G. Member Required to Vacate Government or Government-Controlled Quarters Before Selecting a Home. A member, authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction before selecting a home, is authorized a short distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise entitled to such storage.

1. If the member is ordered on TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,

2. If the member is ordered on PCS incident to the recall, continued NTS may be provided if the member is entitled to NTS on the PCS order.

Regardless if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is entitled to NTS par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is last released from active duty (i.e., within 1 year from the date the member reverts to retired status). If the member dies after reversion to retired status, par. U5360-K applies.

I. Recalled to Active Duty After Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, entitled to HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Members on TDRL Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not entitled to HHG transportation in connection with such discharge or retirement; but may be entitled to HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (see par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies After Retirement or Release

1. After Selecting a Home. If a member, entitled to HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, on the request of dependents, to the member's HOS, to a home or other place selected by the dependents, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them. That person is liable for all costs in excess of the transportation cost to the member's HOS. This subparagraph also applies when the member completed travel to the HOS.

2. Before Selecting a Home. If a member, entitled to HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130 or, if a home has been selected, before HHG transport and member's travel to the HOS, the HHG may be transported at Government expense upon request of the dependents to the member's HOS or the home selected by the dependents which would have been authorized under par. U5130-A, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the home selected by the dependents. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them.

3. Time Limits. The same time limits as prescribed for members in this paragraph apply to HHG transportation and NTS made by surviving dependents, or the person legally entitled to the HHG.

L. Members Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the convenience of the Government, is ordered home or to a specific location to await further orders in connection with disability retirement, is entitled to HHG transportation to the home or specific location. Shipments transported under this subparagraph may be re-transported when retirement or other orders are ultimately issued, but maximum entitlement is limited to the entitlement for the distance from the member's PDS at the time the member received the orders to proceed in an awaiting orders status, to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

***U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

****NOTE: See par. U5240 for related dependent transportation.***

A. General. Situations in this paragraph are of an unusual or emergency nature. Authorization for HHG transportation under this paragraph is contingent on transportation of dependents under par. U5240, unless otherwise provided for in this paragraph. When dependents' transportation under par. U5240 is involved, orders authorizing the dependent transportation also may authorize HHG transportation and should cite the specific subparagraph under which the transportation is authorized. In other circumstances, orders issued under this paragraph providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific subparagraph under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the entitlements to HHG transportation authorized in this paragraph:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.

*2. HHG transportation authorized in connection with dependents' transportation in advance of the member's PCS and under par. U5905-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6010.

3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation shall not be authorized except when the authorizing/order-issuing official determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

*B. HHG Transportation Located in CONUS when Disciplinary Action is Taken Against a Member Stationed OCONUS

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, orders may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5905-C2.

2. HHG Transportation when Disciplinary Action Taken is Against a Member Stationed OCONUS or a Member is Discharged Under Other Than Honorable Conditions or Sentenced to Confinement with or without Discharge. A member whose PDS is OCONUS, and who is not provided HHG transportation because the member has no dependents or the dependents performed travel at personal expense without orders, etc., may be provided HHG transportation when the member is:

a. sentenced by court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);

b. sentenced to confinement in a foreign or U.S. civil confinement facility;

c. discharged OCONUS under other than honorable conditions;

d. returned to CONUS for discharge under other than honorable conditions;

e. returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

f. serving OCONUS and is dropped, sent to prison under sentence, or transferred as a prisoner to a place of detention;

g. serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

h. discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. (When HHG are transported to HOR or PLEAD, or to some other place on a not-to-exceed basis under the provisions of this item, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

*The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the Government's best interest. When authorized/approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under pars. U5370-B2a, U5370-B2b, U5370-B2c, U5370-B2d, U5370-B2e, U5370-B2f, U5370-B2g, and U5370-B2h may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country at which the dependents are to reside or are residing. The authorizing/approving official must determine the destination to which transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR or PLEAD. HHG transportation under par. U5370-B2i, whether the member has dependents or not, may not be authorized for a distance greater than that from

the member's last or former OCONUS PDS to the HOR or PLEAD. If the member is separated from the Service, the member is not entitled to NTS if moved from Government or Government-controlled quarters, nor to NTS as an alternative to transportation.

3. Entitlement Following Confinement without Discharge. If a member's HHG are transported under par. U5370-B2, and following confinement the member returns to duty at a new PDS, the member is entitled to HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5370-B2, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

4. Entitlement when Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported under par. U5370-B2i (that is, while awaiting appellate review completion), is restored to duty following the review, the member is entitled to HHG transportation to the new PDS from the location to which transported when the member was placed on appellate leave.

C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. This subparagraph applies when a member is ordered to a PDS to which dependent transportation is authorized which is later changed to a dependent-restricted tour PDS, when there is a change to a dependent-restricted tour PDS, or when there is a change in the designation of the duty from sea duty to unusually arduous sea duty. If both NTS and transportation are provided as alternate entitlements, a portion of the member's HHG may be transported and the remainder placed in NTS.

2. Change Imposed Before HHG Are Turned Over to Transportation Officer. When the change is imposed before HHG are turned over to a transportation officer, the entitlement is determined under par. U5350.

3. Change Imposed After HHG Are Turned Over to Transportation Officer. When the change is imposed after HHG are turned over to a transportation officer, the transportation officer, at the member' s, must divert or re-consign HHG to NTS, to a CONUS designated place, or to a non-foreign OCONUS designated place if authorized/approved through the Secretarial Process. Part of the HHG may be placed/retained in NTS, and the remainder transported to the designated place.

4. Change Imposed After HHG Arrive at Member's PDS. When the change is imposed after the HHG arrive at the member's PDS, the member may elect NTS and/or HHG transportation to a CONUS designated place, or if authorized/approved of through the Secretarial Process, transportation to a designated place in a non-foreign OCONUS area.

*5. Subsequent Entitlement. If the PDS is later changed from a dependent-restricted tour PDS to a PDS to which dependent travel is authorized, or the duty designation is reclassified from unusually arduous sea duty to regular sea duty, the member may elect NTS or HHG transportation from the place to which they were shipped under this subparagraph, or from NTS, to the PDS. However, at least 12 months must remain on the OCONUS tour or sea duty tour following the date the HHG are scheduled to arrive at the PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. The member may elect to keep the HHG at the location to which transported under par. U5370-C2 or U5370-C3 until a later PCS at which time that location is the authorized point of origin of the later shipment to a duty station or NTS.

D. HHG Transportation Incident to Alert Notice

1. General. A member of certain units is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. U5350-C (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice), to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned to a unit so alerted.

*2. Member Not Transferred to Dependent-Restricted Tour OCONUS after Alert Notice Announcement. When HHG have been transported or stored under par. U5370-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location or storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Cadet or Midshipman Dies While Enrolled in Service Academy. The personal effects of a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally entitled to the effects.

F. Member Reduced in Grade. A member, reduced in grade after HHG have been transported on PCS orders to a PDS, is entitled, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. at the time of PCS from that PDS, or

2. when ordered to that PDS,

whichever is greater. Entitlement to NTS continues under par. U5380 without regard to the reduction in grade until the effective date of the member's next PCS order. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS orders from that PDS must cite this subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

G. HHG Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the HHG transportation entitlement upon assignment to that PDS, is entitled to HHG transportation from the place where HHG are located to that PDS. ***NOTE: The entitlement limit is up to the cost from the old to the current PDS.*** Entitlement under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. unusual circumstances and needs of the Service, or

2. failure to transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, November 10, 1982).

H. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members with Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

a. is sentenced by a court-martial to:

(1) confinement for a period of more than 30 days,

(2) receive a dishonorable/bad-conduct discharge, or

(3) dismissal from a Uniformed Service, or,

b. receives an administrative discharge under other than honorable conditions,

is entitled to HHG transportation directly related to dependent transportation under par. U5240-F.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

a. the authorized destination, and

b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

a. the member,

b. the member's spouse, or

c. another dependent (if the member has no spouse, or the spouse is not available).

4. HHG Destination. The HHG destination must be a designated place, except that dependents who are foreign-born may have HHG transported to a destination in their native country.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to:

a. the member, or

b. the dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par.U5012-I), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

a. the court-martial is completed, or

b. of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not entitled to NTS of HHG:

a. caused by moving out of Government or Government-controlled quarters, or

*b. as an alternative to shipment when dependents are returned from OCONUS (see par. U5900-D2h).

I. HHG Transportation Incident to IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied to Accompanied Tour

a. HHG may be moved from a designated place to the current PDS if dependents are command-sponsored.

b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command-sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

***NOTE 1*: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.**

***NOTE 2*: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.**

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command-sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

U5372 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

NOTE: See par. U5241 for related dependent transportation.

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's

dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

a. dead,

b. 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

c. absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

*a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under this subparagraph.

D. Storage

1. General. When the identity of the person entitled to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. Temporary Storage. Temporary storage of HHG turned over for transportation within the time limits stated in par. U5372-B may be authorized/approved under par. U5375. Temporary storage in excess of 180 days is at the expense of the person for whom transportation is being made.

3. Non-temporary Storage

a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L18.

c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the approval requirement for additional time in par. U5372-B2 do not apply. HHG transportation authorized in this subparagraph is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

A. General. Temporary storage is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG temporary storage cannot begin before the date the HHG are released to a carrier, contractor, or the Government for transportation. ***Temporary storage is not authorized for:***

1. intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H***; or

2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is liable for all temporary storage costs when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90 day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the orders or issues further change-of-station orders while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

a. serious illness of the member,

b. serious illness or death of a dependent,

c. impending assignment to Government quarters,

d. directed TDY after arrival at PDS,

e. nonavailability of suitable civilian housing,

f. awaiting completion of residence under construction, and

g. acts of God.

3. Storage After First 180 Days

a. Additional Storage When Member on TDY or Deployed for More than 90 days or for an Indefinite Period While HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage Under Circumstances Beyond Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control (for example, impending assignment to Government quarters), the member is unable to take possession of the HHG within the 180-day time limitation.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS entitlement.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized before further PCS orders are issued.

E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government' s cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Further PCS Orders Received After The Member Arrives at a New PDS. A member, who receives further PCS orders after arrival at a new PDS, and whose HHG are in temporary storage at the time such orders are received, is entitled to continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new orders. Subsequent entitlement to storage is determined under the new PCS orders.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under PCS orders which are amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the effective date of the amended or modified order. Thereafter, the entitlement to storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under PCS orders which are canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. ***Temporary storage is not authorized for intra-city HHG moves as authorized in par. U5355.*** Intra-city HHG moves are those short distance HHG moves within the PDS limits.

*2. Inter-city Moves. The prohibition against temporary storage does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Temporary storage for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

NOTE: Temporary storage is never authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).

3. Examples

a. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and temporary storage is not authorized.

b. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize temporary storage.

c. Member is reassigned within activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized temporary storage because there is no PCS involved (regardless of what the order may call the transfer).

U5380 NONTEMPORARY STORAGE

A. General. NTS is all storage other than temporary or special storage (see par. U4770-B). NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. The member is financially responsible to the Government for excess weight storage costs (see par. U1010-B8). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.

2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.

3. NTS Authorized While HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which entitle the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government' s best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

D. NTS Converted to Temporary Storage. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to temporary storage, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to temporary storage is authorized before further PCS orders are issued.

E. NTS of HHG Currently in Temporary Storage. When HHG are in temporary storage on the date further orders are issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter orders. (See par. U5375-F or U5375-G1.)

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government or Government-Controlled Quarters and Incident to Vacating Local Economy Quarters

1. Occupancy of Government or Government-Controlled Quarters. The NTS provided for in pars. U5380-G1a and U5380-B1b applies to all members assigned to quarters in CONUS; it may be applied to members assigned to OCONUS Government quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under this subparagraph. See pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate quarters incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. See par. U5355-C for a short distance move incident to assignment/termination of Government/Government-controlled quarters under other circumstances.

*a. Moving to and from Government Quarters. A member is entitled to NTS of HHG that cannot be accommodated in assigned quarters for moves directed by competent authority on the basis of a Service requirement, such as:

(1) assignment to Government quarters to use idle housing facilities par. U5380-L21);

(2) vacating Government quarters (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or

(3) reassignment to Government quarters when the conditions in par. U5380-G1b have been rectified or alleviated (par. U5380-L21).

NTS incident to Government quarters assignment for the convenience or morale of the member is not authorized. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG from the Government quarters, nor continued NTS of the HHG in NTS as excess to the Government quarters, is authorized. Charges for handling out delivery to the member's local residence, and unpacking HHG delivered from NTS are payable by the Government. NTS shall not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under pars. U5370-B2 and, U5900-D2h respectively.

b. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits prescribed in par. U5380-L23. This includes a short distance move between the quarters and the NTS facility incident to vacating and reoccupying the quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated quarters. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under this subparagraph.

2. Incident to Vacating Local Economy Quarters

a. Member Is Directed by Competent Authority to Vacate Local Economy Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local economy quarters (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Economy Quarters Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to Government or economy quarters, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local economy quarters from which the member is to commute daily to the PDS.

H. NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive Periods of Entitlement to NTS. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

*K. NTS 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 and entitled to HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is entitled to HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year

from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. Time Limits. The entitlement to NTS is based on the member's status as prescribed in the following table. The entitlement begins on the date orders are issued and continues as long as the situation exists. When termination of entitlement in one situation is followed by the beginning of another situation, the period of entitlement is continuous. For entitlement to temporary storage for periods after termination of entitlement to NTS, see par. U5375.

Situation	Termination of Entitlement
1. PCS with TDY en route (par. U5345-C).	1. Date of departure of member from last TDY station to proceed to the new PDS.
2. Assignment by PCS orders or when called/ordered to active duty to pursue a course of instruction of 20 weeks or more (par. U5345-D).	2. Date of departure of member from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Date of termination of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-G).	6. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the vicinity of the place of storage (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Date of member's detachment in CONUS, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a vessel designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such vessel (par. U5350-D).	10. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.

13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
*15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member' s next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member' s date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Government quarters (par. U5380-G1a).	22. Date member is ordered to relinquish Government quarters.
23. Assignment to Government quarters is terminated or member is required to vacate Government quarters temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to Government quarters or to other quarters under the jurisdiction of a Service, is authorized to return to previously vacated or similar Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate other quarters under the jurisdiction of the Service (par. U5380-G1b).	24. Date member is authorized to reoccupy these quarters, is assigned Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.

25. Installation of Government owned furniture and appliances which displace similar privately owned items in Government quarters or other quarters under Service jurisdiction (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance is authorized for personally-procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

a. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

b. A monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.

c. 60% of the monetary allowance under par. U5320-D2b.

PART E: POV TRANSPORTATION AND STORAGE

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

1. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

2. These allowances are discretionary.

3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.

4. For other requirements related to shipping a POV, see the MTMC website at: ***http://www.mtmc.army.mil/***, and "Shipping your POV" at: ***http://www.mtmc.army.mil/CONTENT/599/Povpam.pdf***.

U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;

2. upon change of homeport of the vessel to which assigned; or

3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When a POV shipment is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

a. POV unloading port/VPC serving the new PDS;

b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

c. new PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or

d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

2. To First PDS. For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

3. Upon Separation/Retirement. For POV shipment upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

4. For Member-Married-to-Member. For combining POV shipping weight limits when husband and wife are

members, see par. U5415-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5415).

B. POV Shipment When Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Chapter 5, Part E.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

a. POV transportation is not permitted to the new PDS,

b. the member serves a dependent restricted or unaccompanied tour and electes not to have a POV transported to the new PDS, or

c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

a. any place in CONUS the member designates, if the old PDS is OCONUS;

b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or

c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, or

d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Shipment

a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983).

A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deteriation.

D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designed (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.)*** The maximum reimbursement is $210.

Examples:

Required Delivery Date:		26 June
Member arrives at destination:		3 June
Member rents a vehicle:		3 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Entitlement:		**$00.00**
Required Delivery Date:		14 June
Member arrives at destination:		3 June
Member rents a vehicle:		15 June – 25 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Entitlement:		**$210.00**
(15-21 June – 7 days @ $30 a day = $210.00)		
Required Delivery Date:		2 June
Member arrives at destination:		21 May
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:		29 June
Member Reimbursement Amount Entitlement:		**$210.00**
(7 days vehicle rental @ $30 a day = $210.00)		
Required Delivery Date:		30 January
Member arrives at destination:		1 January
Member rents a car:		2 January
Member is notified vehicle is ready for P/U:		1 February
Maximum Reimbursement Amount Entitlement:		**$60.00**
(30-31 Jan – 2 Days @ $30 a day = $60.00)		
(entitlement does not start until after the RDD)		

***U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. General. An eligible member, authorized POV transportation in connection with a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authorization exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. For POV shipment to the first PDS, or to the port serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see JFTR, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. old PDS to the designated POV loading port/VPC; and

2. designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph.

C. POV Delivery Accomplished as Part of PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port Via Vehicle Port/VPC. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC and from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to Vehicle Port/VPC Via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port for self and dependents, plus PCS allowances for self from the passenger port to the designated POV loading port/VPC. ***Reimbursement for travel back to the passenger port is not authorized.***

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to Port/VPC in Connection with TDY En Route. An eligible member who delivers a POV to a designated POV loading port/VPC in connection with PCS travel with TDY en route, is authorized:

a. MALT for one authorized traveler at the rate in par. U2605-B 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 at the rate in par. U2605-B for the official distance from the TDY station to the designated POV loading port/VPC plus per diem (see par. U5105-B2); and

c. PCS allowances for direct travel from the designated POV loading port/VPC to the passenger port.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port/VPC, the travel and transportation allowances for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated POV loading port/VPC without traveling to the TDY en route location, see par. U5413-C for dependent travel and transportation allowances.

2. POV Pick-up from Port/VPC in Connection with TDY En Route. An eligible member who picks up a POV from a designated POV unloading port/VPC in connection with PCS travel to an en route TDY station, is authorized:

a. PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC;

b. MALT for one authorized traveler at the rate in par. U2605-B for the official distance from the designated POV unloading port/VPC to 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 at the rate in par. U2605-B for the official distance from 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 picks up a POV from the designated POV unloading port/VPC, the travel and transportation allowances for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated POV unloading port/VPC without traveling to the TDY en route location see par. U5413-D for dependent travel and transportation allowances**

U5414 TRANSPORTATION OF POV TO/FROM PDS

A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS VPC/Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS VPC/port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the VPC/port and PDS;

2. the member is physically unable to drive between the VPC/port and PDS; or

3. the conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the VPC/unloading port. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the VPC/unloading port in another country to pick up the POV. Transportation to the PDS is authorized.

C. Transportation of a POV within CONUS Incident to PCS. An eligible member ordered on a PCS between CONUS PDSs who cannot drive between the PDSs, may be authorized/approved transportation of a POV from old CONUS PDS to new CONUS PDS when:

1. the member is physically unable to drive, or

2. there is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

U5415 TRANSPORTATION RESTRICTIONS

A. Restrictions of a POV Purchased in a Non-foreign OCONUS Area. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, generally shall not be shipped at Government expense during the first PCS following purchase of the POV. The exception to the general prohibition is if the POV is used by the member or dependent for transportation at the member's OCONUS PDS. This subparagraph does not apply to alternate port shipments authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Shipment of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. determined to be necessary by the Service concerned;

2. determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. directed by the foreign government concerned.

C. Restriction on Vehicle Size. A member who desires to ship a POV which exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this shipment because an oversized POV is required by the member or dependent(s) for medical reasons. Collection of such excess costs are made in accordance with Service regulations. ***This subparagraph does not apply to travel aboard car ferries.***

D. Combining POV Weight Limitations when Husband and Wife Are Members. The 20 measurement tons limitation contained in par. U5415-C may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member during the transfer of both members under PCS orders. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

U5425 TRANSPORTATION METHODS

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).

*B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement shall not exceed the cost that would have incurred if the Government had arranged the

transportation (51 Comp. Gen. 838 (1972). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute shipment of a POV. Additional authority exists for reimbursement under other very limited circumstances (see par. U5455-E).

U5435 PORTS USED

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports

1. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved.

2. An alternate port should be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port from which to ship a POV even if the primary port is OCONUS.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;

2. transshipment is authorized by the Secretarial Process;

3. the member agrees to reimburse the Government for the cost of the transshipment; or

4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS where a shipping entitlement exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the POV unloading port/VPC serving the new PDS; or

2. present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater entitlement.

***NOTE*: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C (if applicable see par. U5410-A) or in connection with authorized POV storage in Chapter 5, Part E2.**

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;

2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;

3. written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the orders is different than that named in the statement required in par. U5440-D1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

a. ordered on PCS to an OCONUS PDS, and

b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. ***A member who has transported a POV under par. U5455-A1 has no further POV transportation entitlement on the PCS from that PDS.***

3. Disciplinary Action Taken Against Member Stationed OCONUS, or a Member Discharged Under Other than Honorable Conditions or Sentenced to Confinement with or without Discharge When No Dependent Travel Is Involved from OCONUS.

A member whose PDS is OCONUS, and who is not entitled to transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without orders, dependents are not returning to CONUS, etc.), is entitled to, and orders may be issued providing for, transportation of a POV to the designated POV VPC/unloading port serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to Which Dependents' Travel Is Not Authorized Before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. delivered a POV to a designated CONUS POV VPC/loading port for transportation to the OCONUS PDS, and

2. after reporting for duty at that PDS, but before the POV is shipped from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV VPC/unloading port ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member entitled to dependents' transportation under par. U5240-D is entitled to POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

1. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, the member's POV may be shipped at Government expense (including required overland transportation) to the member's HOR; to the residence of dependents, next of kin, or other person entitled to receive custody of personal effects; or to such other place as determined in accordance with Service regulations.

2. POV Transported by Other Than the Government. In lieu of having the POV transported by the Government, the member, the dependent, next-of-kin, any other person entitled to receive custody of the POV, or someone designated by one of these may:

a. drive the vehicle to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls is authorized); or

b. arrange transportation of the POV and receive reimbursement.

In either case, the total reimbursement shall not exceed the cost that would have been incurred had the vehicle been transported and/or stored at Government expense. See Service claims regulations for Government liability when the vehicle is driven. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when a prolonged hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

Reimbursement in such cases is limited to the cost of over water and overland transportation between the points:

a. the vehicle was transported; or

b. shipment at Government expense would have been authorized,

whichever is less

3. Storage

a. Non-temporary Storage. If the person entitled to receive custody of the POV:

(1) is not known;

(2) is subject to litigation; or

(3) if known has not yet been located and notified to take custody of the POV;

the POV may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of a POV may be authorized/approved (using the provisions of par. U5375) provided the POV is turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

4. Additional Moves

a. Change in Status. A POV transported under par. U5455-E1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. A POV transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident To Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

***NOTE*: See par. U5012-I for restrictions to time limit extensions.**

*B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

***NOTE*: See par. U5012-I for restrictions to time limit extensions.**

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE*: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210. (See Examples in par. U5410-D.)**

PART E

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

U5464 GENERAL

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

1. travel to and from designated storage facilities,
2. POV preparation for storage,
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. Storage and/or transportation of additional POVs shall be at the member's expense.

NOTE: See Appendix A for definition of a contingency operation.

U5466 ELIGIBILITY

NOTE: Members with a contingency operation TDY start date or an effective date of PCS orders 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 entitlement begins effective with the beginning of the IPCOT.

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

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and

   a. the laws, regulations, and/or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or

   b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or

2. the member is sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.

2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be 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 Government 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 Government 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 Government pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have a POV shipping entitlement from Japan because the member stored a POV.

Example 2: A member PCSs to Japan (POV transportation not authorized) and the Government pays to store the member's POV. The member receives a PCS 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 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 not to exceed the Government's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance not to exceed the Government'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) not to exceed the Government'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 this subparagraph.

B. Delivery/Pick-Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. If the POV is not transported but rather is driven, the member is reimbursed the automobile mileage rate for the official distance between the authorized location (i.e., PDS, VPC/vehicle port) and the designated storage facility.

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:

a. is not concurrent with PCS travel, or

b. is in connection with 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. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and

b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160).

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

*D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and

2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and a per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160).

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

1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS 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. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.***

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

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.

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

a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD 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; 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.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

***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.**

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-Procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS 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 Government expense, if the PCS order (or contingency operation notification) 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 Order is Issued. POV storage is permitted before a PCS order (or contingency operation notification) is issued to a member. The storage request must be supported by a written statement:

1. from the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and

2. signed by the shipping applicant agreeing to:

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

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

The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) 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 order (or contingency operation notification) is actually issued. ***General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign OCONUS duty, anticipated contingency departure date, etc.) is not advice that the 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 order remains in effect and prior to receipt of the next PCS 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, July 22, 1975).

***U5474 RESTRICTIONS**

A. Restriction on Vehicle Size. A member who stores a POV, that exceeds the Military Traffic Management Command storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle' s excess size (see par. U1010-B8). 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 in accordance with 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 Government 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 Government' 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-B8).

U5476 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense, for 90 days after the member returns from a foreign OCONUS PDS or 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 from 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.

U5478 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

U5479 ADVANCE OF FUNDS

Authorized POV storage costs may be paid in advance.

PART F: TRANSPORTATION OF MOBILE HOMES

U5500 GENERAL

This Part prescribes mobile home allowances and transportation entitlements for members ordered to make a PCS move. It also covers mobile home transportation under unusual or emergency circumstances, such as return of dependents from OCONUS in advance of the member's PCS. A member ordered on a PCS or the dependent of a deceased member entitled to HHG transportation at Government expense, is entitled to temporary storage (par. U5555) and transportation allowances (par. U5510-A and U5510-B1) for a mobile home from the old PDS to the new PDS (when both are located in CONUS or Alaska, or one is located in CONUS and the other in Alaska) or between other points authorized in this Part. Except as provided in par. U5505-B, U5515-G, and U5540-A, mobile home transportation allowances are in lieu of unaccompanied baggage and HHG transportation and are only authorized within CONUS, within Alaska, and between CONUS and Alaska. When PCS orders direct TDY en route, shipment of the temporary change-of-station weight allowance under Chapter 4, Part G, is authorized as well as mobile home allowances. The Service concerned shall prescribe the necessary regulations governing the preparation of vouchers and supporting documents.

U5502 CONDITIONS FOR ELIGIBILITY

Mobile home allowances are authorized provided all of the following conditions exist:

1. the mobile home is acquired on or before the effective date of the member's orders;

2. the mobile home is intended for use as a residence by the member or member's dependents;

3. the mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's expense and to the Government's satisfaction to withstand the rigors of transport under par. U5510; (See par. U5505-E for those costs of preparing the mobile home body and chassis which are reimbursable or which may be made at Government expense.);

*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; and

5. the member would be otherwise entitled to transport HHG at Government expense.

U5505 BASIC ENTITLEMENTS

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

B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska. A member entitled to mobile home allowances is entitled to mobile home transportation from the old PDS to the new PDS. The cost of this transportation is limited to the total cost to the Government to transport the member's PCS weight allowance between the same points. When husband and wife are members and each is entitled to a mobile home allowance, their prescribed PCS weight allowances may be combined for the purpose of determining the maximum amount the Government may pay for the mobile home move for the transfer of both members under PCS orders between points at which they both maintain a residence in the mobile home.

C. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska

1. General. A member, or the member's dependent (in the case of the member's death), is entitled to 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 to a new CONUS or Alaska PDS.

NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a member transports a mobile home 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 movement of a mobile home.

2. Allowable Costs. In addition to the mobile home allowances authorized in this subparagraph, the member also may transport HHG at Government expense from the old to the new PDS. However, the total amount the Government pays for mobile home transportation to/from a border crossing point/appropriate port and for transportation of the member's HHG between the old and new PDS may not exceed the Government's cost to transport the member's PCS weight allowance from the old to new PDS. (See example in subpar. 8.)

3. Member Married to Member. When both husband and wife are members, their prescribed PCS HHG weight allowances may be combined for determining the maximum amount the Government may pay to move their mobile home when each member is:

a. entitled to a mobile home allowance, and

b. authorized movement of a mobile home on PCS orders.

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

a. without dependents, or

b. whose dependents travel concurrently to the new PDS which is neither in CONUS nor Alaska,

is entitled to mobile home transportation to a selected point as in subpar. 5 below.

NOTE: Selected point is a location within CONUS or Alaska where the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS or in Hawaii.

5. Dependents Travel to Designated Place/Selected Point in CONUS or Alaska. When, incident to a PCS from a PDS within either CONUS or Alaska to a PDS which is neither in CONUS nor Alaska, and member's dependent(s):

a. travel to a designated place in either CONUS or Alaska, or

b. choose to establish a residence in a mobile home at a selected point in either CONUS or Alaska even though concurrent travel to the member's new PDS is authorized,

the member is entitled to mobile home transportation and shipment of HHG removed from the mobile home (see par. U5515-G) to the designated place or selected point. The member also may transport unaccompanied baggage and HHG to the new PDS. The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in subpar. 8.)

6. Dependents Travel from Designated Place in CONUS or Alaska. When dependents are authorized travel to/from the designated place in either CONUS or Alaska to the member's new PDS (which is neither in CONUS nor Alaska), the member is entitled to mobile home transportation from the designated place to the border

crossing point/appropriate port. In addition to mobile home transportation to the border crossing/appropriate port, the member also may transport HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) from the designated place to the new PDS. The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in par. U5505-C8.)

7. Return from PDS Neither in CONUS Nor Alaska. A member is entitled to mobile home transportation:

a. within CONUS or Alaska and,

b. between CONUS and Alaska from the designated place in CONUS or Alaska, or

c. the selected point in CONUS or Alaska to the new PDS.

The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in par. C5505-C8.)

8. Example. Incident to a transfer from a PDS in California to a PDS in Germany, a member is entitled to 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, Ohio, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays for transporting 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 cost to the Government for transporting the member's PCS HHG weight allowance of 12,000 pounds from the old PDS in California to the new PDS in Germany.

D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement. To be entitled to the mobile home allowances, the mobile home must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

E. Allowable Costs. When a mobile dwelling is transported by Government-procured transportation under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, allowable costs are limited to the following:

1. the carrier's charges for actual mobile home transportation not to exceed charges published in mobile home carrier tariffs approved by the Interstate Commerce Commission, or a similar state regulatory body, applicable for a mobile home of the size and type and for the distance transported;

2. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining these permits;

3. charges for a pilot (flag) car or escort services, if required by state law;

4. temporary storage costs (see par. U5555);

5. fuel and oil;

6. parking or dockage fees en route;

7. expando charges;

8. charges for anti-sway devices;

9. rental and transportation of extra axles with wheels and tires when required;

10. over-dimension charges and permits;

11. installation and removal of temporary lights;

12. labor costs for blocking and unblocking (including anchoring/unanchoring) at origin and destination;

13. labor costs associated with repair and replacement of tubes and tires;

*14. wrecker service when required;

15. circuitous routing when required;

16. packing and unpacking of HHG associated with the mobile home;

17. disconnecting and connecting utilities;

18. labor cost for removal and installation of skirting;

*19. cost of separating, preparing, and sealing each section for movement and reassembling the two halves of a double-wide mobile home; and

*20. other special services, determined necessary by the transportation officer, that are not prohibited in par. U5505-F.

Pars. U5505-E5 and U5505-E6 apply only when the mobile home is transported by the member or dependents.

F. Costs Not Allowed. When a mobile home is transported by the Government under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, with the exception of those costs listed in subpar. E, the following costs shall not be allowed:

1. all costs for replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed en route, except as provided in subpar. E, item 13 (member should ensure that body, frame, springs, wheels, brakes, and tires are in good condition; any extra HHG placed in the mobile home must not result in an overload condition that could result in damage and repair charges);

2. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs; and

3. all costs of special handling requested by the member.

U5510 METHODS OF SHIPMENT

A. Government-Procured Transportation. At the request of a member or dependent entitled to mobile home allowances, and subject to the member's or dependent's written agreement to pay any excess costs involved (see par. U5505-F), the Government shall arrange for transportation of the member's mobile home by commercial or Government means to and from the points authorized in this Part and pay all transport costs, up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS, or between transport points otherwise authorized in this Part. The measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the member's PCS weight allowance for the authorized distance rather than the lesser distance the mobile home was actually transported. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

B. Reimbursement for Personally-Procured Transportation

1. General. A member or, the dependent of a deceased member, entitled to mobile home allowances under par. U5500 may transport a mobile home at personal expense or arrange or contract personally with a commercial transporter (see Appendix A) for transportation and be reimbursed for the transportation cost (as prescribed in subpars. 2, 3, and 4) up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS or between points otherwise authorized in this Part. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

2. Mobile Home Designed To Be Moved Overland by Towing. Reimbursement shall be for actual transportation costs subject to the limitations contained in pars. U5505-E and F. Reimbursement shall not exceed that provided for in subpar. 1. Reimbursement is authorized for temporary storage in par. U5555.

*3. 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 in this Part, or

b. for actual transportation costs subject to the limitation in pars. U5505-E and F.

Reimbursement shall not exceed the amount in subpar. 1. Reimbursement is authorized for SIT in par. U5555.

*4. Self-propelled Mobile Dwelling Driven Over Water. Reimbursement is:

a. for actual transportation costs subject to the limitations contained in pars. U5505-E and F, or

b. the automobile mileage rate (see par. U2600) per overland mile for the official distance between the points authorized.

Reimbursement shall not exceed the amount in subpar. 1. Reimbursement is authorized for temporary dry storage in par. U5555.

U5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION

A. Election of Mobile Home Allowances. Applications for Government mobile home transportation under par. U5510-A and claims for reimbursement under par. U5510-B must be supported by a member-signed statement that the member:

1. understands that application for shipment or acceptance of payment for mobile home transportation precludes unaccompanied baggage and HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable (unless such HHG were removed from the mobile home for safe transportation under subpar. G); and

2. has not requested or accepted payment for and shall not request or accept payment for transportation of the member's PCS weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

Member may receive allowances for mobile home transportation to a designated place under par. U5505-B2 and may later ship unaccompanied baggage and HHG or transport a mobile home under par. U5505-B3.

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 ship HHG under par. U5330-F5.

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 therefrom to the proper destination upon authorization/approval of the appropriate transportation officer of the Service concerned. In such cases, the member's obligation shall not exceed that which would have been incurred had shipment been made to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When under par. U5510-A or B, a member's mobile home is transported after PCS orders are received and such orders are later amended, modified, canceled or revoked, the member is entitled to mobile home allowances to the original destination (if transportation thereto 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. Each segment of such moves shall be computed separately.

E. Mobile Home Transportation from Prior PDS. When a member's mobile home has been retained at some prior PDS, mobile home allowances are authorized from the last PDS:

1. to which unaccompanied baggage and HHG were transported at Government expense;

2. to which mobile home allowances were paid; or

3. at which eligibility to elect mobile home allowances first accrued;

whichever may have occurred last, to the new PDS.

F. Transportation Before Orders Issued. In case of emergency, exigency of the Service, or when required by Service 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 PCS orders are issued, as provided in par. U5330-G. The member is entitled to reimbursement under par. U5510-B only if PCS orders are later issued, and the reimbursement voucher is supported by a certificate of the order-issuing official or the designated representative that the member was advised before the mobile home was transported that these PCS orders would be issued.

G. HHG Removed from Mobile Home to Meet Safety Requirements. HHG which would otherwise be authorized transportation at Government expense under Part D, and which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

U5520 EXCESS COSTS FOR MOBILE HOME TRANSPORTATION OF SEPARATED MEMBER, DECEASED MEMBER, AND HEIRS OF DECEASED MEMBERS

Upon a member's:

1. discharge, resignation, or separation from active duty resulting in a nonpay status, or

2. decease, and

3. when authorized by Service regulations,

transportation of mobile homes involving excess costs (see par. U1010-B8) may be made. The Government 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 out of personal funds and apply for reimbursement of the amount allowable under this Part.

U5530 SHORT DISTANCE MOVES

A member, who is ordered by the commanding officer of the installation concerned to vacate the (either Government or economy) premises on which the mobile home is located, is authorized Government-procured transportation or reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity. The reimbursable expenses include those necessarily incurred in making the mobile home ready for transportation, moving it to another location, and installing it at the new site (52 Comp. Gen. 69 (1972)).

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS Due to Official and 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, as applicable, if the conditions in par. U5502 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The orders authorizing dependent transportation under par. U5240 also may authorize HHG/mobile home transportation and should specify under which of the above-cited subparagraphs in

par. U5370 the transportation is authorized. After a mobile home is shipped incident to dependent travel and transportation before PCS orders, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

2. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the overseas PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administrative Weight-Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from:

a. the member's last PDS in CONUS (or Alaska), or

b. the port in CONUS (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents' advance return from the administrative weight-restricted area, the mobile home may be shipped at Government expense from the point at which it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska.). The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain of the weight allowance that may be shipped within CONUS on the early return travel authorization. Member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned

from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

B. Mobile Home Transportation Incident to Alert Notice. A member entitled to HHG transportation under par. U5370-F is entitled to mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5502 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, the measure of entitlement is in par. U5505-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who has used the mobile home entitlement upon assignment to that station, is entitled to mobile home transportation at Government expense from the place the mobile home is located to the PDS, up to the entitlement from the old to new PDS. The entitlement is limited to that situation when a tour is extended:

1. due to unusual circumstances, and

2. due to the needs of the Service.

This entitlement also applies if a member chooses not to move a mobile home to that PDS initially because of the anticipated short time of assignment there (B-208861, November 10, 1982).

U5545 MOBILE HOME TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. Member Officially Reported as Absent in Missing Status

1. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as absent for a period of more than 29 days in a missing status (see Appendix A.)

2. When Transportation Is Authorized. Transportation of a mobile home, for use as a residence by a dependent otherwise entitled to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the official designated by Service regulations when official notice is received that the member is absent for a period of more than 29 days in a missing status.

*3. Additional Moves--Member Reported as Missing for More Than 1 Year. A mobile home transported under subpar. 2 may again be transported when the member has been officially reported as absent for a period of more than 1 year in a missing status, and the Secretarial Process determines the circumstances in the case justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under this subparagraph.

4. Entitlement. A dependent authorized to transport a mobile home under this subparagraph is entitled to one or a combination of the following:

a. transportation by a transportation officer by Government or commercial means;

b. personally arranged transportation via a commercial transporter;

c. transportation by a means other than those specified in items a and b.

All transportation and incidental costs of moving a mobile home under this subparagraph shall be borne by the Government. The ceiling prescribed elsewhere in this Part is inapplicable. Any payment authorized by this subparagraph may be made in advance of the transportation.

B. Upon Death of Member. When a member with a mobile home dies while on active duty, one dependent of the member is entitled to the mobile home 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. the mobile home is turned over to a transportation officer within 1 year after the member's death when transportation is to be arranged by the Government.

An extension of the time limits in items 2 and 3 may be authorized/approved by the Secretarial Process (see par. U5012-I).

U5555 TEMPORARY STORAGE

A. General. Temporary storage is storage authorized with the transportation of a mobile home. This storage is cumulative and may accrue at place of origin, in transit, at destination, or any combination thereof. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the period of actual storage governs, regardless of commercial billing practices. The temporary storage 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 measure of entitlement authorized. Except as provided in subpars. C and D, the member shall bear all temporary storage costs when a mobile home is placed therein under PCS orders and then not transported.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all storage charges accruing after expiration of the first 90-day period shall be borne by the member unless additional storage is authorized/approved under this paragraph.

2. Storage After the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer or other officer designated by the Service concerned. Requests for authorization/approval of additional storage must be accompanied by the member's statement of all the facts in the case. 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. nonavailability of suitable permanent location for mobile home; or

e. acts of God.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member on PCS orders, which are amended or modified before the member arrives at destination but after the date the mobile home has been released to a carrier or the Government for shipment or temporary storage, is entitled to the type of storage authorized under the original PCS orders until the effective date of the amended orders. Thereafter, the entitlement to storage shall be determined under the amended PCS order.

2. Orders Canceled or Revoked. A member on PCS orders, which are canceled or revoked after the date a mobile home is released to a carrier or the Government for shipment or temporary storage, is entitled to the type of storage authorized under the original PCS orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage with mobile home return shipment or delivery to an authorized place.

D. Further PCS Orders Issued After Member Arrives at New PDS. A member who receives further PCS orders after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS orders are received, is entitled to a continuation of temporary storage (regardless of the time limit prescribed in subpar. B) until the effective date of the new PCS orders or for 180 days, whichever occurs first. Subsequent entitlement to storage shall be determined under the new PCS orders.

U5560 ADVANCE OF MOBILE HOME ALLOWANCES

Mobile home allowances may be paid in advance (see par. U1010-B4) when those eligible personally procure transportation (including necessary incidental expenses) of a mobile home. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to compute the maximum advance that may be paid. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance between the authorized points shall be determined by using the method the Service would have selected to move the member's HHG.

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 U.S.C. §407).

U5605 DEFINITION OF TERMS

A. Member with Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents entitled to transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS orders, is considered to be a member with dependents for DLA entitlement purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member without Dependents. As used in this Part, "member without dependents" means a member who:

1. has no dependents;

2. is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or

3. has dependents entitled to travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 Comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is entitled to a DLA when dependents:

1. relocate in connection with a PCS,

2. move in connection with the closure or realignment of a military installation (see par. U5630-B12),

3. move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or

4. as otherwise authorized in this Part.

*B. Member without Dependents. A member without dependents is authorized DLA when:

1. relocated in connection with a PCS to a PDS where Government quarters are not assigned, or

2. ordered to, and actually does, move in connection with the closure or realignment of a US Installation (see par. U5630-B12).

In the circumstances of par. U5610-B1, DLA entitlement continues to exist if Government quarters' assignment and occupancy upon arrival at a new PDS is for a period of 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS orders or orders directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are entitled to such travel at Government expense, the member may be paid the difference between the DLA entitlement at the with dependent rate and the without dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 U.S.C. §407, members are entitled to only one DLA during a fiscal year, unless the:

1. Secretary concerned determines the exigencies of the Service require more than one PCS during the current fiscal year (The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.);

2. member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

3. eligible dependents are relocated to a designated place incident to an evacuation (see par. U6012 and U6059);

4. movement of a member's household is made in conjunction with a national emergency or in time of war;

5. movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10; or

6. movement of member's and or dependents household is made in connection with closure or realignment of a military installation.

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).

B. Application of Fiscal Year Limitation on Payment of DLA

1. When determining the fiscal year in which entitlement to a DLA occurs, the date of the member's departure (detachment) from the old PDS in compliance with PCS orders will govern.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized shall be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA entitlement. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, and U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

U5630 FACTORS AFFECTING ENTITLEMENT

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances.

B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at 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 Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

*3. Dependents' Movement to/from a Designated Place. When dependents are moved to or from a designated place on the member's PCS orders, DLA is payable when the dependents complete travel. No further DLA entitlement accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from Inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member:

a. is separated or relieved from active duty to continue on active duty in another Service, and

b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to 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. Orders Amended, Modified, Canceled, or Revoked. When a PCS 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 dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government

quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government 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 duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with 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 entitled to a DLA the day one or more dependents arrive at the location of their permanent residence 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 who:

a. ***has no dependents,***

b. is assigned to permanent duty aboard a ship,

c. elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or ***(effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4)*** is authorized BAH for a member in the grade of E-5 or E-4, and

d. occupies non-Government quarters ashore,

is authorized DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection with Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

a. has no dependents,

b. is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such pay 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,

is entitled to DLA.

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 a 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-Government or family-type Government quarters ashore,

(73 Comp. Gen. 6 (1993)).

*15. Housing Moves at a PDS for Government Convenience. A partial DLA of $523.50 (effective 1 January 2003) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

a. privatization,

b. renovation, or

c. any reason other than PCS.

NOTE: Partial DLA is not authorized for those local moves from Government quarters upon separation/retirement.

Effective for PCS orders issued on or after 1 January 2002

C. Special Categories DLA ***Not*** Authorized. DLA is ***not*** authorized in connection with 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 in connection with the PCS;

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 ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.)***; or

5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2e, U5203-B2f; and U5203-B3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,

2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement when a Member Married to a Member 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 Government 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.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2003		
Grade	**Without Dependent Rate**	**With Dependent Rate**
O-10	$2,708.27	$3,333.86
O-9	$2,708.27	$3,333.86
O-8	$2,708.27	$3,333.86
O-7	$2,708.27	$3,333.86
O-6	$2,484.63	$3,001.84
O-5	$2,393.02	$2,893.49
O-4	$2,217.65	$2,550.63
O-3	$1,777.27	$2,110.24
O-2	$1,409.79	$1,801.89
O-1	$1,187.15	$1,610.78
O-3E	$1,919.14	$2,267.89
O-2E	$1,631.47	$2,046.23
O-1E	$1,402.90	$1,890.56
W-5	$2,253.11	$2,461.97
W-4	$2,000.90	$2,257.05
W-3	$1,681.72	$2,067.90
W-2	$1,493.54	$1,902.40
W-1	$1,250.18	$1,645.26
E-9	$1,643.30	$2,166.42
E-8	$1,508.31	$1,996.97
E-7	$1,288.62	$1,854.12
E-6	$1,166.44	$1,713.24
E-5	$1,075.82	$1,540.82
E-4	$935.92	$1,540.82
E-3	$918.18	$1,540.82
E-2	$745.78	$1,540.82
E-1	$665.01	$1,540.82

Table U5G-2

*NOTE: These rates are **only** payable when a **second** DLA is paid IAW par. U5630-B6.*

***SECONDARY* DLA RATES EFFECTIVE 1 JANUARY 2003**		
Grade	**Without Dependent Rate**	**With Dependent Rate**
O-10	$2,166.61	$2,667.08
O-9	$2,166.61	$2,667.08
O-8	$2,166.61	$2,667.08
O-7	$2,166.61	$2,667.08
O-6	$1,987.72	$2,401.49
O-5	$1,914.41	$2,314.78
O-4	$1,774.11	$2,040.52
O-3	$1,421.82	$1,688.21
O-2	$1,127.84	$1,441.52
O-1	$949.72	$1,288.62
O-3E	$1,535.31	$1,814.31
O-2E	$1,305.17	$1,636.97
O-1E	$1,122.32	$1,512.44
W-5	$1,802.48	$1,969.57
W-4	$1,600.73	$1,805.65
W-3	$1,345.36	$1,654.32
W-2	$1,194.83	$1,521.91
W-1	$1,000.16	$1,316.20
E-9	$1,314.63	$1,733.14
E-8	$1,206.66	$1,597.56
E-7	$1,030.88	$1,483.30
E-6	$933.17	$1,370.58
E-5	$860.67	$1,232.66
E-4	$748.74	$1,232.66
E-3	$734.55	$1,232.66
E-2	$596.63	$1,232.66
E-1	$532.00	$1,232.66

*ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
RULE	If one member A	and the other member B	at the old PDS they occupied C	at the new PDS they occupied D	then DLA is payable E
1	has no dependents	has no dependents	the same quarters	the same quarters [3/]	to either member at the "without-dependent" rate, but not both. [1/]
2				separate quarters [2/, 3/]	to both at the "without-dependent" rate. 4/
3			separate quarters	the same quarters [3/]	
4				separate quarters [2/, 3/]	
5		has dependents	the same quarters	the same quarters [3/]	to either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members.[1]
6				separate quarters [2/, 3/]	to each, i.e., as a member without dependents for the member without dependents and at the "with-dependent" rate for the member with dependents.
7			separate quarters	the same quarters [3/]	
8				separate quarters [2/, 3/]	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with-dependent" rate, but not to both. [1/]
10				separate quarters [2/]	to both members at the "with-dependent" rate.
11			separate quarters	the same quarters	
12				separate quarters [2/]	

1/ The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:

(a) both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) the member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and

(c) both members are authorized a DLA at the "with-dependent" rate under Rule 9.

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 dependents.

3/ Except as indicated in par. U5610-B and U5630-E, a member who has no dependents and who is assigned to Government quarters at the new PDS (including a ship) is not authorized a DLA.

4/ If moving from separate quarters to the same family-type Government quarters only one DLA is authorized.

Table U5G-3

PART H: TEMPORARY LODGING EXPENSE (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 ENTITLEMENT

A. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. before leaving the old CONUS PDS, designated place (see Appendix A), or a member's CONUS HOR or technical school, if the member is reporting to the first PDS,

NOTE: TLE is payable incident to a move when entering active duty to the first PDS beginning 5 October 1999 for enlisted members, and for officer members with orders issued on or after 1 January 2002.

2. after arriving at the new CONUS PDS (including a member's first PDS,if the member is reporting there from HOR or initial technical school), designated place,

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),

4. for the elapsed time between PDSs when per diem is not payable, and

5. when the member's PCS order is cancelled/revoked after the member occupies temporary quarters, the member is authorized TLE reimbursement up to the maximum number of days allowable.

NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).

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 near the old PDS before (or after) the member checked out of the activity at the old PDS, and/or at a designated place (see Appendix A) en route, and/or 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 the maximum allowable TLE allowance for days spent at/near the old/new PDS or a designated place en route as described in the 8-day example.

B. A member is not authorized TLE:

1. when leaving active duty,

2. for a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS),

3. for a dependent(s) acquired after the effective date of PCS orders, or

4. for a dependent(s) returned from an OCONUS location prior to issuance of a PCS order (see also Chapter 5, Part J).

NOTE: For the next PCS, the member is authorized TLE for the acquired dependent, including in the vicinity of the place at which the dependent was acquired.

U5710 TIME LIMITATIONS

TLE may not be paid for more than:

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),

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), or

3. 10 days for a member reporting to the first PDS from the HOR or initial technical school (a member may split the days among CONUS HOR, initial technical school, designated place in CONUS, and CONUS PDS; if the first PDS is OCONUS, a member may split the days between CONUS HOR, initial technical school, and designated place in CONUS).

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence;

2. must be in the vicinity of the old and/or new PDS/designated place;

3. may be allowed if assigned family-type Government quarters are not occupied:

   a. because the HHG have not been shipped from the old PDS;

   b. because the HHG have not been received at the new PDS;

   c. because the quarters are undergoing repair/renovation;

   d. because the 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 for that day is zero. However, the meals portion is payable.

U5720 REIMBURSEMENT

A. Member-Married-to-Member Couple. When both spouses are members:

1. each may be reimbursed up to $180 per day ***NOTE*: *A maximum of $110 per day applies for all members with PCS orders issued before 1 January 2002.*,**

2. both may not claim the same dependent(s) for TLE , and

3. one member may not claim the other member for TLE payment.

*B. Per Diem Rate Used. The ***locality*** per diem rate is used for TLE reimbursement.

C. Maximum Reimbursement. A member:

1. may be reimbursed a maximum of $180 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same ***or*** different days) ***NOTE: A maximum of $110 per day applies for all members with PCS orders issued before 1 January 2002.***;

2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);

3. and 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 Government quarters (see par. U1045).

NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government 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) shall not exceed $180 per day. ***NOTE: A maximum of $110 per day applies for all members with PCS orders issued before 1 January 2002.***

E. Reimbursement Computation

Step 1: Determine Maximum Daily TLE Allowance. Multiply the percentage in the following table by the applicable locality per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrform.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 add:	25%

NOTE: For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.

Step 2: Determine M&IE Equivalency

a. Multiply the daily TLE allowance computed in Step 1 by 46% if:

(1) it is the first or last day of TLE, or

(2) lodgings used do not have facilities for preparing/eating meals, or

(3) lodgings are provided by a friend/relative, or

(4) a Government mess is not used for all three meals, ***otherwise***

b. Multiply the daily TLE allowance computed in Step 1 by 23%.

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

Step 3: Determine Gross Daily Equivalency. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes).

Step 4: Determine Net Daily Equivalency. Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

NOTE: Do not deduct:

1. housing allowances when staying with friends/relatives,

2. housing allowances for a member with a dependent(s) if the claim is for the member only,

3. housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance, and

4. BAS when not paid, or if TLE is being computed only for dependents.

Step 5: Determine Applicable Daily Rate

*Compare $180.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

EXAMPLE 1 -- TLE ALLOWANCE

NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights $47.50 (42.75 per night plus $4.75 tax). The new PDS locality per diem rate is $112. The member certifies that Government quarters are not available. The member is authorized TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	65% x $112 = $72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x $72.80 = $33.49
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$33.49 + $47.50 = $80.99
4. Deduct daily allowance(s) from Step 3.	$80.99 - $28.30 = $52.69
Housing Allowance =	$22.60
BAS =	$ 5.70
Total =	$28.30
5. Compare $180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay $52.69 per day.	$180 vs. $72.80 vs. $52.69; $52.69 x 4 days = $210.76

EXAMPLE 2 TLE ALLOWANCE

***NOTE*: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See par. U2025 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.**

A member, with a spouse (not entitled to basic pay) and two children, is ordered on a PCS from one CONUS PDS to another (the standard CONUS per diem rate applies to both PDSs). After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 4 nights at $80 per night ($72 per night plus $8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rate (given percent x locality rate).	150% x $85.00 = $127.50
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x $127.50 = $ 58.65
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost.	$58.65 + $80.00 = $138.65
4. Deduct daily allowance(s) from Step 3.	$138.65 - $26.65 = $112.00
Housing Allowance =	$22.66
BAS =	$ 3.99
Total =	$26.65
5. Compare $180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay $112.00 per day.	$180.00 vs. $127.50 vs. $112.00; $112.00 x 4 days = $448.00

EXAMPLE 3 - TLE ALLOWANCE

***NOTE*: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See par. U2025 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.**

A member-married-to-member couple with two dependents is ordered on a PCS from one CONUS PDS to another. The Standard CONUS per diem rate applies to both PDSs. After reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 4 nights at $100 ($90 per night plus $10 tax). Each member is authorized TLE up to $180 per day. The $100 lodging cost is divided evenly between both members. The members certify that Government quarters are not available. TLE in this case is computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rate (Given percent x locality rate)	100% x $85.00 = $ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x $85.00 = $ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$39.10+ $50.00 = $ 89.10
4. Deduct daily allowance(s) from Step 3 result	$89.10 - $22.24 = $ 66.86
Housing Allowance =	$ 17.25
BAS =	$ 4.99
Total =	$ 22.24
5. Compare $180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay $66.86 per day.	$180.00 vs. $85.00 vs. $ 66.86; $66.86 x 4 days = $267.44

Member #2 (with 1 dependent)	
1. Determine Maximum rate (Given percent x locality rate)	100% x $85.00 = $ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x $85.00 = $ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$39.10+ $50.00 = $ 89.10
4. Deduct daily allowance(s) from Step 3	$89.10 - $25.47 = $ 63.63
Housing Allowance =	$ 20.48
BAS =	$ 4.99
Total =	$ 25.47
5. Compare $180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay $63.63 per day.	$180.00 vs. $85.00 vs. $ 63.63; $63.63 x 4 days = $254.52

The combined ***daily*** amount paid to both members is $130.49 ($66.86 + $63.63). The combined amount paid to both members for 4 days is $521.96 ($130.49 X 4).

EXAMPLE 4 - TLE ALLOWANCE

NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

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 $95.00. The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at $60 ($54.00 per night plus $6.00 tax). The locality per diem rate for the dependents' location is $115.00. The periods 1-10 April (member) and 18-27 April (dependents) were selected by the member for TLE. The member certifies that Government quarters were not available at either location.

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate).	65% x $95.00 = $61.75	100% x $115.00 = $115.00
Combined Total:	$61.75 + $115 = $176.75	
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x $61.75 = $28.41	46% x $115.00 = $52.90
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$28.41 + $45.00 = $73.41	$52.90 + $60.00 = $112.90
Combined Total:	$73.41 + $112.90 = $186.31	
4. Deduct daily allowance(s) from the combined total in Step 3.	$186.31 - $19.65 = $166.66	
Housing Allowance =	$12.50	
BAS =	$ 7.15	
Total =	$19.65	
5. Compare $180 with combined totals in Steps 1 and 4 and pay the least amount for each day. Pay $166.66 per day.	$180.00 vs. $176.75 vs. $166.66 $166.66 x 10 days = $1,666.60	

U5725 ADVANCE OF FUNDS

An advance of funds may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with 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.

PART I: PET QUARANTINE

U5800 PURPOSE

Pet quarantine reimbursement is for PCS moves with an effective date on or after 4 December 2000.

*U5805 PET QUARANTINE REIMBURSEMENT

For PCS moves with an effective date on or after 4 December 2000, reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed $275 per PCS move. For mandatory pet quarantine fees incurred in connection with the mandatory quarantine of a household pet underway on 28 December 2001 or that begin on or after that date, reimbursement is authorized not to exceed $550 per PCS move.

PART J: EARLY RETURN OF DEPENDENTS

U5900 DEPENDENT TRAVEL

***NOTE*: For HHG transportation ICW early return of dependents, see par. U5905.**

A. General. This paragraph covers situations in which dependents' early return travel before the member's PCS under certain circumstances is in the Government's best interest. Orders authorizing dependents' travel under this paragraph must cite the specific subparagraph under which the travel is authorized. Dependents must begin travel under subpars. B, C, or D before PCS orders are issued which relieve the member from the OCONUS PDS. For dependents' evacuation travel, see Chapter 6.

B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. is embarrassing to the U.S. Government;

2. is prejudicial to order, morale, and discipline in the command; or

3. gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependents' travel and transportation allowances may be authorized through the Secretarial Process to a designated place, or, if the dependent is foreign-born, to a destination in the dependent's native country. The Secretary concerned may delegate the authority in this subparagraph to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to their native country (par. U5222-D1, item c), are eligible for dependents' travel and transportation allowances under this subparagraph, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependents' return travel to the OCONUS PDS is not authorized except for dependents described in item 3. Dependents described in items 1 and 2 may not be further moved at Government expense until the member is ordered on PCS from the OCONUS PDS or serves an IPCOT. If those dependents return at the member's personal expense and again are command-sponsored, the member is entitled to dependents' travel and transportation allowances from the PDS on a subsequent PCS. Entitlement under this subparagraph is in addition to, and has no affect on, the entitlement to dependents' travel and transportation allowances the member may have on the effective date of the next PCS orders (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependents' Travel to Designated Place Authorized. When the Secretary concerned or more senior official determines that dependents must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country.

2. Subsequent Entitlement. When the determining official in subpar. 1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or PCS orders transfer the member to a PDS to which dependent travel is authorized, a member entitled to dependents' travel and transportation allowances under par. U5203-A is entitled to dependents' travel and transportation allowances from the designated place (or foreign country location) to the current PDS to which dependents' travel is authorized.

D. Personal Situations and Travel of Dependents in CONUS When Disciplinary Action is Taken Against Member Stationed OCONUS

1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under this subparagraph to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to their native country, are eligible for travel and transportation allowances under this subparagraph, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependents' travel and transportation allowances under this subparagraph when the circumstances in subpar. 2, item h, apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under subpar. 2, items e and h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in subpar. 2, items b and e (B-195708, October 17, 1979). Except for travel for the reasons in subpar. 2, items b and e, when dependents travel without orders under circumstances described in this paragraph, no reimbursement for such travel is authorized even though orders are later issued under par. U5905-C4 (B-157765, November 15, 1965).

2. Circumstances. The circumstances in which dependents' travel and transportation allowances may be authorized under this subparagraph are limited to the following:

a. essential medical treatment is not available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent;

b. the death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place where proper care may be maintained;

c. educational facilities or housing for dependents is inadequate. A statement from the authorizing/order-issuing official that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, June 25, 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the safety and well-being of dependents. Such determinations must be made by the Unified Commander and on the recommendation of the major commander of the Service concerned. ***(Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Unified Command.)***;

e. the best interests of a member, or the dependents, and the Government are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. ***This item must not be used to authorize student dependent transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978))***;

f. a dependent receives orders from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. acceptable employment opportunities for dependent children aged 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child (children) are likely to become involved in situations creating embarrassment to the U.S. which place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) such early return is in the best interest of the member, or dependents, and the U.S.

h. a member is:

(1) sentenced by court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) discharged OCONUS under other than honorable conditions;

(4) returned to CONUS for discharge under other than honorable conditions;

(5) returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) serving OCONUS and is dropped, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) convicted by court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

*In each of the above circumstances, it must be shown that dependents' travel is in the Government's best interest. Dependents' travel and transportation allowances may be provided only when there is a valid need for the dependents to move. In connection with early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under this subparagraph must be applied judiciously; it is a last resort.*** The Secretary concerned may delegate the authority in this subparagraph to an officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (OSD/Compensation memo of 10 December 1991). For dependent travel under par. U5900-D2h, approval authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, dependents must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The authorizing/order-issuing official must cite, in the dependents' travel orders, the specific item above that applies. Travel and transportation allowances under par. U5900-D2h(1) through par. U5900-D2h(8) may not be authorized for a distance greater than that from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are foreign-born, to the dependents' native country. Under par. U5900-D2h(9), such allowances may

not be authorized for a distance greater than to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by this subparagraph, must support the transportation procurement documents for allowances under this subparagraph.

3. Return of Dependents to OCONUS Areas. A member may return dependents at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which they traveled. If those dependents are again command-sponsored, the member is entitled to dependents' travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Entitlement. Entitlement to dependents' travel and transportation allowances under this subparagraph is in addition to, and has no effect on, the entitlement to such allowances the member may have on the effective date of the next PCS orders (40 Comp. Gen. 554 (1961)). A member otherwise entitled to dependents' travel and transportation allowances under par. U5203-A, whose dependents were not returned to an OCONUS area under subpar. 3, is entitled, upon reassignment from the OCONUS PDS, to dependents' travel and transportation allowances from the place to which they were transported under this paragraph to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for former family members. The former family members must have been formerly command-sponsored dependents as defined in Appendix A who were residing with the member OCONUS as specified in this subparagraph (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under this subparagraph must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under this subparagraph must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points Between Which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

a. the U.S. or in a non-foreign OCONUS location, or

b. their native country if the former dependents are foreign-born.

The official referred to in subpar. 3 must determines that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by this subparagraph are payable to the member. Payment may be

made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, February 21, 1979).

7. Time Limits. Travel under this subparagraph must be completed within l year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station where the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/approved, travel under this subparagraph must be completed within 1 year after the:

a. effective date of the final decree of divorce or annulment, as applicable; or

b. date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and completion of a school year that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of OCONUS Dependents

a. Change in Custody Agreement or Other Legal Arrangements. If, in the event of a change in custody agreement, or other legal arrangements, former family members again become dependent on a member, the dependents' return to the member's OCONUS PDS may be authorized through the Secretarial Process provided:

(1) the member has not received PCS orders but otherwise would be entitled to dependent travel and transportation allowances under par. U5203-A;

(2) the dependents' return is for the Government's convenience;

(3) the dependents are command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there; and

(4) the travel and transportation allowances may not exceed those from the place to which the former family members where transported under par. U5905-E5.

b. Remarriage. ***If, in the event of remarriage, former family members again become dependents of the former sponsor, dependents' return to the member's OCONUS PDS at Government expense is not authorized***. If the member returns those dependents to the OCONUS PDS at personal expense and they are command-sponsored again, the member is entitled to dependents' travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Entitlements Not Affected. Travel of former family members under this paragraph is in addition to, and has no effect on, the member's entitlement to dependents' travel and transportation allowances on the effective date of the member's next PCS order (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

NOTE: For dependent travel ICW early return of dependents see par. U5900.

A. From Other Than the U.S. Due to Official Situations

1. General. Orders authorizing dependents' transportation from other than the U.S. or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. These members also are entitled to NTS or continued NTS under par. U5380-C.

*2. Dependents' Return to the Member's OCONUS PDS. When a member is authorized dependents' transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Government's best interest, the official authorizing dependents' transportation may authorize HHG transportation to the member's OCONUS PDS up to the cost from the place to which the HHG were previously transported under this subparagraph. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents under this paragraph is in addition to, and has no effect on, the entitlement to HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. Orders authorizing dependents' transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS Due to Personal Situations

*1. General. Orders authorizing dependents' transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, orders may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member, with dependents, ordered on PCS to an OCONUS PDS, who, in anticipation of dependents accompanying or joining later, transports HHG to the PDS, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member, or dependents, and the U.S. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (B-217447, April 24, 1986).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is entitled to NTS of HHG located in the OCONUS area under par. U5380-L15, up to the prescribed weight limit.

4. Dependents Currently at Appropriate Destination - Orders Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had orders been issued, HHG transportation may be authorized provided orders are later issued approving dependents' transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such orders must be supported by a determination of the member's commanding officer that:

a. dependents traveled to an appropriate location where they intend to reside;

b. their travel meets the conditions in par. U5900-D, except that a travel authorization for their transportation was not issued;

c. the OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and

d. it is in the Government's best interest to issue orders approving dependents' transportation to an appropriate destination under par. U5900-D.

5. Transportation of Former Family Members Incident to Divorce or Annulment. The official authorizing transportation of former family members under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

a. effective date of the final decree of divorce or annulment; or

b. date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependents' Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependents' return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, not to exceed the cost from the place to which they were previously transported under this subparagraph, when in the Government's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

(1) Government expense under par. U5900-D3, or

(2) personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under this subpar. to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents and former family members under this paragraph is in addition to, and has no effect on, the entitlement to HHG transportation based on dependency status and grade on the effective date of the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and ships 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS order. Upon subsequent PCS the member may ship up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may ship up to the authorized weight allowance of 8,000 pounds.

*8. Disciplinary Action Taken Against Member Stationed OCONUS or Member Discharged Under Other Than Honorable Conditions or Sentenced to Confinement with or without Discharge. When orders authorize dependents' transportation under par. U5900-D2h(1), U5900-D2h(2), U5900-D2h(3), U5900-D2h(4), U5900-D2h(5), U5900-D2h(6), U5900-D2h(7), U5900-D2h(8), HHG transportation may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependents' native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When orders authorize dependents' transportation under par. U5900-D2h(9), HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD. ***NTS may not be authorized***.

*9. Entitlement Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is entitled to HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

U5910 POV TRANSPORTATION

A. OCONUS Dependent Transportation Authorized. Orders authorizing dependents' transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV VPC/unloading port ordinarily serving the place to which dependents are authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV VPC/unloading port serving the member's PDS on the date dependents are authorized to travel (see par. U5900-B through F).

B. Dependents Currently at an Appropriate Destination - Orders Not Issued. When dependents have traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled orders to be issued authorizing their travel (see par. U5900-D), transportation of one POV from the designated POV VPC/loading port serving the OCONUS PDS may be authorized/approved if orders later are issued:

1. directing dependents' travel under the conditions of par. U5900-D, and

2. providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependents' travel would have been authorized.

Such orders must be supported by a determination of the member's commanding officer (see guidance in par. U5905-C4).

C. Ex-Family Members' Travel Incident to Divorce or Annulment. If ex-family members travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependents' Return to OCONUS Areas Authorized. Even if dependents are permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, C, or F), return shipment of a POV to the OCONUS PDS is not authorized.

E. Entitlement on Next PCS. ***A member who has transported a POV under subpars. A-C has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.***

U5915 MOBILE HOME TRANSPORTATION

*A. General. A member entitled to HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. to a CONUS designated place, or

2. 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, as applicable, if the conditions in par. U5502 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The orders authorizing dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify under which of the above-cited subparagraphs in par. U5905 the transportation is authorized. ***After a mobile home is shipped incident to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from:

1. the member's last CONUS PDS (or Alaska), or

2. the CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500 pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. Member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

CHAPTER 6
EVACUATION ALLOWANCES

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

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U6061 **CONUS COLA**

CHAPTER 6
EVACUATION ALLOWANCES

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

U6000 REFERENCES

1. Title 37, U.S.C. 405a.

2. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," November 5, 1990.

3. (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)).

4. (for Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

U6001 GENERAL INFORMATION

*A. General. An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude). The evacuation applies to:

1. both command and noncommand sponsored dependents who, at the time the evacuation is authorized or ordered, are residing at (or in the vicinity of) the member's PDS;

2. command sponsored dependents who are en route to the member's PDS (or vicinity of the member's PDS) to establish a residence with the member;

*3. student dependents who are authorized to travel to the member's PDS under par. U5243-D;

4. a dependent who resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized or ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,

5. dependents of a member assigned to an OCONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances shall continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 U.S.C. 405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are 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 dependents of members of each of the DoD Services. Questions relating to 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 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN 227-2186, COML (703) 697-2186.

C. Payments of Evacuation Allowances. The allowances authorized by this Part may be paid to the following individuals:

1. the member's evacuated command sponsored dependent spouse;

2. any command sponsored dependent at least 18 years of age or older if at a different location than the spouse or when there is no spouse present;

3. the member (as the natural guardian) for command sponsored dependents who are under 18 years old; or

4. the member's dependent spouse, any dependent at least 18 years of age or the member (as the natural guardian) under the circumstances described in par. U6001-A4.

NOTE: Dependents are entitled to evacuation allowances only if they actually evacuate their homes.

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6003-Al or U6003-A2, authorizes/orders an evacuation.

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by the evacuated dependents, as the place where they should establish a permanent residence when it has been determined by competent authority that their return to the PDS should not take place or is not expected to take place in the near future. Command sponsored dependents transported to a designated place incident to an evacuation are expected to establish a permanent residence there as soon as practical.

B. Evacuated Dependent. A dependent (as defined in Appendix A) who:

1. at the time of the evacuation, is residing in a command sponsored or noncommand sponsored status at the member's PDS or in its vicinity;

2. is command sponsored but temporarily absent from the member's PDS or its vicinity;

3. is a command sponsored dependent en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member;

*4. is a student dependent who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5243-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized or ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized or ordered movement of dependents from a specific OCONUS area, when authorized or ordered by the appropriate authority indicated in par. U6003-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

D. Safe Haven. A location within or outside the United States named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the overseas PDS or proceed to a designated place. If CONUS is named in the evacuation order as the safe haven, evacuees, upon arrival at the port of debarkation in CONUS, must select the exact safe-haven location within the CONUS safe haven to which they shall travel at Government expense.

U6003 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation

1. Foreign Areas. The decision to evacuate dependents from a foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD(P&R) DSN: 225-0711, Comm: (703) 695-0711) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990).

*2. Non-foreign Areas. The following officials are responsible for authorizing or ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 225-0711, Comm (703) 695-0711), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) Comm (202) 267-1652), for the dependents of Coast Guard personnel;

c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;

d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

f. The head of a DOD component (see definition in Appendix A) or designated representative;

g. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to Safe Haven or Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of Original Safe-Haven Location. The original safe-haven location is normally designated by the Department of State, in coordination with DoD. The only exception is that DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas. If CONUS is named in the evacuation order as the original safe haven,

evacuees select an exact safe-haven location in CONUS for themselves to which they shall travel at Government expense.

2. Designation of Alternate Safe-Haven Location. For DoD Services, the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government 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, Secretarial Process may authorize/approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretary concerned or designated representative must authorize/approve an OCONUS designated place.

C. Termination of Safe-Haven Status and Directing Dependents to Select Designated Place. For DoD Services, USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, USD(P&R) has responsibility to terminate evacuation status and to authorize the return of dependents to the overseas duty station. For non-DoD Services, that authority is vested in the Secretarial Process.

U6004 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation, to include dependents of a member assigned to an OCONUS PDS who dies before or during an evacuation of that PDS. Entitlements for transportation of dependents under this paragraph are the same as those authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the order-issuing authority, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Command Sponsored Dependents and Student Dependents at OCONUS PDS at Time Evacuation Authorized or Ordered. Command sponsored dependents and student dependents authorized to travel under par. U5243-D, who are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs the travel. Dependents are residing in the PDS vicinity when they reside in the foreign country or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependents and commutes to the PDS from a place located in an adjacent country (except the United States), the dependents also are residing in the vicinity of the member's PDS. A dependent, who was moved at Government expense to the member's OCONUS PDS and who became age 21 at the PDS is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS 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 OCONUS PDS under par. U6004-I1a.

C. Dependents Residing at or in Vicinity of Overseas Station (Other Than Member's Duty Station) at Time Evacuation Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station where the dependents reside is authorized or ordered, are entitled to transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became 21 years of age is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns 21 years of age at the safe haven or designated place while the member is serving at the overseas PDS, is a dependent of the member while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered

1. Command Sponsored Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Command sponsored dependents, who have established a residence at or in the vicinity of the member's OCONUS PDS but who are temporarily absent from the PDS for any reason (to include student dependents attending dormitory schools overseas away from the member's PDS) when the evacuation is authorized or ordered, shall be retained in a safe-haven status at the place they are located when the evacuation is authorized or ordered or will be furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted an evacuee under an evacuation order. Any subsequent evacuation order for the same locality will apply only to evacuees departing under that subsequent order.

*2. Student Dependent Attending School in United States When Evacuation Authorized or Ordered. When a dependent is attending school in the United States and the member is entitled to transportation or reimbursement therefore for that dependent to the PDS under par. U5243-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U5243-D. If the student dependent joins other family members at the safe haven or designated place, the student dependent is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the student dependent is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the student dependent is authorized transportation to and from the exact safe haven location within CONUS that the student dependent or member selects. Such transportation has no effect on the student dependent travel entitlement between the school and the member's OCONUS PDS under par. U5243-D.

*E. Command Sponsored Dependents and Student Dependents En Route to Member's OCONUS PDS When Evacuation Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command sponsored dependents, or student dependents traveling under par. U5243-D:

1. with a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents), and

2. who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

*must be requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For dependents with port calls, the official issuing the port call must ascertain the appropriate course of action to take in each case from the headquarters of the member's Service and furnish timely notification to the dependents concerned. For dependents without port calls, the authorizing/order-issuing official of the member's Service determines the appropriate course of action to take in each case and furnishes timely notification to the dependents concerned. The dependents are authorized transportation from the place they received notification of the evacuation to the safe haven or designated place, whichever is considered appropriate by the official implementing the State Department evacuation instructions. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, has departed from the former rresidence 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. Dependents who have neither received a port call nor official authorization to travel to the member's PDS are not entitled to any transportation under this Part. (See par. U6005-F for per diem payable.)

F. Command Sponsored Dependents and Student Dependents at Safe Haven Ordered or Authorized to Move to Another Safe Haven or to Designated Place. When competent authority directs or authorizes a command sponsored dependent or student dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, transportation of the dependents will be authorized to that new safe haven or designated place.

G. Noncommand Sponsored Dependents. Noncommand sponsored dependents at the member's OCONUS PDS when the evacuation is authorized or ordered will be authorized transportation to a safe haven or designated place, whichever the authority authorizing or ordering the evacuation considers appropriate. Noncommand sponsored dependents who are en route to, but have not yet arrived at, the PDS when the evacuation of dependents is authorized or ordered, are not entitled to any transportation under this Part.

H. Allowances for Escort for Dependent(s) Incapable of Traveling Alone Due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part 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 this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the overseas PDS and the safe haven or designated place, the member is entitled to travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150, and for DOT civilian employees, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series).

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, will be issued invitational travel orders (see Chapter 7, Part T and for persons to whom orders are issued by the Coast Guard, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series)). Individuals designated to travel as escorts are entitled to travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

I. Subsequent Entitlement to Transportation of Dependents When Evacuation Status Canceled for Member's PDS

1. Command Sponsored Dependents and Student Dependents

a. Transportation to Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, USD(P&R) will authorize evacuated dependents who are command sponsored dependents or student dependents to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, command sponsored dependents at a safe haven or designated place will be authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there. If less than 60 days remain in the member's tour on the date the dependents are scheduled to arrive, transportation from the safe haven or designated place, as applicable, to the member's overseas PDS shall not be allowed unless authorized by the Secretarial Process. Transportation so authorized shall not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become 21 years old at the overseas PDS before the evacuation, or who turned 21 years old while at the safe haven or designated place, shall beconsidered the member's dependent for the purpose of return transportation to the member's overseas PDS under this subparagraph

.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are entitled to one of the following for authorized round-trip travel and are reimbursed for the mode used:

(1) Government-owned or Government-procured transportation,

(2) transportation-in-kind,

(3) reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or

(4) the automobile mileage rate for the official distance when a POC is used.

When two or more command sponsored dependents travel together by POC, only the operator of the POC is entitled to the allowance in par. U6004-I1b(4). Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.

2. Noncommand Sponsored Dependents. Noncommand sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when USD(P&R) has authorized the dependents of DoD members, and the Secretarial Process has authorized the dependents of non-DoD members, to return to the member's PDS. Noncommand sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation shall not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not entitled to any per diem allowances in this Part for noncommand sponsored dependents.

NOTE:
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

*1. Applicability of 'LODGINGS PLUS' Per Diem System to Evacuated Dependents. Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. AEAs described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in par. U4125 apply to evacuated command sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to

them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging 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 command sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6005-G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

2. Termination of Entitlement. Entitlement to allowances:

a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,

b. may terminate sooner for other reasons.

If not terminated under par. U6005-B2a or U6005-B2b above, per diem allowances authorized in this paragraph will terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or,

b. the member dies (see par. U6001-A).

C. Per Diem Allowances while Traveling. While traveling from:

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or par. U6005-F to a safe haven or designated place;

2. a member's OCONUS 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 OCONUS PDS; the per diem allowance payable to

*a. age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the ‘ LODGINGS PLUS’ method;

b. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

*D. Per Diem Allowances while at Safe Haven

1. Per Diem Allowance Payable. Command sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in par. U6005-G, in

an amount not to exceed the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area concerned. Dependents 12 years of age or older are authorized the full amount of per diem, while those under 12 years of age are authorized not to exceed 50 percent of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area concerned. The per diem rate is increased for those dependents reaching 12 years of age 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 PDTATAC, the per diem allowance rate is computed for not to exceed 150 additional days at:

a. 60% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area for dependents 12 years of age and older, and

b. 30% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area for dependents under 12 years of age.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on the dependent(s) behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to

PDTATAC
ATTN: Director
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

PDTATAC at COML 703/325-2945, DSN 221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of command sponsored and/or student dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6005-1. When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begins again on the arrival date at the new safe haven. If at the dependents or member request

(a) dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Japan) or

(b) dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem 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, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6005-D1.

4. Per Diem Allowances-Termination When Evacuated Dependents Directed to Move to Designated Place. Command sponsored dependents at safe havens are expected to comply promptly with the order to select a designated place and move thereto if they select other than their safe haven location as their designated place. The order to select a designated place is issued by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond:

a. the maximum 180-consecutive-day period authorized in par. U6005-D1,

b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or

c. the expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

5. Command Sponsored Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Command sponsored dependents who have established a residence at or in the vicinity of the member's OCONUS PDS who are temporarily absent from the PDS for any reason (to include student dependents attending dormitory schools overseas away from the member's PDS) when the evacuation is authorized or ordered, is considered to be at a safe haven and entitled to the per diem allowances prescribed for the place they are located beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

*6. Student Dependent Attending School in United States When Evacuation Authorized or Ordered. When a member, whose PDS has been evacuated, has a student dependent attending school in the United States for whom the member is entitled to transportation allowances under par. U5243-D, the safe-haven location displaces the member's PDS as the student dependent's authorized travel destination. The student dependent is authorized the safe haven per diem allowances under this Part for the student dependent who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven (see par. U6004-C2). Evacuation allowances are authorized beginning on the date the student dependent would have joined the member OCONUS had it not been for the evacuation. Unless the entitlement terminates sooner for other reasons under this Part, authorized per diem allowances continue until the student dependent:

a. would have otherwise returned under par. U5243-D from the member's PDS,

b. departs the safe haven to return to school to resume class attendance there, or

c. starts attending classes at school,

whichever occurs earliest.

7. Per Diem Allowances When Away From Safe Haven. Command sponsored dependents at a safe-haven location, and student dependents at the safe-haven location under par. U6005-D6, who are absent from the safe haven for personal reasons, are entitled to a continuation of per diem allowances during such absences provided:

a. they do not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. student dependents (at the safe haven under par. U6005-D6) do not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

E. Per Diem While at Designated Place. When command sponsored dependents or student dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place:

1. dependents who move to a designated place are authorized per diem as in par. U6005-D.

2. dependents who convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in par. U6005-D, except for those

dependents receiving a reduced safe haven per diem in accordance with subpar. D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the dependents first occupy a permanent residence. Determine per diem at the designated place as in subpar. D for a safe haven. 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. Per Diem Allowances When Dependents Are En Route to Member's OCONUS PDS When Evacuation Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized or ordered, dependents:

1. with a port call for travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents);

2. who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation; and

3. who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

are entitled to a per diem allowance at the rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, as appropriate, for the area concerned, computed as shown in subpar. G. The period of the allowance shall begin at 0001 on the date the dependents receive official notification of withdrawal or suspension of the port call or the official authorization to travel to the members PDS on personally procured transportation travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, subpars. C and E apply.

G. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

****NOTE:***
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

3. CONUS per diem rates do not include an amount for the cost of laundry/dry cleaning/pressing of clothing.

4. OCONUS per diem rates include an amount for the cost of laundry/dry cleaning/pressing of clothing.

***EXAMPLE 1**

A member's spouse, one child 12 years of age and one child under 12 years of age were evacuated from an overseas PDS, where they were command sponsored, to a safe haven in CONUS. The daily actual lodging cost incurred at the safe haven by the three dependents who shared one room was $70 plus $5.60 for lodging taxes (8%). The maximum per diem applicable at that location was $99, consisting of $38 for M&IE and a maximum allowance of $61 for lodging.

(a) Maximum daily amount that may be paid to the member's three dependents for the first 30 days is determined as follows (see subpar. D1):

Each dependent 12 years of age or older is entitled to per diem up to the full rate ($99), which in this case is $38 for M&IE and up to $61 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$38	$61	$99 00
Child (over 12 years of age)	$38	$61	$99 00
Child (under 12 years of age)	$19 ($38 x 50%)	$30.50 ($61 x 50%)	$49.50
Maximum daily amount that may			
Be paid for costs incurred by	___	_____	_____
the three dependents:	$95	$152.50	$247.50

(b) Actual total daily amount, within the maximum amounts shown in (a) ($95 for M&IE and up to $152.50 for lodging), that will be paid for first 30 days is determined as follows:

M&IE: $95 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($152.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $165 (Daily amount that is payable to dependents (within the maximum $247.50 established in (a) for costs incurred by the three dependents for the first 30 days)

Lodging Tax: $5.60

Total: $170.60 (Actual daily amount (including lodging taxes) paid to dependents for costs incurred by the three dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents 12 years of age or older) and 30 percent (for dependents under 12 years of age) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/***, unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's three dependents in this example starting on the 31st day to the 180th day is determined as follows:

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$22.80 ($38 x 60%)	$36.60 ($61 x 60%)	$59.40
Child (over 12 years of age):	$22.80 ($38 x 60%)	$36.60 ($61 x 60%)	$59.40
Child (under 12 years of age):	11.40 ($38 x 30%)	$18.30 ($61 x 30%)	$29.70
Maximum daily amount that may			
Be paid for costs incurred			
By the three dependents:	$57.00	$91.50	$148.50

(d) Actual total daily amount, within the maximum amounts shown in (c) ($57 for M&IE and up to $91.50 for lodging), that will be paid for 31st to 180th days is determined as follows:

M&IE: $57 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $127 (Daily amount that is payable to dependents (within the maximum $148.50 established in (c) for costs incurred by the three dependents on 31st to 180th days)

Lodging Tax: $5.60

Total: $132.60 (Actual daily amount (including lodging taxes) paid for costs incurred by the three dependents on 31st to 180th days)

***EXAMPLE 2**

A member's spouse, two children over 12 years of age and one child under 12 years of age were evacuated from a member's overseas PDS, where they were in a command sponsored status, to a safe haven outside the U.S. and U.S. Territories and Possessions . The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 years of age was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over 12 years of age was also $52 (including lodging tax). Maximum per diem prescribed in ***http://www.dtic.mil/perdiem/*** for the safe-haven location was $84 consisting of $40 for M&IE and a maximum allowance of $44 for lodging.

(a) Maximum daily amount that may be paid to member's four dependents for the first 30 days is determined as follows (see subpar. D1):

Each dependent 12 years of age or older is entitled to per diem up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$40	$44	$84
Child (over 12 years of age):	$40	$44	$84
Child (over 12 years of age):	$40	$44	$84
Child (under 12 years of age):	$20 ($40 x 50%)	$22 ($44 x 50%)	$42
Maximum daily amount that may			
be paid for costs incurred by			
the four dependents:	$140	$154	$294

(b) Actual daily amount, within the maximum amount shown in (a) ($140 for M&IE and $154 for lodging), that will be paid for first 30 days is determined as follows:

M&IE: $140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)

Lodging: $104 (This is the actual daily amount ($52 + $52) (including lodging taxes) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)

Total: $244 (Actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents 12 years of age or older) and 30 percent (for dependents under 12 years of age) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/***, unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	MAXIMUM		
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$24.00 ($40 x 60)	$26.40 ($44 x 60%)	$50.40
Child (over 12 years of age):	$24.00 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (over 12 years of age):	$24.00 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under 12 years of age):	$12.00 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Maximum daily amount that			
may be paid for costs			
incurred by the four			
dependents:	$84.00	$92.40	$176.40

(d) Actual total daily amount, within the maximum amounts shown in (c) ($84.00 for M&IE and up to $92.40 for lodging), that will be paid for 31st to 180th days is determined as follows:

M&IE: $84.00 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)

Lodging:$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)

Total: $176.40 (Actual daily amount paid for costs incurred by the four dependents on 31st to 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount paid by the dependents ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60 per day is payable to cover the lodging costs.

***EXAMPLE 3**

A member, his spouse and one child over 12 years of age were in Chicago, IL, on authorized leave (COT & EML) from 25 July to 15 August when an evacuation of dependents was ordered effective 1 August from the member's PDS where the dependents reside in a command sponsored status. The member contacted his organization at the overseas PDS and was directed to return. He departed the leave point on 3 August. As indicated in subpar. D5, the dependents were considered to be at a safe haven and entitled to per diem allowances prescribed for the place they were located beginning on the date return travel to the member's PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, they were entitled to per diem under subpar. D1 beginning on that date. The member's spouse and child stayed in the home of her parents. The per diem rate prescribed in ***http://www.dtic.mil/perdiem/***, for Chicago at that time was $176 (M&IE: $46, Lodging: $130).

(a) Maximum daily amount that may be paid to the member's two dependents for the first 30 days is determined as follows (see subpar. D1):

Each dependent 12 years of age or older is entitled to per diem up to the full rate ($176), which in this case is $46 for M&IE and up to $130 for lodging.

	MAXIMUM		
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$46	$130	$176
Child (over 12 years of age):	$46	$130	$176
Maximum daily amount that may			
be paid for costs incurred by			
the two dependents:	$92	$260	$352

(b) Actual total daily amount, within the maximum amounts shown in (a) ($92 for M&IE and up to $260 for lodging), that will be paid for first 30 days is determined as follows:

M&IE: $92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: $0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).

Total: $92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents 12 years of age or older) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/*** unless otherwise authorized under par. U6005-D1. Maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day is determined as follows:

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Child (over 12 years of age):	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Maximum daily amount that			
may be paid for costs			
incurred by the two			
dependents:	$55.20	$156.00	$211.20

(d) Actual total daily amount, within the maximum amounts shown in (c) ($55.20 for M&IE and up to $156.00 for lodging), that will be paid for 31st to 180th days is determined as follows:

M&IE: $55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: $0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).

Total: $55.20 (Actual daily amount paid for costs incurred by the two dependents on 31st to 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign OCONUS PDS, where they were command sponsored, to their designated place in Baltimore, MD.

Their travel itinerary was as follows:
Departed the overseas PDS on 14 August
Arrived Charleston SC on 14 August
Remained overnight in Charleston where they incurred a lodging cost of $75 plus $9 lodging tax (12%)
Departed Charleston, SC on 15 August
Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of $85 plus $10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6005-E). The maximum per diem applicable at Charleston, SC at the time of travel was $141 (M&IE: $42, Lodging: $99). The maximum per diem applicable to Baltimore, MD was $152 (M&IE: $42, Lodging: $110).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6005-E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate ($141), which in this case is $42 for M&IE and up to $99 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$42	$99	$141.00
Child (14 years of age):	$42	$99	$141.00
Child (9 years of age):	$21 ($42 x 50%)	$49.50 ($99 x 50%)	$70.50
Maximum amount that may be			
paid for costs incurred by the			
three dependents:	$105	$247.50	$352.50

*(b) Computing per diem, as in Chapter 4, Part B, 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

The dependents are entitled to 75% of the M&IE allowance for travel on 14 August ($105 x 75% = $78.75).

M&IE: $78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)

Lodging Tax: $9

Total: $162.75 (Actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see par.U6005-E):

Each dependent age 12 or older is entitled to per diem up to the full rate ($152), which in this case is $42 for M&IE and up to $110 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$42	$110	$152
Child (14 years of age):	$42	$110	$152
Child (9 years of age):	$21 ($42 x 50%)	$55 ($110 x 50%)	$76
Maximum daily amount that may			
be paid for costs incurred by			
the three dependents:	$105	$275	$380.00

(d) Actual total daily amount, within the maximum amounts shown in (c) ($105 for M&IE and up to $275 for lodging), that will be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE: $105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($275) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $190 (Daily amount that is payable to dependents within the maximum $380 established in (c) for costs incurred by the three dependents for 27 days)

Lodging Tax: $10.62

Total: $200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x $200.62 = $5,416.74)).

U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a POV shipped to the designated place under par. U6008. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, $10 per day; for first evacuated dependent with one additional family member, $15 per day; for first evacuated dependent with two or more additional family members $20 per day. No receipts are required. This allowance is intended to partially offset the expenses these evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.

Effective 12 March 2001
U6007 HHG TRANSPORTATION

*A. General

1. HHG. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Government expense minus any weight of HHG otherwise in storage at Government expense. When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the member's/dependents' responsibility. ***Non-temporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with par. U5320-D, unless the member has PCS orders, in which case reimbursement is under par. U5320-D or E.

2. Unaccompanied Baggage. Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 years or older, and 175 lbs for each dependent under age 12. The 1000-lb expedited shipment mode limitation (and exception authority) provisions of subpar. U5320-B apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family.

3. Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage may be authorized/approved as indicated in subpar. 2 for ordered/authorized departure from and return to PDS trips. If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: $250; two evacuated dependents: $450; three or more evacuated dependents: $600. No receipts are required for this allowance. ***Note: Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.***

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement. (See par. U5380-G1a(3)).

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6004, the member is entitled to transportation of:

a. unaccompanied baggage for the dependents, and petent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's overseas PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's overseas PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or Ordered

1. Government-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when evacuation of the PDS is authorized/ordered, and,

a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS when HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

b. if the dependents are directed to 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or 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 entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

a. unaccompanied baggage,

b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and

c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven.

*2. Dependents Move from Safe Haven to Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

a. unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6007-B, U6007-C, or. U6007-D1, and

c. authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes or approves as having been necessary for the evacuated dependents' 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 a short distance HHG move 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 this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is entitled to 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 this subparagraph.

4. Dependents Move From Safe Haven to Member's PDS

a. Member Not in Receipt of PCS Orders From Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6004-I, the member is entitled to transportation of:

(1) unaccompanied baggage,

(2) items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1,

(3) authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes or approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or

(4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the overseas PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the OCONUS 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 OCONUS PDS, as appropriate. HHG shall not be transported to the member's OCONUS PDS under this subparagraph unless at least 12 months remain to be served at the member's overseas PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

b. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven, the member is entitled to transportation of:

(1) unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1, and

(2) authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

1. Member Not in Receipt of PCS Orders From Evacuated Area. When command sponsored dependents are authorized to travel from the designated place to the member's PDS under par. U6004-I1a, the member is entitled to transportation of:

a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,

b. authorized items of HHG acquired while at the designated place for the evacuated dependents' 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 overseas PDS in connection with the unusual or emergency circumstances which 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 OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's overseas tour, as appropriate. If the dependent(s)/member requests transportation of the HHG to the member's overseas PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. (The fact that transportation of the HHG from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the entitlement to have the HHG at the designated place placed in NTS for the remainder of the member's overseas tour.)

2. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a designated place, the member is entitled to transportation of HHG from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on his or her PCS order.

U6008 TRANSPORTATION OF POV

A. Transportation of POV Incident to Evacuation of Dependents

1. Transportation of POV to Safe Haven. Transportation of a POV at Government expense to a safe haven is not authorized.

2. Transportation of POV to Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port awaiting transportation to the designated place. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.***

B. Subsequent Entitlement When Member Not in Receipt of PCS Orders From Evacuated Area. When command sponsored dependents are authorized to travel from the designated place to the member's PDS, transportation of a POV to the member's OCONUS PDS including any overland transportation required may be authorized/approved provided:

1. a POV had been transported to the designated place under subpar. A2, and

2. at least 12 months remain on the member's tour after the date the POV is delivered to the loading port or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Entitlement When Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven or designated place under this Part, the entitlement to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to transportation of a POV incident to an evacuation of dependents. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is $210. (See Examples in par. U5410-D.)

U6009 STATION ALLOWANCES

For entitlement to continuation of station allowances for members serving in an area from which dependents are evacuated, see par. U9304.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

For entitlement to continuation of BAH for members serving at a PDS in Alaska or Hawaii from which command sponsored dependents are evacuated, and entitlement to BAH when command sponsored dependents establish a permanent residence at a designated place in the United States following an evacuation from an OCONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services.

U6011 FAMILY SEPARATION HOUSING (FSH)

For entitlement to FSH in connection with an evacuation of dependents, see Chapter 27 of the DoD 7000.14-R, Volume 7A, "Military Pay, Policy, and Procedures Active Duty and Reserve Pay," for DoD members, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and Service pay regulations for NOAA and USPHS members.

Effective if the move to the designated place commenced on or after 1 January 1997

U6012 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the expenses a member with dependents incurs in relocating the household incident to an evacuation. When command sponsored dependents are evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. (A DLA is not payable incident to relocation of dependents to a safe haven.) The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation. Members are not entitled to a DLA on behalf of noncommand sponsored dependents.

U6013 ADVANCE OF FUNDS

A. Advance Payment of Per Diem, Travel and Transportation Allowances. The per diem and travel and transportation allowances prescribed in this Part may be paid in advance when orders are issued for the dependents' (or escorts')travel from the evacuation area. An advance of per diem allowances authorized under par. U6005 may not exceed the estimated entitlement for 30 days at the safe haven or designated place, as applicable. Travel advances (see par. U1010-B4) shall be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur traveling to and from the safe haven/designated place.

B. Advance Payment of DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel tothe designated place.

C. Advance of Pay. The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The amount of the advance may be designated by the member, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For entitlement 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 Coast Guard personnel) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6014 CONUS COLA

For entitlement to CONUS COLA during an evacuation, see par. U8014.

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

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). See pars. U6053-I (Transportation), U6054-D1 (Per Diem) for allowances applicable to an authorized or ordered limited evacuation. The evacuation and limited evacuation applies to:

1. dependents who, at the time the evacuation is authorized/ordered, are residing at (or in the vicinity of) the member's PDS;

2. dependents who are en route to the member's PDS (or the vicinity of the member's PDS) to establish a residence with the member;

3. a dependent who resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,

4. dependents of a member assigned to a PDS in CONUS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances shall continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 U.S.C. 405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are 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 dependents of members of each of the DoD Services. Questions relating to 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 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN 227-2186, COML (703) 697-2186.

C. Payment of Evacuation Allowances. The allowances authorized by this Part may be paid to the following individuals:

1. the member's evacuated dependent spouse,

2. any dependent at least 18 years of age or older if at a different location than the spouse or when there is no spouse present,

3. the member (as the natural guardian) for dependents who are under 18 years old, or

4. the member's dependent spouse, any dependent at least 18 years of age or the member (as the natural guardian) under the circumstances described in par. U6050-A, item 3.

NOTE: Dependents are entitled to evacuation allowances only if they actually evacuate their homes.

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by evacuated dependents as a permanent residence when competent authority determines that they may not return to the PDS, if at all. Dependents transported to a designated place must establish a permanent residence there as soon as practicable.

*B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of the dependents of uniformed service personnel from any CONUS location:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 225-0711, Comm (703) 695-0711), for the dependents of DOD components, 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 (G-WP) Comm (202) 267-1652), for the dependents of Coast Guard personnel;

3. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;

4. The Secretary of Commerce, or the Secretary's designated representative, for the dependents of NOAA personnel;

5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (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 Appendix A) or designated representative;

7. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and

8. The commander, director, head, chief or supervisor of an organization or office.

C. Evacuated Dependent. A dependent (as defined in Appendix A) who:

1. at the time of the evacuation, is residing at the member's PDS or in its vicinity;

2. is temporarily absent from the member's PDS or its vicinity;

3. is en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member; or

4. resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at which or 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 movement of dependents from a specific area in CONUS, 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 or each may be in a different city).

E. Limited Evacuation. The authorized or ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be Government quarters), when authorized or ordered by the appropriate authority indicated in subpar. A.

F. Safe Haven

1. When Evacuation is Authorized or Ordered. A location within or outside the United States named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within the CONUS safe haven to which they shall travel at Government expense.

2. When Limited Evacuation is Authorized or Ordered. The nearest available accommodations (which may be Government quarters), determined to be suitable by the appropriate authority indicated in subpar. A who authorized ordered the limited evacuation, where dependents are directed to relocate on a temporary basis to await a decision by competent authority to return to their residences.

U6052 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate dependents from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to Safe Haven or Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of Original Safe-Haven Location. The original safe haven location is normally 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 in the evacuation order as the original safe haven, evacuees select an exact safe haven location in CONUS for themselves to which they shall travel at Government expense.

2. Designation of Alternate Safe-Haven Location. For DoD Services, the USD(P&R) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government 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 evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Termination of Safe-Haven Status and Directing Dependents to Select Designated Place. For DoD Services, USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, USD(P&R), or designated representative, terminates evacuation status and authorizes the return of dependents to the duty station. In limited evacuations involving DoD Services, the authority who authorized or ordered the evacuation, terminates evacuation status and authorizes the return of dependents to their residence. For non-DoD Services, that authority is vested in the Secretarial Process.

U6053 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation (See subpar. I regarding transportation for dependents incident to a limited evacuation), to include dependents of a member assigned to a PDS in CONUS who dies before or during an evacuation of the PDS. Entitlements for transportation of dependents under this paragraph are the same as those authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the order-issuing authority, as appropriate, may authorize or approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Dependents at PDS at Time Evacuation Authorized or Ordered. Dependents who are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, are entitled to transportation to a safe haven or to a designated place if such travel is directed by competent authority. Any dependent transported under this subparagraph who turns 21 years of age at the safe haven or designated place while the member is serving at the PDS, is considered a dependent of the member while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's PDS in CONUS under subpar. U6053-H.

C. Dependents Residing at or in Vicinity of a Duty Station (Other Than Member's Duty) at Time Evacuation Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station where the dependents reside is authorized or ordered, are entitled to transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became 21 years of age is considered a dependent for transportation under this subparagraph.

D. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Dependents who have established a residence at or in the vicinity of the member's PDS in CONUS but who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, is retained in a safe haven status at the place they are located when the evacuation is authorized or ordered is furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted an evacuee under an evacuation order. Any subsequent evacuation order for the same locality shall apply only to evacuees departing under that subsequent order.

E. Dependents En Route to Member's PDS in CONUS When Evacuation Authorized or Ordered. When an evacuation of the member's PDS in CONUS is authorized or ordered, and the member's dependents, who have disestablished their 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 (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. The dependents are authorized transportation from the place they received notification of the evacuation to the safe haven or designated place, whichever is considered appropriate by the Service, DoD Agency or OSD official implementing evacuation instructions for the dependents concerned. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's PDS in CONUS, is considered as having departed from the former residence and en route to the member's PDS. "Disestablishment of a residence" includes situations such as where a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or where a lease has been terminated and cannot be reinstated. Dependents who have not received an authorization to travel to the member's PDS are not entitled to any transportation under this Part. (See par. U6054-F for per diem payable.)

F. Dependents at Safe Haven Ordered or authorized to Move to Another Safe Haven or to Designated Place. When competent authority directs or authorizes a dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, transportation of the dependents is authorized to that new safe haven or designated place.

G. Allowances for Escort for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6054-G2 are payable to a member, a U.S. Government civilian employee, or a person who travels under official order or travel authorization as an escort for a dependent evacuated under this Part 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 this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the CONUS PDS and the safe haven or designated place, the member is entitled to travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for U.S. Government civilian employees designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150 or, for DOT civilian employees, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series).

c. Person other than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued invitational travel orders (see Chapter 7, Part T). Individuals designated to travel as escorts are entitled to travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

H. Subsequent Entitlement to Transportation of Dependents when Evacuation Status Canceled for Member's PDS. For DoD Services, the USD(P&R), shall authorize evacuated dependents 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. A dependent evacuated to a safe haven or designated place, who turned 21 years old while at the safe haven or designated place, is considered the member's dependent for the purpose of return transportation to the member's PDS under this subparagraph.

I. Transportation for Dependents Incident to Limited Evacuation. Transportation allowances prescribed for dependents incident to an authorized or ordered limited evacuation are limited to:

1. transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

2. reimbursement on a mileage basis, at the rate prescribed in par. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.)

See par. U6054-D for per diem allowances incident to a limited evacuation.

***U6054 DEPENDENT PER DIEM ALLOWANCES**

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

NOTE:
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

*1. 'LODGINGS PLUS' Per Diem System Applicability to Evacuated Dependents. Evacuated dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. (Actual expense allowances described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in Chapter 4, Part B apply to evacuated dependents. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. plus per diem system rules in Chapter 4, Part B apply to evacuated dependents. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging 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 per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6054-G). The availability/use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6060-A.

2. Termination of Entitlement. Entitlement to allowances:

a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,

b. may terminate sooner for other reasons.

*If not terminated under par. U6054-B2a or U6054-B2b, above,per diem allowances authorized in this paragraph shall terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by PDTATAC; or,

b. the member dies (see par. U6050-A).

C. Per Diem Allowances while Traveling. While traveling from:

*1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or U6054-F to a safe haven or designated place;

2. a member's PDS in CONUS 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 PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

*1. age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the lodgings plus method;

2. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

*D. Per Diem Allowances While at Safe Haven

1. Per Diem Allowance Payable. Dependents in an evacuation status, incident to an authorized or ordered evacuation or limited evacuation, are authorized per diem for 30 consecutive days beginning on the date dependents arrive at the safe haven. The per diem allowance is computed as shown in examples in par. U6054-G, in an amount not to exceed the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area concerned. Dependents 12 years of age or older are authorized the full per diem, while those under 12 years of age are authorized not to exceed 50 percent of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area concerned. The per diem rate is increased for those dependents reaching 12 years of age while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 consecutive additional days at:

a. 60% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area for dependents 12 years of age and older; and

b. 30% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for the area for dependents under 12 years of age.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations and forward the request to PDTATAC. The request should be mailed to

PDTATAC
ATTN: Director
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

PDTATAC at COML 703/325-2945, DSN 221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Per diem allowances at the former safe haven shall terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6054-D1. When dependents are directed to move from one safe haven to another safe haven ((e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), per diem allowances (as prescribed in par. U6054-D1 for not to exceed 180 consecutive days) begin again on the arrival date at the new safe haven. If at the request of dependents or member,

(a) dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Puerto Rico) or

(b) dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem 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, per diem for the travel day(s) is paid under par. U6054-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6054-D1.

4. Per Diem Allowances-Termination When Evacuated Dependents Directed to Move to Designated Place. Dependents at safe havens are expected to comply promptly with the order to select a designated place and move thereto if they select other than their safe-haven location as their designated place. The order to select a designated place is issued by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond:

a. the maximum 180-consecutive-day period authorized in par. U6054-D1,

b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or

c. the expiration date, even if in excess of 180 consecutive days, established by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DOD Services.

5. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Dependents, who have established a residence at or in the vicinity of the member's PDS in CONUS who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, are considered to be at a safe haven. Per diem allowances prescribed for the place they are located are authorized beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

6. Per Diem Allowances When Away From Safe Haven. Dependents at a safe-haven location under par. U6054-D5, who are absent from the safe haven for personal reasons, are authorized a continuation of per diem allowances during such absences provided they do not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

E. Per Diem Allowances While at Designated Place. When dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place:

1. dependents who move to a designated place are authorized per diem as in subpar. D.

2. dependents who convert their safe haven to a designated place, are authorized per diem as in subpar. D, except for those dependents receiving a reduced safe haven per diem in accordance with subpar. D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place, or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the dependents first occupy a permanent residence. Determine per diem at the designated place as in subpar. D for a safe haven. 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. Per Diem Allowances When Dependents Are En Route to Member's PDS in CONUS When Evacuation Authorized or Ordered. When an evacuation of the member's PDS in CONUS is authorized or ordered, dependents:

1. with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government,

2. who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation, and

3. who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place are authorized a per diem allowance at the rate prescribed in http://www.dtic.mil/perdiem/pdrates.html, as appropriate, for the area concerned, computed as shown in subpar. G. The allowance period begins at 0001 on the date the dependents receive official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The period of allowance continues until 2400 hours on the date that they receive notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, subpars. C and E apply.

G. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE 1: The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and don't reflect current allowances. Please check http://www.dtic.mil/perdiem/pdrates.html***, as appropriate, for current per diem rates.***

NOTE:
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

3. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

4. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a safe haven located in CONUS. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging taxes (8%). The maximum per diem applicable at that location was $99, consisting of $38 for M&IE and a maximum allowance of $61 for lodging.

(a) The maximum daily amount that may be paid to the member's three dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($99), which in this case is $38 for M&IE and up to $61 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$38	$61	$99
Child (over age 12)	$38	$61	$99
Child (under age 12)	$19 ($38 x 50%)	$30.50 ($61 x 50%)	$49.50
Maximum daily amount that may			
be paid for costs incurred by	___	_____	_____
the three dependents:	$95	$152.50	$247.50

(b) Actual total daily amount, within the maximum amounts shown in (a) ($95 for M&IE and up to $152.50 for lodging), that is paid for first 30 consecutive days is determined as follows:

M&IE: $95 (The M&IE, in this daily amount, is paid to cover cost meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($152.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $165 (Daily amount that is payable to dependents (within the maximum $247.50 established in (a) for costs incurred by the three dependents for the first 30 consecutive days))

Lodging Tax: $5.60

Total: $170.60 (Actual daily amount paid to dependents for costs (including lodging tax) incurred by the three dependents for first 30 consecutive days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 years or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's three dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$22.80 ($38 x60%)	$36.60 ($61 x 60%)	$59.40
Child (over age 12 or older)	$22.80 ($38 x 60%	$36.60 ($61 x 60%)	$59.40
Child (under age 12)	$11.40 ($38 x 30%)	$18.30 ($61 x 30%)	$29.70
Maximum daily amount that may			
be paid for costs incurred by	___	_____	_____
the three dependents:	$57	$91.50	$148.50

(d) Actual total daily amount, within the maximum amounts shown in (c) ($57 for M&IE and up to $91.50 for lodging), that is paid for 31st to 180th consecutive days is determined as follows:

M&IE: $57 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $127 (Daily amount that is payable to dependents within the maximum $148.50 established in (b) for costs incurred by the three dependents for the 31st to 180th consecutive days)

Lodging Tax: $5.60

Total: $132.60 (Actual daily amount (including lodging tax) paid for costs incurred by the three dependents on the 31st to the 180th consecutive day)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's CONUS PDS to an OCONUS (Puerto Rico) safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under age 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the two children over age 12 was also $110 plus $9.90 for lodging tax (9%). Maximum per diem prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the safe-haven location was $226 consisting of $71 for M&IE and a maximum allowance of $155 for lodging.

(a) Maximum daily amount that may be paid to member's four dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem 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 per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$71	$155	$226
Child (over age 12)	$71	$155	$226
Child (over age 12)	$71	$155	$226
Child (under age 12)	$35.50 ($71 x 50%)	$77.50 ($155 x 50%)	$113
Maximum daily amount that may			
be paid for costs incurred by	_____	_____	_____
the three dependents:	$248.50	$542.50	$791

(b) Actual daily amount, within the maximum amount shown in (a) ($248.50 for M&IE and $542.50 for lodging), that is paid for first 30 consecutive days is determined 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 four dependents. No itemization or receipts are required.)

Lodging: $220 (This is the actual daily amount paid for lodging by the four dependents (not including lodging tax), which is less than the maximum ($542.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $326.50 (Daily amount that is payable to dependents (within the maximum $649 established in (a) for costs incurred by the three dependents for the first 30 consecutive days)

Lodging Tax: $19.80 ($9.90 + $9.90)

Total: $346.30 (Actual daily amount paid to dependents (including lodging taxes) for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st consecutive day per diem is computed at 60 percent (for dependents age 12 years or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$42.60 ($71 x 60%)	$93 ($155 x 60%)	$135.60
Child (over age 12)	$42.60 ($71 x 60%)	$42.60 ($71 x 60%)	$135.60
Child (over age 12)	$42.60 ($71 x 60%)	$93 ($155 x 60%)	$135.60
Child (under age 12)	$21.30 ($71 x 30%)	$46.50 ($155 x 30%)	$67.80
Maximum daily amount that may			
Be paid for costs incurred by	_____	_____	_____
The four dependents:	$149.10	$325.50	$474.60

(d) Actual total daily amount, within the maximum amounts shown in (c) ($149.10 for M&IE and up to $325.50 for lodging), that is paid for 31st to 180 consecutive days is determined 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 four dependents. No itemization or receipts are required.)

Lodging: $220 (The actual daily cost for lodging for the four dependents (not including lodging tax) which is less than the maximum ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.)

Daily amount: $369.10 (Daily amount that is payable to dependents within the maximum $474.60 established in (c) for costs incurred by the three dependents for the first 30 consecutive days)

Lodging Tax: $19.80 ($9.90 + $9.90)

Total: $388.90 (Actual daily amount (including lodging taxes) paid for costs incurred by the four dependents on 31st to 180th consecutive days)

EXAMPLE 3

A member, his spouse and one child over age 12 were in Chicago, IL, 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 his organization at the CONUS PDS and was directed to return. He departed the leave point on 3 August. As indicated in subpar. D5, the dependents were considered to be at a safe haven and are authorized per diem allowances prescribed for the place they were located beginning on the date return travel to the member's PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, they were authorized per diem under subpar. D1 beginning on that date. The member's spouse and child stayed in her parent's home. The per diem rate that was prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, for Chicago at that time was $176 (M&IE: $46, Lodging: $130).

(a) Maximum daily amount that may be paid to the member's two dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($176), which in this case is $46 for M&IE and up to $130 for lodging.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$46	$130	$176
Child (over age 12)	$46	$130	$176
Maximum daily amount that may			
Be paid for costs incurred by	_____	_____	_____
The four dependents:	$92	$260	$352

(b) Actual total daily amount, within the maximum amounts shown in (a) ($92 for M&IE and up to $260 for lodging), that is paid for first 30 consecutive days is determined as follows:

M&IE: $92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging : $0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).

Total: $92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 consecutive days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, unless otherwise authorized under par. U6054-D1. Maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Child (over age 12)	$27.60 ($46 x 60%)	$78)$130 x 60%)	$105.60
Maximum daily amount that may			
be paid for costs incurred by	_____	_____	_____
the two dependents:	$55.20	$156.00	$211.20

(d) Actual total daily amount, within the maximum amounts shown in (c) ($55.20 for M&IE and up to $156.00 for lodging), that is paid for 31st to 180 consecutive days is determined as follows:

M&IE: $55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: $0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).

Total: $55.20 (Actual daily amount paid for costs incurred by the two dependents on 31st to 180 consecutive days)

EXAMPLE 4

*A member's spouse, one child age 14 and one child age 9 were evacuated from a member's CONUS PDS to their designated place in Baltimore, MD.

Their travel itinerary was as follows:
Departed the CONUS PDS on 14 August
Arrived Charleston SC, on 14 August
Remained overnight in Charleston where they incurred a lodging cost of $75 plus $9 lodging tax (12%)
Departed Charleston, SC, on 15 August
Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of $85 plus $10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6054-E). The maximum per diem applicable at Charleston, SC, at the time of travel was $141 (M&IE: $42, Lodging: $99). The maximum per diem applicable to Baltimore, MD, was $152 (M&IE: $42, Lodging: $110).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6054-E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate ($141), which in this case is $42 for M&IE and up to $99 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$42	$99	$141 00
Child (14 years of age):	$42	$99	$141 00
Child (9 years of age):	$21 ($42 x 50%)	$49.50 ($99 x 50%)	$70.50
Maximum amount that may be			
paid for costs incurred by the			
three dependents:	$105	$247.50	$352.50

*(b) Computing per diem, as in Chapter 4, Part B, 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 Charleston on 14 August: The dependents are entitled to 75% of the M&IE allowance for 14 August ($105 x 75% = $78.75).

M&IE: $78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)

Lodging Tax; $9

Total: $162.75 (Actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see par. U6054-E):

Each dependent age 12 or older is entitled to per diem up to the full rate ($152), which in this case is $42 for M&IE and up to $110 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

		MAXIMUM	
	M&IE	**LODGING**	**TOTAL**
Member's spouse:	$42	$110.00	$152.00
Child (14 years of age):	$42	$110.00	$152.00
Child (9 years of age):	$21 ($42 x 50%)	$55 ($110 x 50%)	$76 00
Maximum daily amount that may			
be paid for costs incurred by	_		
the three dependents:	$105	$275	$380.00

(d) Actual total daily amount, within the maximum amounts shown in (c) ($105 for M&IE and up to $275 for lodging), that is paid for 27 days (15 August to 10 September) is determined as follows:

M&IE: $105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: $85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($275) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: $190 (Daily amount that is payable to dependents (within the maximum $380 established in (c) for costs incurred by the three dependents for 27 days)

Lodging Tax: $10.62

Total: $200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x $200.62 = $5,416.74).

U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, $10 per day; for first evacuated dependent with one additional family member, $15 per day; for first evacuated dependent with two or more additional family members $20 per day. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to rent a motor vehicle.

U6056 HHG TRANSPORTATION

A. General. A member with-dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents***. Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. NTS of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has of PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents shall need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order too meet an unusual Service operational requirement (See par. U5380.G1a(3)).

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is entitled to transportation of:

a. unaccompanied baggage for the dependents, and

b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized/Ordered

1. Government-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and,

a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense;

b. if the dependents are directed to 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents are accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or 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 entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

a. unaccompanied baggage,

b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and

c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven

*2. Dependents Move From Safe Haven to Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

a. unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6056-B, U6056-C, or U6056-D1, and

c. authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' 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 a short distance HHG move 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 this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is entitled to 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 this subparagraph.

4. Dependents Move From Safe Haven to Member's PDS

a. Member Not in Receipt of PCS Orders From 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 entitled to transportation of:

(1) unaccompanied baggage,

(2) items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1,

(3) authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or

(4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the PDS in CONUS, as appropriate.

b. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven, the member is entitled to transportation of:

(1) unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and

(2) authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

1. Member Not in Receipt of PCS Orders From Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is entitled to transportation of:

a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,

b. authorized items of HHG acquired while at the designated place for the evacuated dependents' 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 in connection with the unusual or emergency circumstances which 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 PDS in CONUS, 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 in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a designated place, the member is entitled to transportation of HHG from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS 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 Government quarters; and

2. U5355-D1 and U5380-G2a for economy quarters.

U6057 TRANSPORTATION OF POV

A. Transportation of POV Incident to Evacuation of Dependents

1. Transportation of POV to Safe Haven. Transportation of a POV at Government expense to a safe haven is not authorized.

2. Transportation of POV to Designated Place. When dependents go 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 dependents) may be transported to the designated place for the dependents' use if the Secretarial Process determines that the

movement of the POV 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 dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.***

B. Subsequent Entitlement When Member Not in Receipt of PCS Orders From Evacuated Area. When dependents are 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 such movement of the POV to be prudent.

C. Subsequent Entitlement When Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven or designated place under this Part, the entitlement to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies with transportation in connection with the entitlement to transportation of a POV incident to evacuation of dependents. If a motor vehicle of a member (or dependent) transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member or dependents reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210. (See Examples in par. U5410-D.)***

Reimbursement Amount Entitlement: (7 days vehicle rental @ $30 a day - $210.00)	**$210.00**
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/U	1 Feb
Reimbursement Amount Entitlement: (2 days vehicle rental @$30 a day = $60.00) (entitlement does not start until after the RDD)	**$60.00**

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

For entitlement to continuation of BAH for members serving at a CONUS PDS from which dependents are evacuated, and entitlement to BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services.

U6059 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. (A DLA is not payable incident to relocation of dependents to a safe haven.) The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation.

U6060 ADVANCE OF FUNDS

A. Advance Payment of Per Diem, Travel and Transportation Allowances. The per diem and travel and transportation allowances prescribed in this Part may be paid in advance when orders are issued for dependents' (or escorts') travel from the evacuation area. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated entitlement for 30 days at the safe haven or designated place, as applicable. Travel advances (see par. U1010-B4) shall be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur in traveling to and from the safe haven/designated place, as applicable.

B. Advance Payment of DLA. The DLA authorized in par. U6058 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel tothe designated place.

C. Advance of Pay. An advance of pay in conjunction with an evacuation from the CONUS is only authorized when the evacuated area is specifically designated by the Secretary of Defense as an advance pay eligible location (37 U.S.C. §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The amount of the advance may be designated by the member, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For entitlement 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 Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

U6061 CONUS COLA

For entitlement to CONUS COLA during an evacuation, see par. U8014.

CHAPTER 7
TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN

U7000 CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES

A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is entitled to PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. abode,

2. home, or

3. school,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is entitled to PCS allowances prescribed in Chapter 5 for enlisted members.

B. Upon Graduation and Commission

1. Officer Leaves Academy. Officers who, upon graduation from a Service academy and commissioning, travel under PCS orders to their first PDS are entitled to the allowances prescribed in Chapter 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site, if TDY en route) as designated in the orders. (See Chapter 4, Part B, concerning per diem entitlement while TDY en route; par. U4102-D applies when an officer departs from an academy pursuant to PCS orders but subsequently returns there for TDY en route before reporting to the first PDS.)

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to PCS orders, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem entitlement purposes. Officers under these circumstances are not entitled to per diem while at the academy, but if ordered to TDY away from the academy, they are entitled to per diem under Chapter 4, Part B, for the period of TDY and travel in connection therewith.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is entitled to the PCS allowances prescribed in Chapter 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the invitation of the Government to accept an appointment and is rejected for admission, is entitled to the PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. abode,

2. home, or

3. school,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

U7001 CADETS/MIDSHIPMEN ON TDY

A Service academy cadet/midshipman is entitled to the same TDY travel and transportation allowances as an officer, with the following exceptions:

1. no per diem is payable for TDY at Service academy when both Government quarters and Government mess are available, beginning on the day after the day of arrival and ending on the day before the day of departure; and

2. $.30 per diem increase for each Government meal purchased (with no surcharge) shall be allowed.

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

A. Members of Uniformed Services on Active Duty. Members on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, are entitled to the TDY travel allowances prescribed in Chapter 4, Part B or C, as applicable. The payment of travel and transportation allowances to members for travel to compete for congressional nominations is not authorized under this Volume.

B. Civilians or Members of Reserve Components Not on Active Duty. No travel and transportation allowances are payable under this Volume to civilians, or members of the Reserve components not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

U7005 AVIATION CADETS

Aviation cadets, on active duty and traveling under orders, are entitled to travel and transportation allowances in Chapter 4, Parts B, C, and F, as applicable on the same basis as officers.

PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General. This Part applies to applicants and rejected applicants for the regular Service, the reserve components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Travel Entitlement. Applicants for the regular Service, the reserve components, and flight training are entitled to travel at Government expense from the place where they make application, or from their homes, to the place(s) of physical examinations, qualifying examinations, other processing, and acceptance into the Service. If the applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is entitled to return travel to home or place of application at Government expense. Unless Service regulations are issued in accordance with par. U7025-C or U7025-D, PCS allowances under Chapter 5, Part B, and miscellaneous reimbursable expenses under Chapter 4, Part F, are authorized.

*C. Use of Government Procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Government-procured transportation and meal tickets (see par. U5018) for applicant processing travel. Expenses in Chapter 4, Part F, are reimbursable. If the authorizing/order-issuing official accepts the applicant's reason(s) for not using the Government-procured transportation and meal tickets:

1. the automobile mileage rate is paid for POC travel for personal convenience (see par. U3310-A1) for the official distance of the ordered travel, and/or

2. reimbursement is provided for occasional meals and quarters (see par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A.

D. Temporary Duty Allowances. Each Service may issue regulations which authorize travel and transportation allowance payment (including per diem or actual expense allowances) to applicants for travel in connection with applicant processing. The appropriate rates, provisions, and deductions in Chapter 4, Part B; Chapter 4, Part C; and Chapter 4, Part F for members performing TDY are applicable.

PART C: REIMBURSEMENT FOR RECRUITING EXPENSES

Effective 18 June 2002

NOTE: See Chapter 3, Part G for PDS work site and TDY parking reimbursement.

U7030 ENTITLEMENT

A member of an Armed Force 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-Government 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 essential formal purpose of the event.

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 ADVANCE OF FUNDS FOR RECRUITING EXPENSES

Service regulations may authorize funds advances.

PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

U7050 ALLOWED ACCOMMODATIONS

See Chapter 3 for transportation accommodations.

U7051 TRAVEL ON MALT BASIS

A courier traveling on a MALT PLUS basis, who is authorized under pars. U3125, U3130, or U3135 to purchase superior accommodations for security purposes, shall be reimbursed the difference in cost between coach accommodations by air or the lowest level of sleeping accommodations available by rail or ship and superior accommodations after travel is performed, if a receipt for the superior accommodations is furnished.

U7052 TRAVEL ON PER DIEM BASIS

Couriers traveling on TDY orders must use Government-procured transportation for the superior accommodations contemplated in pars. U3125, U3130, or U3135, if practicable. Otherwise, reimbursement is for all member-procured transportation and such superior accommodations on an actual cost basis (including tax). The claim must explain why Government-procured transportation was not used and be accompanied by the receipt or an acceptable statement indicating the amount paid. If an explanation and receipt/statement is not furnished, reimbursement is limited to the cost of Government-procured transportation.

PART E: TRAVEL OF WITNESSES

U7060 CASE INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case involving the Services receive the travel and transportation allowances prescribed in Chapter 4, payable from funds of the requesting Service.

U7061 CASE NOT INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case not involving the Services, receive travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice.

U7062 OTHER CASES

Active duty members who serve as witnesses for local, State, the District of Columbia, or U.S. territory or possession Governments in criminal or civil cases;

1. directly related to the Services or to members, and

2. in which the Services have a particularly strong compelling and genuine interest,

may receive the travel and transportation allowances prescribed in Chapter 4, if competent authority determines that travel is required, from funds of the appropriate Service (B-202232, July 10, 1981, B-223900, December 24, 1986). Active duty members subpoenaed as witnesses for a Congressional committee, a private individual, or a corporation, do 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.

PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

U7100 CERTAIN MOBILE UNITS

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. the Air Mobility Command,

2. Marine Corps Transport Squadrons,

3. Fleet Logistics Support Squadrons,

4. Naval Aircraft Ferrying Squadrons, or

5. any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is entitled to travel and transportation allowances under Chapter 4, without specific travel orders (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

Members who perform duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are entitled to the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT

A. Entitlement. Members with dependents are entitled to the following authorized transportation allowances for themselves or their dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the homeport, round-trip transportation is authorized between that location and the homeport. If the homeport is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old homeport in lieu of PCS travel entitlements for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new homeport. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).

2. Construction. If construction is at a location other than the ship's designated future homeport or place dependents reside, round-trip transportation is authorized between the construction location and the future homeport or place dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:

   *a. transportation in kind,

   b. reimbursement for member or dependent-procured transportation, or

   c. the automobile mileage rate for the official distance.

2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the Government-procured round-trip least expensive unrestricted commercial air transportation cost for the member between the:

   a. overhaul or inactivation location and the original homeport under par. U7115-A1, or

   b. construction location and future homeport or location where dependents reside under par. U7115-A2.

***NOTE*: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.**

3. If two or more members travel together by POC, only the POC operator is entitled to mileage.

4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions of Entitlement

1. The transportation allowance entitlements under this paragraph accrue on the 31st day (and every 60th day thereafter) after the later of the day the:

   a. ship enters the overhaul or inactivation port, or

   b. member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.

3. A member who does not use one or more of the entitlements as accrued, retains all entitlements, but all travel under this paragraph must begin before the ship departs the construction, overhaul or inactivation location.

4. If a member elects dependent transportation allowances for one entitlement, member transportation allowances are not authorized. Each entitlement, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

U7120 AERIAL SURVEYS

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status (see Chapter 4, Part B or C, as applicable).

PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

U7125 TRAVEL WHEN PER DIEM NOT AUTHORIZED

*A. Orders to Active Duty - no PDS Designated. A member whose orders to active duty do not designate a specific PDS after the TDY is completed, is not entitled to per diem during the TDY. ***NOTE: Per diem payment is authorized (also see subpar. B) from the date the member receives orders naming a PDS other than the TDY station.*** See par. U7000-B for Service academy graduates.

B. Undergoing Processing. Except as provided in item 3, no per diem is payable before reporting to the first PDS while an enlisted member (newly inducted or enlisted) undergoes processing, indoctrination, basic training (including follow-on technical training and/or home station training for members of the reserve components), or instruction in a TDY status at a place where both Government mess and Government quarters (other than temporary lodging facilities) are available. (See subpar. A when a first PDS is not specified in a member's orders.) 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 PCS orders while at a TDY station designating it as the new PDS ***effective immediately***, is not entitled to per diem beginning on the date the member receives those orders. Information indicating that the member will be transferred to the TDY station on a ***specified future date*** has no impact on the payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS.

D. Bedpatient or Inpatient. A member is not entitled to 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 Appendix A). When members must retain quarters at the same or a prior TDY location, reimbursement for the cost of these quarters is made under par. U4510.

E. Assignment to Rehabilitation Center or Activity. A member is not entitled to per diem for any period of TDY when assigned to a rehabilitation center or activity for rehabilitation training and/or treatment when both Government quarters and mess are available.

F. Members of Missions. Members of military, naval, or air missions, or others authorized to receive additional pay or allowances from foreign governments or U.S. agencies other than their respective Services, or from other sources, are not entitled to the per diem prescribed herein except when:

1. specifically authorized jointly by the Secretaries concerned;

2. traveling under orders on duty for any of the Uniformed Services;

3. a per diem allowance is not authorized by the foreign government; or

4. traveling under orders in connection with their duties with the foreign governments, if so specifically provided for in the executive agreement between the United States and the foreign government concerned.

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

*U7140 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

Members assigned TDY as observers to UN peace-keeping organizations, who receive UN mission subsistence allowance (mission per diem), are entitled to per diem allowances under Chapter 4. The per diem amount, when added to the UN mission subsistence allowance, equals the per diem entitlement of a member assigned TDY to other than a UN peacekeeping organization in the same area. ***In no event is the UN mission per diem allowance reduced.***

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

U7150 RESERVE COMPONENT TRAVEL

A. Active Duty With Pay

1. General

a. Applicability. This subparagraph applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

*b. Travel and Transportation Allowances When Member Commutes. There is no travel and/or transportation allowances entitlement 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 order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

*However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

(a) home,

(b) place of unit assignment, or

(c) place from which called (or ordered) to active duty.

In determinations required by item (3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding item (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 Government quarters and/or Government mess are unavailable. For this duty, the member is entitled to 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 Chapter 3, Part F.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under subpar. 4 for:

(1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;

(2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;

(3) newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both

Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are 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 officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Reservists performing active duty for training, who are not entitled to per diem or AEA, may be reimbursed the actual cost of lodging when they occupy transient Government housing.

2. Physical Examination in Connection With 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 entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

a. return, or

b. then to the new PDS, or

c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with subpar. 3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in subpar. 1a, called (or ordered) to active duty for less than 20 weeks at one location (subpar. 4a or b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in subpar. 4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem/AEA at the Duty Station

a. Active Duty for Less Than 20 Weeks. Except if subpars. 1b and c apply, when the active duty period contemplated by an order at any location is for less than 20 weeks (except as noted in par. U2146), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in subpar. d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in subpar. d.

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

(a) a period of 140 or more days, or

(b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) unusual circumstances,

(d) emergency circumstances, or

(e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C.§6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other reserve component members who perform 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 their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are 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 this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member' s assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member' s assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

(a) training duty station,

(b) drill site,

(c) city/town where the assigned unit is located, or in the

(d) local area of assigned unit or home, or

(2) travel between home and:

(a) the assigned unit,

(b) the place of attendance at unit training assemblies, or

(c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

(1) training duty station,

(2) drill site, or

(3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

***Effective 1 January 2003**
Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round-trip). The member is due reimbursement for 20 miles (38 - 18) @ $0.36 = $7.20.

*Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ $0.36 = $5.76.

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 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 Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 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 Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance ***from the assigned unit*** to the alternate site less distance from home to assigned unit.

Effective 1 January 2003
*Example: A member's home is Springfield, VA, 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 (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 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 (1315 NTE 16 - 9 = 7) x 2 (round trip) @ $0.36 = $5.04.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.

2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in par. U7150-C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.

2. Advanced Training (10 U.S.C. §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants 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. Government or Government-procured transportation and Government-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, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §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 Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §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 entitled to PCS allowances in Chapter 5, Part B, but they 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. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government 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 members depart

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 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 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §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 through 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 entitled to travel and transportation allowances in Chapter 3 and Chapter 4 for TDY 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 entitlement.

G. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3 and U7150-H4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in par. U7150-H3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks but Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

a. considered to be assigned to duty at that residence, and

b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

*U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is authorized a muster duty allowance if that duty is for at least 2 hours (37 U.S.C. §433). The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD (***http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf***) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (***http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM***):

Effective 1 January 2003
Muster Duty Pay is $166.25

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL
ACTIVE DUTY WITH PAY 1/

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	not authorized if govt qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	not authorized if govt qtrs & 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 Chap 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 less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
2/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.
3/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
4/ Temporary lodging facilities are not government quarters for purposes of this table.
5/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt 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 govt qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION 7/,8/	PER DIEM
*Active duty for other than training, required by unusual or emergency circum-stances or Service exigencies, for 140 or more days (20 or more weeks)	*Chap 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	*Chap 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)
*Active duty for 140 or more days (20 or more weeks) at one location	Chap 5 applies	*No per diem at the location except as noted in par. U2146-B -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM 9/,10/
Standby Reserves	not authorized	not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (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 (see par. U4510) for travel days only

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 11/,12/

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	not authorized - may be authorized reimbursement under Chap 3, Part F	not authorized
TDY to other than Reserve Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserves voluntarily performing without pay	not authorized	not authorized

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

7/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.
8/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
9/ Temporary lodging facilities are not government quarters for purposes of this table.
10/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.
11/ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.

12/ Reservists on inactive duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS 13/,14/

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
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 Government conveyance or government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No - Government 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 U4510 at point of delay. 4. If mixed modes are involved pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chap 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chap 5, Part B applies	transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chap 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chap 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 enlisted or officer in Armed Force	Chap 5, Part B applies	Chap 5, Part B applies	from home or place ordered to active duty to the first PDS via any TDY enroute

**** This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.***

13/ Members and designated applicants appointed under 10 USC 2104--SROTC advanced training members--are not entitled to per diem.
14/ Members and designated applicants appointed under 10 USC 2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

MISCELLANEOUS

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 U.S.C. 1074a for illness, disease, or injury incurred or aggravated while: 1) on active duty for a period of 30 days or less; or 2) inactive duty training; or 3) traveling directly to or from the place where the member performs or has performed such duty.	Chap 3 applies	Chap 4 applies	not authorized if injury is result of member's gross negligence or misconduct
Muster Duty - Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = $146.31

**** This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.***

PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:

   a. consecutive tour of duty at the same (old) PDS, or

   b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

      (1) one of the tours is unaccompanied, or

      (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).

2. Eligible Dependents. An eligible dependent is one who:

   a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on

      (1) the last day of the member' sfirst tour at the old OCONUS PDS; or

      (2) the effective date of the member' s PCS order to the new OCONUS PDS; and

   b. is command sponsored for both tours;

   c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member' s old OCONUS PDS; and

   d. accompanies the member during both tours.

*3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair fares ***may*** be used.

   a. Travel between authorized locations is travel:

      (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

      (2) from the old to the new OCONUS PDSs via an authorized destination; or

      (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

   b. An authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process***. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city pair fares are not authorized to the alternate place.

Example 1:
Member's PDS is in Germany and the HOR is Ames, Iowa.
No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is $1,200.
Member desires to utilize COT leave to Boston, MA.
City pair to Boston is $1,400.
Least cost non-city pair fare to Boston is $1,600.
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The member is financially responsible for the additional cost ($1,600 - $1,200 = $400). (The member is not responsible for the additional $200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.)

Example 2:
Member's PDS is in Germany and the HOR is Washington, DC.
City pair trip cost is $980.
Member desires to utilize COT leave to St. Louis, MO.
City pair fare to St. Louis is $840.
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis ($840) NTE the $980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

a. travel is to other than an authorized location, or

b. a member elects:

(1) transportation under par. U7305, or

(2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) ***http://www.dtic.mil/whs/directives/corres/html/13275.htm)*** for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available***. NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location". The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

a. on permanent duty OCONUS,

b. assigned to an OCONUS ship or unit operation, or

c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE*: *Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

a. are command sponsored and reside OCONUS with the member,

b. reside at an OCONUS location and for whom the member receives a station allowance, or

c. reside in CONUS and the member:

(1) is on permanent duty OCONUS, or

(2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member' s HOR or place:

a. from which first called (or ordered) to active duty,

b. of first enlistment, or

c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

*C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares ***may*** be available for use.

NOTE*: *Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

NOTE*: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:
Member's PDS is in Germany and the member's emergency leave location is Denver, CO. The closest CONUS international airport with a scheduled flight is JFK.
City pair to JFK is $1,200.
City pair to Denver is $1,400.
Least cost non-city pair fare to Denver is $1,600.
Since travel to Denver is more expensive than travel to JFK the city pair fare may not be used to Denver. The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).

Example 2:
Member's PDS is in Germany and the member's emergency leave location is Atlanta, GA. The closest CONUS international airport with a scheduled flight is JFK.
City pair trip cost to JFK is $1,200.
City pair fare to Atlanta is $980.
Since travel to Atlanta, GA, is less expensive than travel to the closest international airport, JFK, the member is authorized city pair fare to Atlanta ($980) NTE the $1,200 cost to JFK.

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

a. Authorized originating locations are:

(1) a member's PDS;

(2) dependents' other OCONUS location; or

(3) member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or

(2) an airport in a nonforeign OCONUS area (see Appendix A); or

(3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

a. Authorized originating locations are the international airports nearest the:

(1) member's PDS, or

(2) member's or dependents' location when notified of the personal emergency.

b. Authorized destination points are:

(1) an international airport in a nonforeign OCONUS area; or

(2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip ***(if applicable)*** personal emergency transportation between the TDY/unit location or ship and the:

a. PDS,

b. homeport, or

c. other location.

2. Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

*5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c 'other location'), and therefore available contract city pair fares ***may*** be available for use. ***If the member travels to a more expensive 'other location' city pair fares are not authorized to the other location.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Campbell, KY and the member's emergency leave location is Denver, CO.

No city pair from Ft. Campbell to Ft. Belvoir and the least cost unrestricted fare (incorporating some city pair fare connections) is $400.

City pair from Ft. Campbell to Denver is $500.

Least cost non-city pair fare to Denver is $600.

Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver.

The member is financially responsible for the additional cost ($600 - $400 = $200).

Example 2:
Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Hood, TX and the member's emergency leave location is Atlanta, GA.
City pair trip cost from Ft. Hood to Ft. Belvoir is $320.
City pair fare to Atlanta is $280.
Since travel to Atlanta, GA, is less expensive than travel to the PDS, Ft Belvoir, the member is authorized city pair fare to Atlanta ($280) NTE the $320 cost to Ft. Belvoir.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if they:

a. are command sponsored, and

b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	**Number of FEML Trips Authorized**
a. at least 24 months, but less than 36 months	1
(1) tour ***extended*** at least 12 months	1 additional
b. at least 36 months.	2
(1) tour ***extended*** for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking ***IPCOT assignments*** are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

*3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares ***may*** be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:
Member' s PDS is in Bahrain and the authorized destination is Frankfurt, Germany.
No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is $1,200.
Member desires to utilize FEML to Boston, MA.
City pair to Boston is $1,400.
Least cost non-city pair fare to Boston is $1,600.
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).

Example 2:
Member' s PDS is in Brazil and the authorized destination is Miami, FL.
City pair trip cost is $980
Member desires to utilize FEML to St. Louis, MO.
City pair fare to St. Louis is $840.
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis ($840) NTE the $980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

(1) DoD Services: USD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and

(4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. may use commercial air transportation if military air transportation is not reasonably available, and

c. may not use cruise or tour packages.

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 FEML.***

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. ***(See par. U3320, and Chapter 3, Part E.)***

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and

2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under par. U7210-A is entitled to select:

1. transportation in kind,

2 reimbursement for the commercial transportation cost when the member travels at personal expense, or

3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government-procured transportation cost must not exceed the cost for transportation between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and

b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

a. actual contingency or emergency war operations, or

b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) within 24 hours of departure, or

(2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) a substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

U7250 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with travel orders, accompanies a member between authorized locations, when travel of the member has been authorized by competent authority, and the member is incapable of traveling alone. An escort may be appointed by the member's commanding officer or order-issuing authority.

B. Attendant. A member, employee, or other person who, in accordance with travel orders, accompanies a member who is authorized to travel to or from a medical facility for required medical attention which is not available locally. An "attendant" takes care of and waits upon the member patient in response to the patient's needs. The duties of an attendant may include traveling with the patient and attending to the patient's needs at the destination medical facility. An attendant is appointed by competent medical authority.

U7251 MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION

A. General. A member on the TDRL, undergoing a required periodic physical examination, is in a travel status during the examination and the travel to and from a medical facility, except when both the member's home and the medical facility are within the corporate limits of the same city. A member retired or separated for physical disability being reevaluated by a Physical Evaluation Board (PEB) is in a travel status during a hearing and the travel to and from the hearing, except when the member's home and the location of the PEB are within the corporate limits of the same city.

B. Travel Allowances

1. To and From Hospital for Periodic Physical Examinations. A TDRL member performing travel to and from a medical facility for required periodic physical examinations is entitled to the travel and transportation allowances in Chapter 4, Part B.

2. To and From a Hearing by PEB. A member on the TDRL, under orders to appear before a PEB, is entitled to the travel and transportation allowances in Chapter 4, Part B, as applicable, for travel to and from and during the hearing.

3. Local Travel. Under subpar. 1 or 2, if a member's home and the medical facility or PEB are within the corporate limits of the same city or area defined in par. U3500-B, transportation expenses reimbursement is under Chapter 3, Part F. Members' homes are the duty stations for this entitlement.

C. Allowances While at the Hospital. The day after arrival at the medical facility through the day before departure, the member is entitled to:

1. per diem allowance equal to the actual daily charges paid for meals if admitted as an inpatient; or

2. per diem allowance in Chapter 4, Part B, for TDY if an outpatient.

D. Members Who Require an Attendant or Escort

1. General. Certain members on the TDRL incapable of traveling alone to their periodic physical examinations require an attendant or escort. The attendant or escort may be a member, a U.S. Government civilian employee, or any other person considered suitable by the member and the appropriate official ordering the physical examination. Attendants or escorts are entitled to travel and transportation allowances as prescribed in this subparagraph.

2. Member as Attendant or Escort. A member is entitled to the allowances in Chapter 4, Part B or Chapter 3, Part F .

3. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is entitled to the allowances in regulations issued by the employee's agency or department for TDY.

4. Other Persons as Attendants or Escorts. Other persons designated to travel as attendants or escorts, should be issued travel orders or be included in the same travel authorization (identified as attendants or escorts) issued for the member patient. These individuals are entitled to the same travel and transportation allowances as civilian employees.

U7252 TRANSFER OF MEMBER PATIENTS, INCLUDING INSANE OR MENTALLY INCOMPETENT PATIENTS, TO OR FROM HOSPITAL OR TO HOME

A. Patients With or Without Attendants or Escorts. An active duty member patient, ordered to travel for necessary medical care, is entitled to the travel allowances in Chapter 4, Part B or C, or Chapter 5, Part B. Advances may be made against such allowances to the attendants or escorts. Advances must be in accordance with Service instructions.

B. Travel of Attendants or Escorts

1. General. A member, U.S. Government civilian employee, or other person may be appointed as an attendant, by the Medical Authority or as an escort, by the Commander/Order Issuing Official, to accompany an active duty member patient physically incapable of traveling alone. Individuals designated as attendants or escorts are entitled to travel and transportation allowances as prescribed in this paragraph.

2. Member as Attendant or Escort. A member is entitled to the allowances in Chapter 4, Part B or C.

3. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is entitled to the allowances prescribed in regulations issued by the employee's agency or department.

4. Other Person as Attendant. Other persons designated to travel as attendants or escorts, should be issued invitational travel orders or be included in the same travel authorization (identified as attendants or escorts) issued for the member patients. These individuals are entitled to the same travel and transportation allowances as civilian employees. See JTR, par. C6153.

C. Transportation in Kind. When transportation in kind is furnished member patients, the member patients and attendants must be furnished enclosed room accommodations when required, under Service regulations.

U7253 DISCHARGED FROM ST. ELIZABETH'S HOSPITAL OR OTHER DEPARTMENT OF HEALTH AND HUMAN SERVICES HOSPITALS, OR VETERANS ADMINISTRATION HOSPITALS

A. Discharged from Service Upon Entry Into Hospital. If a member was ordered, in care of attendants or escorts, to St. Elizabeth's Hospital or another Department of Health and Human Services hospital, or to a Department of Veterans Affairs hospital in the locality of the member's home and discharged, there is no entitlement to travel and transportation allowances upon discharge from the hospital. If the hospital is not in the locality of the member's home, the member is entitled to a MALT PLUS as in par. U5105-B2 from the hospital to home.

B. Not Discharged from Service Upon Entry Into Hospital. If transferred to St. Elizabeth's Hospital or another Department of Health and Human Services hospital for observation and treatment (as distinguished from transfer for immediate discharge), a member is entitled to the travel allowances in Chapter 5, Part B upon discharge from the hospital.

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 DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

a. Standard Tour: One per 12-month period.

b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

a. a dependent-restricted tour area;

b. designated for hostile fire or imminent danger pay;

c. in an area in which entry of members on official or unofficial travel is controlled; and

d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

*3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use***.** ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:
Member' sPDS is in Albania and the authorized destination is Frankfurt, Germany.
No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is $1,200.
Baltimore, MD is the authorized CONUS destination.
The city pair fare to Baltimore is $1,000.
Member desires to utilize R&R to Boston, MA.
City pair to Boston is $1,400.
Least cost non-city pair fare to Boston is $1,600.
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city pair fare 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).

Example 2:
Member' sPDS is in Croatia and the authorized destination is Frankfurt, Germany.
City pair trip cost to Frankfurt is $980
Baltimore, MD is the authorized CONUS destination.

The city fare to Baltimore is $ 1,400.
Member desires to utilize R&R to St. Louis, MO.
City pair fare to St. Louis is $1,200.
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized city pair fare to St. Louis ($1,200) NTE the $1,400 cost to Baltimore.

*4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

(1) DoD Services: DUSD (MPP);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);

(4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DoD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

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 in accordance with par. U3120.

4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member' sduty 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 1st 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.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are 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. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in par. U3305-B.

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

U7325 TRAVEL AND TRANSPORTATION

Members may be authorized Government-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, travel at Government expense must be authorized by the Secretarial Process.

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 U.S.C. §412). See par. U4535-A concerning registration fees.

U7326 ALLOWABLE EXPENSES

The TDY allowances in Chapter 4 shall be provided.

*U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

Travel and transportation at Government 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 Appendix 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.

PART L: MEMBER ON DUTY WITH ANOTHER DEPARTMENT OR AGENCY

U7350 GENERAL

A member on loan, assignment, or detail to another department or agency is entitled to the travel, transportation and station allowances in this Volume, unless otherwise provided for by law (5 U.S.C §5536).

PART M: MEMBER WHOSE ENLISTMENT IS VOIDED

U7375 GENERAL

A member, released or discharged from active duty due to a void enlistment, is entitled 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 Government or Government-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Chapter 5, Part B are authorized as for a PCS.

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

U7400 PRIOR ORDERS

A. General. An absentee, straggler, or member without funds, who:

1. is under prior orders;

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. U5018) 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 in accordance with Chapter 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. U5018),

to enable the member to proceed to the PDS.

U7401 NO PRIOR ORDERS, OR DESERTER WITH OR WITHOUT PRIOR ORDERS

An absentee, straggler, or member without funds (no prior orders involved), or a deserter (with or without prior orders), 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. U5018);

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.***

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

U7450 DISCIPLINARY ACTION

A. Transportation. When a member is ordered to travel for disciplinary action:

1. a Government conveyance shall be used, if available; or

2. if a Government conveyance is not available, the member shall be directed to use Government-procured transportation;

3. if Government-procured transportation is not available the member shall be reimbursed for the actual cost of personally procured common carrier transportation for the mode of transportation used; or

4. if a POC is used for the ordered travel, the member shall be reimbursed only for the cost of gas and oil. Payment of mileage is not authorized.

*Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Meals. The member shall be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel shall be reimbursed for meal costs not to exceed the values in par. U5018.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

(1) be in the name of the member in charge "for" the prisoner(s);

(2) be signed, when proper, by the member in charge; and

(3) not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When prisoners are moved on public transportation, Government-procured transportation should be obtained by the member in charge of the movement for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement shall secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Miscellaneous Expenses. Items of miscellaneous expenses incurred in connection with pars. U7451-A2, U7451-B and U7451-C are payable under Chapter 4, Part F.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter Between Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for:

a. transportation, lodging, and meals

incurred on behalf of a:

b. prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging shall not exceed per diem or actual expense allowances computed under Chapter 4, Part B or Chapter 4, Part C. Reimbursement for transportation is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. installations.

*B. Paroled Prisoners. A prisoner paroled from confinement is entitled to transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized point. The member is furnished transportation in-kind and meal tickets, if practical, from the place of parole to the facility concerned and for return travel, when appropriate, if:

1. a rehearing is ordered following completion of travel; or

2. official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

*If it is impractical to furnish transportation in-kind and meal tickets for any of the later travel, reimbursement is at the automobile mileage rate for the official distance and for occasional meals (see par. U4510). ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

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

U7500 GENERAL

For travel in pars. U7501 through U7504, a member may be provided:

1. in-kind transportation by the least expensive mode of common carrier transportation available, or

2. the Government 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 entitled to 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 entitled, upon parole or final release, to transportation allowances in par. U7500, from the place of confinement to:

1. the HOR; or

2. the PLEAD, as the member elects; or

3. the 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 while in confinement in a non-U.S. military confinement facility, is entitled to transportation allowances in par. U7500, from:

1. the place of release from confinement, or

2. the U.S. military facility nearest the place of confinement,

to the port of debarkation in the country (including a U.S. territory or possession) of:

1. the member's HOR, or

2. the PLEAD,

as the member elects.

U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD

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 Government 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 entitled to 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 to the HOR or PLEAD, as the member elects. The least expensive transportation mode available shall be provided or the member may be paid an amount not to exceed the Government cost of that 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 entitled to travel and transportation under Chapter 4.

C. Member Restored to Duty. If the member is restored to duty, the member is entitled to the PCS allowances in Chapter 5, Part B, from the place to which travel was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a not to exceed basis under this paragraph, this travel constitutes final separation travel unless the member is restored to duty. (63 Comp. Gen. 135 (1983)).

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent between authorized locations, when travel of the dependent has been authorized by competent authority, and the dependent is incapable of traveling alone. An escort may be appointed by the member's commanding officer or order-issuing authority.

B. Attendant. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent who is authorized to travel to or from a medical facility for required medical attention which is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. The duties of an attendant may include traveling with the patient and attending to the patient's needs at the destination medical facility. An attendant is appointed by competent medical authority.

U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances:

1. for a member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;

2. for member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;

3. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round triptravel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552; ***NOTE*: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.**

4. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552; ***NOTE*: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.**

5. for member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), nd who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel entitlements in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

*6. for member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients);

7. for a member, employee, or other person to escort dependent(s) authorized transportation to attend a member's burial ceremony (see par. U5242); or

8. for a member, employee, or other person to accompany a dependent incapable of traveling alone as an attendant when the dependent is transferred to a STS facility in accordance with par. U7950.

Escort or attendant travel is authorized only when the order-issuing official determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. Orders for escort or attendant travel must cite this paragraph as authority. The travel and transportation allowances authorized by this paragraph may be paid in advance. For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is entitled to TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort under par. U7551, items 1, 2, 5, 7, or 8 is entitled to the allowances in regulations issued by the employee's agency or department for TDY. Entitlements of DoD civilian employee attendants or escorts under par. U7551, items 1, 2, 5, 7, or 8 are in the Joint Travel Regulations, Volume 2, par. C6151 or C6150.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued invitational travel orders or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is entitled to the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

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

U7600 GENERAL

For information on the transportation of remains of deceased members and remains of deceased dependents, see the DTR and the appropriate Service regulations (see par. U1010-B10).

U7601 ESCORTS ACCOMPANYING REMAINS OF DECEASED MEMBERS

Per diem allowances for travel and TDY of members in connection with escorting remains of deceased members are as prescribed in Chapter 4 for all other TDY travel.

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

U7650 TRAVEL UNDER PERMISSIVE ORDERS

An order permitting a member to travel, as distinguished from directing a member to travel, does not entitle the member to expenses of travel.

U7651 TRAVEL UNDER ORDERS BUT NOT ON PUBLIC BUSINESS

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

U7652 RETURN FROM LEAVE TO DUTY ABROAD

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by Government conveyance and shall not authorize transportation by commercial conveyances at Government expense.

U7653 ATTENDANCE AT PUBLIC CEREMONIES

Members who participate in public ceremonies or demonstrations and whose expenses are borne by the sponsoring agency, are not entitled to travel expenses.

U7654 RESIGNATION OR RELEASE AT OWN REQUEST OF PUBLIC HEALTH SERVICE MEMBERS

The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume if that member resigns or separates of the member's own volition:

1. before completing 2 years of continuous active duty, or

2. before completing a period of active duty agreed to in writing, or

3. without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U7655 SEPARATION AT PERSONAL REQUEST OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBERS

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the date of appointment in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the entitlement to any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume.

*U7656 NOT USED

***PART T: SEE APPENDIX E**

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

U7750 GENERAL

The provisions of this Part apply to travel of members of the armed forces accompanying Members of Congress and/or congressional staff under the authority in 31 U.S.C. §1108(g). A member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee that the 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 that the armed forces member is accompanying;

provided, travel of the armed forces member is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned.

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 U.S.C. §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 the GSA schedule (FTR Appendix 1-A/JFTR, Vol. l, Appendix D) for travel within CONUS and State Department schedule (Standardized Regulations (Government Civilians, Foreign Areas) Section 925/JFTR, Vol. 1, Appendix B) for OCONUS travel, or actual expense reimbursement without regard to any established per diem schedule.

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 U.S.C. §717, 37 U.S.C. §420, and:

a. DoD Directive 1330.4 for DoD members (and Coast Guard when operating as a service of the Navy), or

b. COMDTINST 1710.5 (series) for Coast Guard members.

U7801 POLICY

Members 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 Confederatio 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 Transportation as the case may be, may be expended for the payment of travel and per diem allowances for Armed Forces athletes, 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 ENTITLEMENT

Members of the Armed Forces who have been authorized to attend, train for, and/or participate in the competitions listed in par. U7801 are entitled to travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for members on TDY in Chapter 4.

CHAPTER 7
PART W:

RESERVED

PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES FACILITIES

U7950 TRAVEL OF PATIENT TO SPECIALIZED TREATMENT SERVICES (STS) FACILITIES

A. General. A patient may be referred by medical authorities to a specialized treatment services (STS) facility for certain highly specialized medical care, rather than be issued a non-availability statement for medical care. STS facilities, designated by the Assistant Secretary of Defense for Health Affairs, may be military or civilian treatment facilities. STS facilities are selected sources for highly specialized care, such as organ transplants for national STS facilities or open heart surgeries for regional STS facilities.

NOTE: This entitlement does not apply to patient care at other than a STS facility for highly specialized medical care.

B. Patient. A covered beneficiary entitled to medical care as defined in 10 U.S.C. §1079 or §1086. ***NOTE: For member patients see par. U7252.***

C. Transportation. A patient who is a covered beneficiary, referred by medical authorities, may be authorized/approved transportation to the appropriate STS facility. When practical, Government transportation is used for the patient. When Government transportation is not available or its use is not practical, patients shall be transported by one of the following modes:

1. Government procured commercial transportation,
2. personally procured commercial transportation, or
3. POC.

When the mode of transportation in item 2 is used, reimbursement for the actual cost of the transportation used is authorized. When the mode of transportation in item 3 is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in items 2 or 3 shall not exceed what it would have cost the Government if the transportation had been furnished by the Government. The limit does not apply when Government or Government procured transportation is not available. If a patient is transported by POC and the attendant is entitled to a transportation allowance, no additional transportation expense on behalf of the patient is authorized. When the mode of transportation in items 1 or 2 is used, reimbursement for actual expenses incurred for the cost of transportation between home and terminal and terminal and the STS facility and return is authorized.

*D. Outpatient. Reimbursement is authorized for the actual expenses incurred for the patient's travel between transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a STS facility outside the patient's home area. Actual expenses incurred for transportation cost between STS facility and lodging may be reimbursed for the number of trips the patient must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in subpar. C, is authorized. ***Payment may not be on a commuted basis, such as a mileage allowance for transportation costs***. The actual cost of the patient's lodging (including taxes (***see NOTE***), tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned.

NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico

and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

E. Administrative Provisions. Orders authorizing/approving transportation of patients for medical care to an STS facility cite this subparagraph as authority. The orders shall be supported by a statement by a competent medical official (military or civilian, as available) that travel is to a Specialized Treatment Services Facility in accordance with 10 U.S.C. §1105 and patient is a designated beneficiary in accordance with 10 U.S.C. §1079 or §1086.

U7951 ATTENDANT'S TRAVEL

A. General. If a patient is unable to travel unattended, round trip transportation and travel expenses are authorized for one necessary attendant. The attendant may be a member, a civilian employee of the U.S. Government, or any other person considered suitable by the appropriate official authorizing the patient travel. An individual traveling as an attendant is entitled to travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is entitled to the same allowances as for TDY, while acting as an attendant.

C. Civilian Employee as Attendant. A civilian employee of the U.S. Government assigned to TDY as an attendant is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY.

D. Other Persons as Attendant. A person other than a member or civilian employee of the U.S. Government, who is designated to travel as an attendant, shall be issued invitational travel orders or be included in the same travel authorization (identified as an attendant) that is issued for the patient's travel. They are entitled to round trip transportation and travel allowances in the same manner as authorized for civilian employees.

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM' s office, the patient shall be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part***:

1. active duty members (see par. U7252);

2. patients authorized travel to Specialized Treatment Services (STS) Facilities (see par. U7950); and

3. dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM' s office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,

2. personally procured commercial transportation (see par. U3120), or

3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. 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). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:
a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/pdrates.html/) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see http://www.dtic.mil/perdiem/opdrform.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a specialist more than 100 miles from the PCM' s office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.

F. Administrative Provisions. An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 U.S.C. §1074 must support the order.

U7961 ATTENDANT' S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient' s family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. Civilian Employee as Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee' s agency or department.

*D. Other Person as Attendant. A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient' s travel authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. ***NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).***

CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)

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CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)

U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part:

1. A member assigned to a CONUS high cost area.

2. A member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a CONUS high cost area.

3. A member assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8005-B that:

   a. the primary dependent of the member must reside in a high cost area in CONUS 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 the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA at a dependent location, all personnel assigned to ships or afloat staffs, regardless of eligibility for Basic Allowance Housing (BAH), are eligible for CONUS COLA if otherwise qualified.

U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS 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 June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries, shall prescribe a higher threshold percentage to be applied for a fiscal year, when it is necessary to do so in order to ensure the total amount of CONUS COLA payments made to members of the uniformed services under this Part for such fiscal year, does not exceed the total amount available to all uniformed services for that fiscal year for paying such allowance.

B. Member With Dependents. The term "member with dependents" as used in this Part means a member who is entitled to BAH (or would be entitled to a BAH if Government quarters were not occupied) at the with-dependent rate.

C. Member Without Dependents. The term "member without dependents" as used in this Part means a member who is entitled to a BAH (or would be entitled to a BAH if Government quarters were not occupied) at the without-dependent rate.

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 Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

U8002 RATES PAYABLE

A. General

1. CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.

2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

B. Both Husband and Wife are Members. When both husband and wife are members, each is entitled to a CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

C. Member Assigned to Ship or Afloat Staff. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

D. Member in Leave Status Awaiting Final Discharge. Leave status does not affect the rate of CONUS COLA paid to the member.

E. Member Processing for Separation or Retirement. The CONUS COLA entitlement for separation or retirement processing shall be:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;

2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

***U8003 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable in the following cases:

1. for the number of days of travel authorized in connection with a PCS (par. U5160);

2. for a member of a reserve component, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011) or;

3. for a member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in this paragraph and par. U8005, entitlement to CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS where there is a rate prescribed. Similarly, except as otherwise provided in this paragraph, CONUS COLA at the rate paid at the member's old PDS shall continue through the day before the day the member reports at the new PDS in

connection with a PCS transfer, but entitlement to the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8005-A5, a member departing from a PDS:

1. OCONUS incident to a PCS to a PDS named in the orders in the CONUS, is entitled to CONUS COLA applicable to the new PDS effective on the date the member reports at the new PDS, or the date the member reports at a TDY location if the member reports there first;

2. incident to an OCONUS PCS to a PDS in the CONUS, is entitled to a CONUS COLA applicable to the TDY location effective on the date the member reports at that location, if a new PDS is not named in the orders; or,

3. within the CONUS incident to a PCS to a new PDS in the CONUS, with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS,

will be entitled to 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.

U8005 PRIMARY DEPENDENTS DO NOT RESIDE AT LOCATION OF PDS

A. Member Serves in an OCONUS Unaccompanied Status. 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, entitlement to CONUS COLA in specific circumstances will be as indicated in the following items. (In instances of multiple dependent locations, CONUS COLA entitlement will be based on the location of the residence of the primary dependent). When the primary dependent:

1. retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA will continue at the rate applicable to the old PDS and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the location of the primary dependent's residence will begin on the day the member reports to the new PDS. Entitlement to CONUS COLA will be reduced by the number of days authorized under par. U5160 for direct PCS travel.

2. relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, entitlement to CONUS COLA at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, or when the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the old PDS will continue through the day before the day the rate applicable for the location of the new permanent residence begins, but must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

3. relocates a residence while the member is serving in an unaccompanied status, entitlement to CONUS COLA at the rate payable for the location of the old permanent residence will continue through the day before the day the primary dependent arrives at the location of the new permanent residence. Entitlement to CONUS COLA at the rate applicable to the location of the new permanent residence will begin on the day the primary dependent arrives at that location.

4. resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY in CONUS or incident to an OCONUS transfer to another PDS in an unaccompanied status, entitlement to CONUS COLA will continue and will be based on the location of the permanent residence of the primary dependent. CONUS COLA must be reduced by the number of days authorized under par. U5160 for the direct PCS travel.

5. 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, entitlement to CONUS COLA at the rate applicable to the location of the primary dependent's permanent residence will continue through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for direct PCS travel. Entitlement to CONUS COLA at the rate prescribed for the new PDS will begin on the day the member reports at that station.

6. establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, entitlement to CONUS COLA at the rate applicable to the location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, provided all dependents have departed the overseas location. When payment of CONUS COLA 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. Member's PDS in CONUS and Dependents Do Not Reside at PDS Location

1. General

a. A member is authorized only one CONUS COLA.

b. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence in a location other than the member's CONUS PDS location, then the member is authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

c. Secretarial determinations may be issued when the member is:

(1) Assigned to a PDS in an area where sufficient quantities of housing do not exist;

(2) Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a designated place in CONUS;

(3) Assigned, or is in receipt of a PCS order, to a ship entering overhaul involving a homeport change and the primary dependent is not relocated incident to the homeport change;

(4) In receipt of a PCS order to a unit with a promulgated homeport change and the primary dependent relocates to the announced homeport (or designated place in CONUS, if appropriate) before the effective date of the homeport change;

(5) Reassigned to improve mission capability and unit readiness and disadvantaged as a result, in receipt of PCS orders between duty stations located in the same proximity, and disallowed HHG transportation (see par. U5355). (The Secretarial Process must determine 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); or,

(6) Assigned to indeterminate TDY, or TDY pending further orders.

d. ***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 draw CONUS COLA based on the PDS location. This determination is made only in cases where the necessity to reside separately is caused by conditions at the PDS. ***This does not cover a member's or primary dependent's personal election as the reason for residing separately.***

2. Rates Applicable. The rate applicable to the location where the primary dependent establishes a permanent residence will be effective on the date the primary dependent arrives at the location of the new residence or the date the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the location of the primary dependent's old permanent residence, or the member's old PDS, will continue through the day before the day the rate applicable

for the location of the new permanent residence begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, entitlement to the CONUS COLA based on the rate payable for the location of the primary dependent's permanent residence, or the member's old PDS, will continue, except the entitlement will be reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's entitlement was based on the rate payable for the old PDS, the rate applicable to the location of the primary dependent's permanent residence begins on the day the member reports to the new PDS. The rate payable for the old PDS continues through the day before the day the rate applicable for the location of the primary dependent's permanent residence begins, but entitlement to the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is entitled to that allowance while the dependents visit at or near the member's PDS continuously for 90 days or less. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not entitled to CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is entitled to a CONUS COLA on behalf of the primary dependent who is not visiting the member.

U8007 MEMBER IN NONPAY STATUS

Entitlement to CONUS COLA may be continued for the same period and under the same conditions as entitlement to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 ENTITLEMENT WHEN MEMBER IS HOSPITALIZED

For the purpose of the CONUS COLA entitlement, the hospital to which a member is transferred is considered the member's PDS when it is determined prolonged hospitalization will be required and appropriate orders associated with the prolonged hospitalization determination are issued. This paragraph applies if a member is transferred from a PDS outside the United States to a hospital in the United States for observation and treatment, or when a member is transferred from a PDS in the United States to a hospital in the United States for observation and treatment.

U8009 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 (Chapter 9), and a CONUS COLA at the with dependent rate applicable for the CONUS high cost area where the primary dependent resides. This may occur only if there are no command sponsored dependents residing with the member. If dependents of a member assigned to an OCONUS PDS are authorized an extension of OCONUS COLA at their place of residence, in accordance with par. U9101-B or C, after the member departs, 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 entitlement to OCONUS COLA terminates. 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 (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on December 4, 1991); or

2. BAH-DIFF solely because the member is paying child support, is entitled to CONUS COLA at the without-dependent rate.

***U8011 RESERVE COMPONENT MEMBERS**

A. Called (or Ordered) to Active Duty for 140 or More Days (20 or More Weeks). Except as provided in par. U8011-B, a Reserve Component member called (or ordered) to active duty for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is authorized BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. 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.

B. Called (or Ordered) to Active Duty for 140 or More Days (20 or More Weeks) But Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called (or ordered) to active duty (other than for training) for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

C. Called (or Ordered) to Active Duty for Less Than 140 Days (20 Weeks). A Reserve Component member called (or ordered) to active duty for less than 140 days (20 weeks) is not authorized CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called (or ordered) to active duty in support of a contingency operation is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

U8012 NEW MEMBERS

Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled to CONUS COLA at the rate prescribed:

1. for members without dependents, the duty location to which assigned; or,

2. for members with dependents, the location of the primary dependent.

The rate for members without dependents shall change on the day the member arrives at each new duty location until the member arrives at the designated initial PDS. The rate is based on the location of the primary dependent for members with dependents until the day before the day the member arrives at the member's initial PDS. The CONUS COLA entitlement is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is entitled to 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 entitled to CONUS COLA at the with-dependent rate when the following conditions are met:

1. the member must be entitled to BAH, and

2. physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, shall not be considered an interruption of the 90-day period).

NOTES:

1. If the divorce or separation involves two members, it is possible for both members to be entitled to CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.

2. In cases wherein 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 INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members With Dependents

1. Continuation of CONUS COLA at Member's PDS. A member, whose dependents are evacuated and who was entitled to CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, shall be entitled 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 U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, entitlement to 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 Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is entitled to a 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. Members Without Dependents. A member without dependents, who was entitled to CONUS COLA at the PDS on the date an evacuation is ordered, shall continue to be entitled to the CONUS COLA until the day before the day the member reports at the new PDS.

U8015 EARLY RETURN OF DEPENDENTS

A member is entitled to CONUS COLA when all dependents return to CONUS, before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins the day one or more dependents arrive at the location of the permanent residence or the day all the dependents have departed the member's OCONUS PDS, whichever is later. To be eligible for CONUS COLA, the member must be entitled to a BAH based on those dependents. The rate applicable is based on the location at which the dependents establish a permanent residence.

CHAPTER 9
STATION ALLOWANCES

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CHAPTER 9

STATION ALLOWANCES

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Member With Dependents. In this Chapter, a member who:

1. is authorized to have dependents reside at or in the vicinity of the member's PDS outside:

   a. the United States for OHA purposes, and

   b. CONUS for COLA purposes,

   and whose dependents do so reside;

2. is joined by or who acquires dependents while serving outside:

   a. the United States for OHA purposes, and

   b. CONUS for COLA purposes,

   provided the dependents are command-sponsored;

3. on the effective date of PCS orders had a member spouse:

   a. who was later released from active duty, or

   b. separated/retired from the Service,

   and remained in the vicinity of the first member's former PDS.

The requirements in item 2 do not apply to members whose PDSs are in nonforeign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective nonforeign OCONUS area, or are officers or employees of the United States stationed in the nonforeign OCONUS area, as the case may be.

B. Member Without Dependents. In this Chapter, means a member:

1. who has no dependents,

2. whose dependents do not reside in the PDS vicinity,

3. who is not a "member with dependents" under subpar. A, during the remainder of a tour in which dependents join or are acquired by the member,

4. who has noncommand sponsored dependents residing in the PDS vicinity, or

5. who does not have legal custody and control of the dependents (B-131142, June 3, 1957).

C. Sharer. In this Chapter a member entitled to an OHA and residing with one or more:

1. members entitled to an OHA; and/or

2. federal civilian employees, including dependents, entitled to a living quarters allowance; and/or

3. individuals, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Station Allowances

1. OHA authorized in Part B1,

2. COLA authorized in Part B2, and

3. TLA authorized in Part C.

*****E. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or territory or possession of the United States within which the member's PDS is located (see par. U9301-B for exception). When a member resides with the dependent(s) at, and commutes to the PDS from, a place in an adjacent country, the dependents reside in the PDS vicinity. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the designated place, station allowances may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. Except as provided in par. U9157-A, item 1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect OHA and COLA payment if the member maintains family-type quarters during their absence.

F. Government Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Government Mess as defined in Appendix A, Government mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.

2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

G. Basic Allowance for Housing - II (BAH-II). BAH-II replaced BAQ (Effective 1 January 1998) and is paid without regard to whether housing costs exceed or are less than the applicable BAH-II rate prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, Table 26-12 for Department of Defense members and Service pay regulations for members of non-DoD Services.

H. Family Separation Housing (FSH). FSH replaced FSA-I (Effective 1 January 1998) and is paid at applicable rates prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 27 for Department of Defense members and Service pay regulations for members of non-DoD Services.

PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

U9100 GENERAL

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and

2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with

2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA STARTS/STOP

A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive prior to their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized to MALT PLUS per diem or TLA; or

2. with dependents is authorized to MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or

2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,

2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or

3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

***U9102 CONCURRENT PAYMENT OF OHA AND TLA**

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their residence after the member departs in accordance with par. U9101-B or U9101-C;

2. dependents precede the member to the new PDS in accordance with par. U9110-C;

3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);

4. station allowances are authorized under par. U9301;

5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104);

6. if housing costs are incurred by the member for permanent quarters after a member is required by lease, custom, or law to vacate those permanent quarters to permit inspection, utility bill(s) and/or deposit(s) finalization, redecoration, and/or damage claim adjudication; or

7. the Service's Secretarial Process authorizes/approves payment of both OHA and TLA because the member incurs permanent quarters costs after moving HHG from those quarters and entering TLA status.

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease begins for private sector permanent quarters, during any authorized/approved TLA period for a member who could not occupy the private sector permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

***NOTE 1*: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf). (Also see par. U9102 for continued TLA for up to 10 days.)**

***NOTE 2*: Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.**

U9105 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant must be used in computing the OHA. The cost of a separate lease for parking at or in the vicinity of the dwelling place also can be added to the member' s dwelling lease amount in determining the member' s total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it is prorated to a monthly charge and incorporated into member' s rent.

2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).

3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.

4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

5. If a member is involved in an arrangement where the member pays rent in advance and the landlord agrees to reimburse the member all or substantially all rental money at the end of the lease agreement, the amount of rent used in computing a member' s OHA entitlement is zero.

6. If the rent changes, recompute OHA.

B. Sharers. Sharers are entitled up to the maximum rental allowance ceiling set for a member without dependents unless they are accompanied by one or more command-sponsored dependents. The OHA to which each sharer is entitled is computed by adding:

1. the sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus

2. the prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member entitled to MIHA (see par. U9107 and Appendix N for specific rules) shall receive a full rather than prorated "Miscellaneous" allowance. Only one sharer may claim reimbursement for any individual rent or security-related expense.

C. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in Appendix K, Table I.

U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE

The utility/recurring maintenance allowances in Appendix K, Table I, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

1. member married to member and maintaining a joint household - each member is entitled to half of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;

2. member (other than member described in par. U9106-A1) defined as a sharer in par. U9000-C - member is entitled to a pro-rata share of the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;

3. member with dependents - member is entitled to the utility/recurring maintenance allowance subject to rules in pars. U9106-C through U9106-E;

4. member without dependents and not defined as a sharer in par. U9000-C - member is entitled to 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in Appendix K, Table I) subject to rules in pars. U9106-C through U9106-E.

B. Determining Whether Rent Includes All, No, or Some Utilities. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter's utility/recurring maintenance allowance entitlement.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.

2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).

3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

C. Rent Includes All Utilities. When rent includes all utilities, a member is not entitled to the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U9106-A, is added to the member's rental allowance ceiling when computing the OHA.

D. Rent Includes No Utilities or Member is a Homeowner. When rent includes no utilities or a member is a homeowner, the member is entitled to the utility/recurring maintenance allowance in par. U9106-A.

E. Rent Includes Some Utilities. When rent includes some utilities, a member might not be entitled to all of the utility/recurring maintenance allowance in par. U9106-A. However, the amount the member is not entitled to is added to the appropriate rental allowance ceiling when computing the OHA.

1. Determining UTILITY POINT SCORE When Rent Includes Some Utilities. Based on the climate code of the duty location (Appendix K, Table I) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

	Climate Code (See App K)		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. Determining Amount of Allowance when Rent Includes Some Utilities. The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in par. U9106-A to which the member is entitled.

IF UTILITY POINT SCORE IS	member is entitled to the following percentage of allowance in par. U9106-A
0	0
1-2	25
3-4	65
5-9	100

U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs. In most cases, members entitled to OHA are entitled to MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in privately leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.

2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA entitlement when:

a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;

b. a member executes a PCS but remains in the same dwelling place; or

c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at ***http://www.dtic.mil/perdiem/*** for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of $75 or more.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS per diem is payable on the arrival day; or

2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;

2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,

2. whose dependents do not reside in the vicinity of the PDS, or

3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

1. is entitled to dependent transportation;

2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and

3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in par. U9110-A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or

2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,

2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate;

2. BAH-II at the without-dependent rate plus BAH-DIFF; or

3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States. When dependents arrive at or in the PDS vicinity outside the United States in advance of a member, OHA entitlement begins as indicated in pars. U9110-C1 and U9110-C2.

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA may not be paid for any day before the date PCS orders are issued.

2. Old PDS in the United States. Except as provided in par. U9301-D, entitlement begins on the day the dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs the United States, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***

3. Homeport Changes. If a member:

a. is currently assigned to a ship or other fleet unit with an announced homeport change, or

b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and

c. dependents are authorized travel to the new homeport,

the new homeport is the member' s PDS for OHA purposes effective on the dependent' s arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, OHA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. OHA entitlement at the original location may not extend beyond 60 days after the effective date of the amended orders unless specifically extended through the Secretarial Process. OHA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

Effective 8 August 2001
*D. Dependents Are Not Permitted To Accompany Member. If a member' s dependents are not permitted to travel to the member' s PDS at Government expense, the member is entitled to OHA at the without-dependents rate for the member' s PDS if:

1. the member's dependents do not reside at or in the vicinity of the PDS; and

2. Government quarters are not available for assignment to the member.

The member also is entitled to an OHA at the with-dependents rate for the location where the dependents reside. If requested by the member, OHA may be paid for the member' s last PDS location, if the Secretary concerned determines that the rate for the last PDS location is more equitable. ***NOTE: If dependents reside in the U.S., applicable housing allowances for the dependents are in DoD 7000.14-R, Volume 7a, Chapter 26, section 2601 for DoD members, and Service pay regulations for members of non-DoD Services.***

Effective 8 August 2001
*E. No-Cost Low-Cost PCS Move. If the member described in par. U9110-D (assigned to PDS "A") is later reassigned to a different PDS ("B") under conditions of a low-cost PCS or no cost transfer, OHA at the without-dependents rate for the member is based on the rate for the first PDS ("A") instead of PDS "B" if:

1. requested by the member, and

2. the Secretary concerned determines that it would be inequitable to base the allowance on the housing cost in the second PDS ("B") area to which the member is reassigned.

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select ' Rates,' ' Overseas Housing Allowances (OHA),' ' Appendix K Tables' on the PDTATAC website at *http://www.dtic.mil/perdiem/*.

U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M

U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;

2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and

3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.

2. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer' s designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

(a) law,

(b) local custom for everyone, including local nationals, or

(c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

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

***NOTE*: Once a location is authorized by PDTATAC and listed in Appendix K, Part II as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.**

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or

2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment Within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.

*3. Advance Rent Repayment Postponement Until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

*4. Security Deposit Repayment Postponement Until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

*6. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.

*7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or

2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

PART B2: COST OF LIVING ALLOWANCE (COLA)

U9150 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. Allowances to cover official entertainment expenses are not authorized by 37 U.S.C. §405 and are not included in this Volume.

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

U9151 COLA START/STOP

A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive prior to their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the reporting day if, on the reporting day, a member:

1. without dependents is authorized a MALT PLUS per diem or TLA; or

2. with dependents is authorized MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. an extension is authorized under par. U9151-C, or

2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. the day before the member departs in compliance with PCS orders,

2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or

3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in par. U9151-B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9152 CONCURRENT PAYMENT OF COLA AND TLA

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or U9151-C;

2. dependents preceded the member to the new PDS in accordance with subpar. U9157-B;

3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2;

4. station allowances are authorized under par. U9301; or

*5. a reduced TLA in par. U9207-G is paid.

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-H, Example 4. ***NOTE: Service regulations may only authorize concurrent payment to stabilize the member's pay.***

U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. Government Mess Availability

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.

1. Member with Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.

2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.

3. Member with Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

4. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher ***who has no dependents*** occupying other than Government quarters is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents.

*5. Member Who Has No Dependents and is Assigned to a Ship. A member above the grade of E-5 (see ***NOTE***) who:

a. has no dependents,

b. is assigned to permanent duty aboard a ship,

c. elects not to occupy assigned shipboard quarters, and

d. occupies non-Government quarters ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

NOTE: A member in the grade of E-4 or E-5 who meets the criteria in pars. U9154-A5a, U9154-A5b, and U9154-A5d above and who is authorized BAH-II (BAH-I in Alaska and Hawaii) also is authorized the COLA above.

6. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

a. has no dependents,

b. is assigned to inadequate quarters of the United States, or of a housing facility under the jurisdiction of a uniformed service, and

c. elects not to occupy the quarters or facility,

is entitled to COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents

8. Member Married to Member--Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See also par. U9303.

9. Member in Confinement. Except as indicated in par. U9157-A5, a member is not entitled to COLA while in a confinement status as a result of disciplinary action.

10. Both Spouses Below Grade E-6 Assigned to Sea Duty. ***Effective 1 July 1997*** the senior spouse of a dual military couple (both below grade E-6) is entitled to COLA specified in Appendix J, Table II in the 0 dependent column if the spouses:

a. have no dependents,

b. are assigned to permanent duty aboard ship(s),

c. elects not to occupy assigned shipboard quarters, and

d. occupy non-Government quarters ashore.

***NOTE**: This does not apply if either or both members are entitled to COLA under par. U9154-A5 above.*

B. Leave Periods. COLA continues during any period not in excess of 30 consecutive days the member is on leave inside CONUS. COLA continues during the entire period the member is on leave OCONUS. COLA payments may be made for leave periods only if the member was paid COLA immediately before:

1. entering a leave status, or

2. hospitalization if the member was hospitalized immediately before beginning leave.

U9155 NONCOMMAND SPONSORED DEPENDENTS IN VICINITY OF PDS

A member, who on the effective date of PCS orders directing a transfer to an OCONUS PDS:

1. is entitled to dependent transportation;

2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected; and

3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to a COLA (except when entitled under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. on duty at a PDS where a Government mess is available, and

2. whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is entitled to a pro rata share of the member without dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in par. U9154-B1. Payment of this allowance shall be supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with Appendix J for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

Meal Involved	Applicable Percentage
Morning	10%
Noon	20%
Evening	20%

U9157 COLA FOR MEMBER WITH DEPENDENTS

A. General. A member with dependents is entitled to COLA (see par. U9303 for entitlement for member married to member couples) regardless of Government mess availability at the PDS (including vessel), except:

1. for any day in excess of 30 consecutive calendar days that a member accompanied by dependents is on leave in CONUS;

2. when one or more of the dependents depart the PDS vicinity and return to CONUS for a temporary period, the entitlement for any day in excess of 30 consecutive calendar days that the dependents are in CONUS is reduced to the rate specified in Appendix J, Table II, for the number of dependents remaining;

3. when all of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the entitlement beginning on the 31st day that the dependents are in CONUS is as provided in par. U9154;

4. for any period during which a Government mess has been declared available (whether or not used) for both the member and dependents for all meals due to unusual or emergency circumstances rendering the preparation of meals at home or the procurement of food in commercial establishments impractical;

5. when in a confinement status as a result of disciplinary action. In this case the member is entitled to a COLA for dependents only at the rate specified in Appendix J, Table II, for the number of dependents who continue to reside in the PDS vicinity; or

6. when one or more dependents depart the PDS vicinity and return to CONUS to attend school, the entitlement is reduced as of the day following the day of departure to the rate specified in Appendix J, Table II, for the number of dependents remaining.

*B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member, COLA entitlement begins as indicated in subpars. 1 and 2.

1. Old PDS OCONUS. If the old PDS is outside CONUS, COLA entitlement begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date PCS orders are issued.

2. Old PDS in CONUS. Except as provided in par. U9301-D, entitlement begins on the day dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs CONUS, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***

3. Homeport Changes. If a member:

a. is currently assigned to a ship or other fleet unit with an announced homeport change, or

b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and

c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for COLA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, COLA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. COLA entitlement at the original

location cannot extend beyond 60 days after the effective date of the amended orders unless specifically extended by the Secretarial Process. COLA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

U9158 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at**:** ***http://www.dtic.mil/perdiem/***.

U9159 SUBMISSION OF COLA REPORTS

For submission of COLA reports, see Appendix M.

U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H regarding station allowances application to members of the reserves called or ordered to active duty, or active duty for training.

*PART C: TEMPORARY LODGING ALLOWANCE (TLA)

U9200 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, January, 31 1983) and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available;

2. When based on the OCONUS TLA Authority' swritten guidance, the appropriate official determines that for reasons beyond the member's control, it is necessary for a member, once established in permanent quarters in the PDS vicinity, to vacate permanent quarters permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent quarters or waiting to reoccupy the vacated permanent quarters;

3. While seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, January 31, 1983) after Government quarters are vacated in connection with a PCS order or after giving up other permanent accommodations;

5. During a member' s hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or

*6. A member who retires, stays in the PDS area, and then moves at a later date is not eligible for TLA.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. ***A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to***:

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

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Services.

U9201 TLA PAYMENT CONDITIONS

A. General

1. TLA may be authorized when it is mandatory that a member, the dependents, or both occupy temporary

lodgings at personal expense.

2. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.

3. An initial TLA period and an additional authorized TLA period do not have to be continuous.

4. A member serving an all-others tour under pars. U9109-B and U9155 is not authorized TLA when an available Government mess is not used or available Government quarters are not occupied because non-command sponsored dependents are in the PDS vicinity.

B. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements below must be met for TLA payment.

c. If Government quarters are not available, finance regulations may require the member's written certification to support any voucher documentation submitted.

d. ***When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***

e. It is the OCONUS TLA Authority' sresponsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent quarters (not applicable when it is known that the member is assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent quarters;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent quarters. ***NOTE: The member does not have to report progress in obtaining permanent quarters when it is known that the member is assigned Government quarters***.;

(3) Of the responsibility to furnish a statement indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9202 and U9204;

(5) Of the requirement to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as soon as practical if the conditions in par. U9200-A2 apply;

(6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9201-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9202-F), delayed departure (par. U9204-C), or early permanent housing termination (par. U9204-D), the OCONUS TLA Authority' s writtenguidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. ***Personal inconvenience to a member/dependents is never a determining factor***.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for members who have one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority' s writtenguidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority' swritten guidance to help the member locate permanent quarters. The guidance should ensure that:

(1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by limiting the transient billets use by non-duty personnel (e.g., members on leave and their dependents) and making them more available to members in a TLA status and/or their dependents;

(2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent quarters before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent quarters are occupied as soon as possible upon arrival and are not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date quarters could reasonably be occupied, when quarters are not occupied;

(7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware);

(8) That interim housing allowance (see par. U9115)is prescribed in lieu of TLA to the fullest extent practical; and

(9) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

U9202 INITIAL ASSIGNMENT

A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9202-F. The 60-day period begins on the same date as OHA and COLA (see pars. U9101-A and U9151-A). TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. U9201-B1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority' sguidance should address review of the member's situation to determine the progress in obtaining permanent housing.

3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA forfeiture (not applicable when it is known the member is awaiting assigned Government quarters).

4. The members absence due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9201-B1. This applies when evaluating the member's progress toward obtaining permanent housing and in determining TLA authorization/approval during each succeeding period.

5. Unless TLA is terminated sooner for one of the reasons in par. U9201-B3 or this Part, TLA ceases on the day before the day that permanent quarters are occupied and with the exception of the extra lodging charges allowable (see pars. U9207-A2, U9207-C and U9207-D). No expenses incurred on the permanent quarters occupancy day are allowable in computing TLA.

6. TLA accrual provisions (par. U9207-E) are applied in computing TLA upon arrival.

B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem. When MALT plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA when Entitled to Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents. Lodging costs incurred after travel status termination on the first reporting day are included as TLA expenses.

2. Period while Awaiting Ship Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a temporary duty status awaiting the ship' s arrival and eligible for per diem.

b. Except on the reporting day to the ship (par. U9202-C1), lodging costs for quarters jointly occupied by the member and dependents is apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, lodging allowance costs for quarters jointly occupied by the member and dependents are not divided up; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is entitled to per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9201-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9202-A expires, an additional TLA period may be authorized under par. U9202-F whether or not TLA was paid during the initial 60-day period.

E. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached, certification that retaining those quarters was because of military necessity (i.e., the member's hospitalization) and not because of member's personal choice/convenience.

F. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9200) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;

2. Delay in availability of/assignment to Government quarters due to Service requirements;

3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated housing temporarily or permanently uninhabitable or unavailable;

4. Withdrawal of housing from the market by a landlord;

5. Member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area;

6. Member/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent living accommodations. The additional TLA period is authorized/approved in increments of 10 or fewer days.

U9203 ALLOWANCE UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Quarters in PDS Vicinity

1. The TLA period for situations in par. U9200-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.

2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent quarters are reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.

3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9207-A2, U9207-C or U9207-D.

4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary due to there being no excess costs or if the member fails to accept adequate Government quarters or diligently search for permanent private-sector quarters.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9201-B conditions are met. The member must make every reasonable effort to find suitable housing for dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, September 17, 1976). A member who acquires dependents while serving at an OCONUS PDS may be authorized TLA for the member and/or those dependents upon PCS departure if the dependents are command sponsored at the PDS from which departing and for the member when eligible.

E. PCS Orders Cancelled/Revoked. When the member's PCS orders are cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

U9204 ALLOWANCE UPON DEPARTURE

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with PCS orders, except when:

a. One or more dependents remains after member departs. TLA must not exceed the last 10 days preceding the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the member' s PCS orders from that PDS;

b. One or more dependents remain in the old PDS vicinity IAW par. U9301-B1. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of PCS orders from that PDS;

c. One or more dependents remain in the old PDS vicinity IAW par. U9301-B1 after the member is subsequently assigned to other than a dependent-restricted or unaccompanied tour. TLA must not exceed the last 10 days preceding the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the PCS orders to the new PDS;

d. A longer TLA period is authorized due to delayed departure (par. U9204-C) or early termination of permanent housing (par. U9204-D);

e. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to vessel).

2. The effective date of PCS orders is defined in Appendix A.

3. The TLA accrual provisions (par. U9207-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9207-A2, U9207-C or U9207-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9201-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS orders, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9204-A.

C. Delayed Departure. When the period authorized by par. U9204-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U9104), TLA may be authorized/approved by the authorizing/approving official (see par. U9200), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9200) may authorize/approve TLA beginning the day housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

2 Expiration/termination of lease/rental agreement occurs after a member has the PCS orders or alert notice;

3. Housing is withdrawn from the market by the landlord;

4. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make occupancy of permanent-type housing inadvisable;

5. The member is required by lease, custom, or law to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;

6. The lease, custom, or law requires that housing be surrendered at a fixed date more than 10 days before scheduled departure;

7. Housing authorities require the member to vacate permanent residential housing for the Government' s convenience to permit its readying for, and/or assignment to, another member;

8. The OCONUS TLA Authority determines that permanent housing must be relinquished under circumstances/reasons other than those stated in U9204-D1 through U9204-D7; or

9. Similar reasons.

The principles in par. U9201-B2 must be applied in determining the need for the allowance. The allowance is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless entitled to per diem. If the member is entitled to per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9207-A.

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's share of the temporary lodging cost are to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining the quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS authorizing/order-issuing official, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. Finance procedures may require that the voucher be supported by this statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached, certification that retaining the quarters was because of the hospitalization and not because of the member's personal choice/convenience.

U9205 EFFECT OF LEAVE/PERMISSIVE TDY ON TLA

TLA is not payable for any day a member is on leave away from the PDS vicinity or while on permissive TDY, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized.

U9206 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY

A. General. Except as provided in par. U9206-B, the fact that a member's old and new PDS are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the quarters occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member' scontrol.

***U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf (par. U9202-B and U9202-C).

2. Extra Room Charge Payment. Except as provided in pars. U9207-C and U9207-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9207-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial quarters at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in ***http://www.dtic.mil/perdiem/opdrform.html*** by the percentage in par. U9207-E if the accommodations location per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9207-E. When the member and/or dependents check into/out of Government contractor accommodations at a time of day that results in the payment of a quarters charge for the calendar day before checking-in or the calendar day of checking-out, the daily amount of TLA for the calendar day of checking-in or the calendar day preceding the day of checking-out is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9207-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the checking-in calendar day or the calendar day preceding the checking-out day is increased by the amount of the extra rental/service charge paid.

E. TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9207-A or U9207-B, and except as in pars. U9207-F, and U9207-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer day) period. Computations are as follows:

Step 1: Determine the Percentage to be Used Based on Number of Individuals. Establish a percentage based on the number of individuals using the following table:

Number of Persons in Family Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add	35%
For each additional dependent under 12, add	25%

NOTE 1: The above percentage factors are used for both lodging and M&IE unless a TLA - Special (see par. U9209) has been authorized for lodging.

NOTE 2: A member, authorized a temporary lodging cost at the new PDS under par. U9202-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings.

Step 2: Determine the M&IE Equivalency. Multiply the Step 1 percentage by the member's locality M&IE rate at ***http://www.dtic.mil/perdiem/opdrform.html***.

NOTE: Exceptions to this occur when temporary lodgings are not available at the PDS (see par. U9207-B), while quarters are being renovated (see par. U9207-F), or when permanent quarters lack a stove and/or refrigerator (see par. U9207-F).

Step 3: Determine Gross Daily Equivalency

a. Add the Step 2 result (less the member's share of the meal allowance when the member is authorized lodging costs under par. U9202-C3) to the actual daily lodging cost. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9202-C3).

b. Receipts, invoices or statements from the lodging provider are required to verify lodging expenses. (See par. U2510.) See par. U9208 regarding TLA advances.

c. If the member is in a TDY per diem status, reduce the lodging expense by the member' s bdging cost amount for per diem.

d. ***When staying with friends/relatives, lodging cost is not allowed and is always zero.*** The member's share of the meal allowance is determined by dividing the Step 2 amount by the number of persons in the member' s family, including the member, occupying the temporary lodgings.

Step 4: Determine Net Daily Equivalency. From the Step 3 results:

a. Deduct:

(1) The total daily allowances (par. U9201-B2d(3), U9201-B2d(4), and

(2) COLA, if paid and deductible in par. U9152-C.

b. ***Do not deduct:***

(1) Housing allowances when staying with friends/relatives,

(2) With-dependent housing allowances, or OHA if the claim is only for the member, or

(3) Housing allowances for the PDS when the member is authorized OHA and TLA under par. U9102.

Step 5: Determine Maximum TLA Allowance. Multiply the Step 1 percentage obtained times the locality per diem rate at ***http://www.dtic.mil/perdiem/opdrform.html***.

Step 6: Determine Applicable Daily Rate. Compare the amounts in Steps 4 (less the Step 3 member's meal allowance, when the member is authorized lodging cost as a TLA expense under par. U9202-C3) and 5. Pay the lesser of these two amounts for each day. For TLA computation examples see par. U9207-H and par. U9209 (TLA – Special).

F. TLA while Quarters Are Being Renovated, or if Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or

2. Initially occupy permanent quarters without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover the cost of restaurant meals.

Determine TLA by multiplying the par. U9207-E, Step 1 percentage times the total meals amount in the locality M&IE rate, reduced by the member's daily BAS amount.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed under par. U9207-E with the following modifications:

a. Substitute one-half of the M&IE amount at ***http://www.dtic.mil/perdiem/opdrform. html*** for the Step 2 locality M&IE rate. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA;

b. Determine the Step 5 maximum TLA allowance by multiplying the Step 1 percentage by the total of the lodging amount and one-half the M&IE at ***http://www.dtic.mil/perdiem /opdrform.html***.

2. BAS being received is included as an allowance received under par. U9207-E, Step 4, since one-half the M&IE amount has been determined to be an equitable amount for groceries.

3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the local housing officer's satisfaction, that such facilities are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA without the M&IE reduction per par. U9207-E. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring uniformity among all Services and to furnish specific guidance in TLA computations.

EXAMPLE 1

NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member (O-6), with spouse, is assigned to an OCONUS location. The locality per diem rate is $150 ($76 Max Lodging-$74 M&IE). The member is entitled to a monthly BAS of $129 ($4.30 per day) and monthly housing allowance of $733.20 ($24.44 per day). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate lodging expense record (and keep lodging receipts), and to register with and keep the housing officer informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of $1,140 ($114 per day, including lodging taxes) for 4/1 thru 4/10. The case is reviewed to determine the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of $1,140 ($114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY on 4/15 thru 1600 on 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9202-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since MALT plus per diem was paid on 1 April (arrival date at the OCONUS location) for the member and spouse, TLA is not payable for 1 April.

TLA COMPUTATION FOR 2-10 APRIL	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	100% x $74 = $74
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$74 + $114 = $188
4. Determine the Daily Allowances.	
Housing Allowance =	$24.44
BAS =	4.30
Total =	$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$188 - $28.74 = $159.26
6. Determine maximum TLA. Multiply the Step 1 percentage times the per diem rate.	100% x $150 = $150
7. Compare the Step 5 and 6 amounts. Pay the lesser amount of $150 each day.	$159.26 vs. $150; $150 x 9 = $1,350

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TLA COMPUTATION FOR 11-14 APRIL	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	100% x $74 = $74
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$74 + $114 = $188
4. Determine the Daily Allowances	
Housing Allowance =	$24.44
BAS =	$ 4.30
Total =	$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$188 - $28.74 = $159.26
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	100% x $150 = $150
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $150 each day.	$159.26 vs. $150 $150 x 4 = $600

TLA COMPUTATION FOR 15-17 APRIL	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	100% x $74 = $74
3. Determine the Member' sShare of Meal Allowance. Divide the Step 2 result by the number of occupants (including the member), then subtract that amount from the Step 2 result.	$74 divided by 2 = $37 $74 - $37 = $37
4. Add the Step 3 result to the allowable daily lodging cost (including lodging taxes).	$37 + $114 = $151
5. Determine Daily Allowances. (There is no BAS deduction since the member is allowed lodging cost only under par. U9202-C3.	
Housing Allowance =	$24.44
BAS =	$ 0.00
Total =	$24.44
6. Deduct the Step 5 results from the Step 4 amount in Step 4.	$151 - $24.44 = $126.56
7. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	100% x $150 = $150
8. Subtract the member' s share of the Step 3 meal allowance from the Step 7 amount.	$150 - $37 = $113
9. Compare the Steps 6 and 8 amounts. Pay the lesser amount of $113 for each day.	$126.56 vs. $113 $113 x 3 = $339

TLA COMPUTATION FOR 18-20 APRIL	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	100% x $74 = $74
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$74 + $114 = $188
4. Determine Daily Allowances.	
Housing Allowance =	$24.44
BAS =	$ 4.30
Total =	$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$188 - $28.74 = $159.26
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	100% x $150 = $150

7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $150 each day.	$159.26 vs. $150 $150 x 3 = $450

EXAMPLE 2

NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member (O-1), with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate is $132 ($66 Max Lodging-$66 M&IE). The member is entitled to a monthly BAS of $129 ($4.30 per day) and a housing allowance of $393.30 per month ($13.11 per day). The member and spouse arrive at the OCONUS homeport while the ship is away. They occupy a Government transient facility. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the housing officer informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of $490 ($98 per day) for the member and spouse from 10/1 thru 10/5. The member has complied with JFTR and command TLA requirements and TLA is extended for another 10-day period.

TLA COMPUTATION FOR 1-5 OCTOBER	
Since the member is waiting for a ship and is in a per diem status, TLA is ***not*** payable to the member for 1 October (see par. U9202-C). However, TLA is payable for the spouse.	
1. Determine TLA percentage based on one individual.	65% for one individual
2. Multiply the Step 1 percentage times the M&IE rate.	65% x $66 = $42.90
3. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9202-C).	$98 divided by 2 = $49
4. Add the Steps 2 and 3 results.	$42.90 + $49 = $91.90
5. Determine Daily Allowances.	
Housing Allowance =	$13.11
BAS =	$ 0.00
Total =	$13.11
(BAS is not deducted since only the dependent is receiving TLA.)	
6. Deduct the Step 5 results from the Step 4 amount.	$91.90 - $13.11 = $78.79
7. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	65% x $132 = $85.80
8. Compare the Steps 6 and 7 amounts. Pay the lesser amount of $78.79 for each day.	$78.79 vs. $85.80 $78.79 x 5 = $393.95

TLA COMPUTATION FOR 6-10 OCTOBER	
1. Determine TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	100% x $66 = $66
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$66 + $98 = $164
4. Determine Daily Allowances.	
Housing Allowance =	$13.11
BAS =	$ 4.30
Total =	$17.41
5. Deduct the Step 4 result from the Step 3 amount.	$164 - $17.41 = $146.59
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	100% x $132 = $132
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $132 each day.	$132 vs. $146.59 $132 x 5 = $660

EXAMPLE 3

***NOTE*: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member and 3 dependents occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at ***http://www.dtic.mil/perdiem/opdrform.html*** = $150 ($76 Max lodging-$74 M&IE). The lodging expense is $138 per night, including lodging taxes.

TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the percentage based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times one-half of the M&IE rate (one-half of M&IE rate = $37).	150% x $37 = $55.50
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$55.50 + $138 = $193.50
4. Determine Daily Allowances.	
Housing Allowance =	$13.11
BAS =	$ 4.30
Total =	$17.41

5. Deduct the Step 4 result from the Step 3 amount.	$193.50- $17.41 = $176.09
6. Determine maximum TLA rate. Add the maximum lodging amount ($76) and one-half of the M&IE amount ($37). Multiply the Step 1 percentage times that amount.	$76 + $37 = $113 150% x $113 = $169.50
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $169.50 for each day.	$176.09 vs. $169.50; Pay $169.50 for each day

EXAMPLE 4

NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. The locality per diem rate at ***http://www.dtic.mil/perdiem/opdrform.html*** = $150 ($76 Max Lodging, $74 M&IE). The lodging expense is $138 per night, including lodging taxes.

TLA Computation with COLA Deduction	
1. Determine percentage based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	150% x $74 = $111.00
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$111.00 + $138 = $249.00
Since the member is paid COLA under Service regulations (see par. U1010-B12) while receiving TLA, Steps 4, 5, and 6 are computed as follows (see par. U9207-E, step 4a(2)).	
4. Determine Daily Allowances.	
Housing Allowance =	$13.11
BAS =	$ 4.30
COLA =	$12.87
Total =	$30.28
5. Deduct the Step 4 result from the Step 3 amount.	$249.00 - $30.28 = $218.72
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the locality per diem rate.	150% x $150 = $225.00
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $218.72 for each day.	$218.72 vs. $225.00; Pay $218.72 for each day

U9208 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9200.

U9209 TLA-SPECIAL

The percentage factors (65%, 100%, 35%, 25%) authorized in par. U9207-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:

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

FAX: (703) 325-2945, DSN: 221-2945

or from the command by email to ***tla.specials@perdiem.osd.mil***

Requests ***must be sent before the fact (i.e., before the days on which the higher rate will be needed)*** and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

TLA-SPECIAL EXAMPLE

A member, spouse, and 2 children under 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 per diem rate at ***http://www.dtic.mil/perdiem/opdrform.html*** is $269 ($186 Max Lodging, $83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. ***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase***. 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. The percentages (see par. U9207-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is $650 per night for 1-5 September and $300 per night for 6-20 September. The member is entitled to a daily BAS of $7.58 and a monthly housing allowance of $723.60 ($24.12).

NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.

TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER	
1. Determine percentage M&IE based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	150% x $83 = $124.50
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$124.50 + $650 = $774.50
4. Determine Daily Allowances.	
Housing Allowance =	$24.12
BAS =	$ 7.58
Total =	$31.70
5. Deduct the Step 4 result from the Step 3 amount.	$774.50 - $31.70 = $742.80
6. Determine the TLA-Special percentage rate. Member (150%) and 3 dependents (3 x 75%)	150% + (3x 75%) = 375%
7. Determine maximum TLA rate. Multiply the Step 6 percentage result times the maximum lodging rate.	375% x $186 = $697.50
8. Add the Steps 2 and 7 results.	$697.50 + $124.50 = $822.00
9. Compare the Steps 5 and 8 amounts. Pay the lesser amount of $742.80 for each day.	$742.80 vs. $822.00; $742.80 x 5 = $3,714.00

TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine percentage M&IE based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	150% x $83 = $124.50
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes)	$124.50 + $300 = $424.50
4. Determine Daily Allowances.	
Housing Allowance =	$24.12
BAS =	$ 7.58
Total =	$31.70
5. Deduct the Step 4 result from the Step 3 amount.	$424.50 - $31.70 = $392.80
6. Determine maximum TLA rate. Multiply the Step 1 percentage times per diem rate	150% x $269 = $403.50
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of $392.80 for each day.	$392.80 vs. $403.50; $392.80 x 15 = $5,892.00

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

A. Member with Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member with dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to receive the appropriate station allowances for a member with dependents when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the vicinity of the homeport. The applicable station allowances are payable in such cases even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit. The rates payable are the rates applicable to the homeport of the ship or fleet unit. When determining the rates of station allowances payable, and the rules applicable under this Part, to a member assigned to a vessel or fleet unit whose dependents have established a residence at or in the vicinity of the homeport of such vessel or fleet unit, such homeport is considered as though it were the "member's duty station" or "PDS."

B. Member Assigned to Duty Aboard a Two-Crew Submarine (SSBN)

1. When Member Reports to Homeport before Reporting on Board. When a member, assigned by PCS orders to a two-crew nuclear submarine (SSBN), reports to the homeport of the vessel, the member is entitled to station allowances. When determining the rates payable and the rule applicable, the homeport of the vessel is considered as though it were the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977)).

2. Member without Dependents Ordered to TDY at Homeport. The payment of HA and COLA is authorized under Chapter 9, Part B1 and Chapter 9, Part B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the vessel. When determining the rates payable and rules applicable in connection with HA and COLA under this subparagraph, the homeport of the vessel is considered as though it were the member's duty station. This subparagraph does not apply to entitlements other than HA and COLA (53 Comp. Gen. 535 (1974)).

C. Fractional COLA for Member without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to a fractional COLA as prescribed in par. U9156 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

D. Officer without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except when Operating as a Service in the Navy). An officer, without dependents and assigned to a ship or an afloat staff homeported OCONUS, is entitled to HA when quarters on board become uninhabitable due to overhaul and/or repairs and there are no Government quarters available ashore. A COLA is authorized when there is no Government mess available ashore or aboard ship. When determining the rates payable in connection with HA and COLA under this subparagraph, the rates applicable to the location of overhaul or repair of the ship shall apply (B-188481, June 13, 1978).

U9301 MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR

A. General. A member with dependents who is reassigned from an OCONUS PDS to a dependent restricted or unaccompanied tour at an OCONUS PDS may be authorized to receive station allowances as provided in this paragraph. Such authorization cannot be retroactive. A member who is reassigned from a PDS in CONUS to a PDS in a dependent restricted tour area or to an OCONUS unaccompanied tour is entitled to station allowances on behalf of dependents when the dependents move to a designated OCONUS location pursuant to pars. U5222-C3a, U5222-C4, U5222-D1b, U5222-D1c or U5222-D1d (68 Comp. Gen. 167 (1989)).

B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour

1. Dependents Remain in Vicinity of Old PDS (Includes Spouse Separated from the Service or Relieved from Active Duty After Effective Date of Spouse's PCS Order). A member on OCONUS duty, whose dependents are residing in the vicinity of the member's PDS at the time an order is issued reassigning the member to a dependent restricted or unaccompanied tour, is authorized station allowances for the old PDS in the same manner as if the member were present there for duty for the period dependents continue to reside in the old PDS vicinity, if authorized at a level specified by the Secretary concerned. The Secretarial authorization is not required if the PCS order states the member is scheduled to be assigned back to the old PDS to serve an accompanied tour immediately after completing the dependent restricted or unaccompanied tour. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances under this subparagraph may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. See pars. U9110-D and U9110-E for OHA entitlement when dependents are not permitted to accompany the member.

2. Dependents Move to Designated Place. If dependents move to a designated place under par. U5222-C3a, U5222-C4b or U5222-C4c, or U5222-D1b, U5222-D1c or U5222-D1d, the member is entitled to station allowances (59 Comp. Gen. 353 (1980)) applicable to that designated place in the same manner as if the member were there present for duty. The payment must be supported by a copy of the dependent travel authorization and by the member's statement that the dependents have established a residence at the designated OCONUS place. This includes TLA when the member's PDS is reclassified from "other than an overseas dependent restricted" tour PDS to a "dependent restricted" tour. Entitlement to station allowances for the old PDS, if authorized under par. U9301-B1, shall not continue beyond the day before the date the dependents depart from the old station vicinity. Entitlement to station allowances authorized in Chapter 9, Part B1 and Chapter 9, Part B2 and par. U9200 at the rates authorized for the designated place begin on the date the dependents arrive there.

*3. Member Serves Dependent Restricted or Unaccompanied Tour at the First PDS. When a member serves a dependent restricted or unaccompanied tour at the first PDS, payment of station allowances for dependents is based on locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d if the dependents have been authorized/approved to reside there through the Secretarial Process.

C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour

1. Dependents Continue to Remain at Member's Prior PDS or Previously Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s), where dependents do not move, continues to be entitled to station allowances on the same basis and under the same conditions as authorized in par. U9301-B1 or U9301-B2.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s) in which dependents are not permitted to establish a residence is entitled to the station allowances on the same basis and under the same conditions as authorized in par. U9301-B2.

D. Member's PDS Declared a Dependent Restricted Tour Area. When dependents are residing in the vicinity of member's PDS at the time such PDS is declared to be an area in which dependents may not reside, station allowances entitlement is as authorized in par. U9301-B2 or U9304, as applicable.

E. Entry Permission Withdrawn while Dependents en Route. If dependents are en route to a member's PDS, or to a designated place to which transportation of dependents at Government expense has been authorized, when the PDS is declared a dependent restricted tour area or further orders are issued assigning the member to another dependent restricted tour area, the member is entitled to the station allowances as a member with dependents prescribed in Chapter 9, Part B1 and Chapter 9, Part B2 and par. U9200 for the place to which dependents are diverted, beginning on the day they arrive there and terminating on the day before the day the dependents depart therefrom, or as otherwise prescribed in par. U9301-G. Payment is supported by a statement of the member's commanding officer,

or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

*B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present. The other member is authorized to receive COLA at the 0 dependent rate. ***In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.***

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

a. early return of the dependents to the vicinity of the member's PDS is anticipated;

b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and

c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they

b. reside at an authorized/approved designated place

(1) outside the United States (OHA and COLA), or

(2) in Alaska or Hawaii (COLA only).

See pars. U9101-B and U9151-B for COLA/OHA termination.

B. Members without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.

2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Chapter 9, Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.

4. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at ***http://www.usfa.fema.gov/hotel/indes.htm***.

ACCOMMODATIONS, COMMON CARRIER.

NOTE: On common carrier aircraft with two classes of service, the higher class is first class.

1. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.

2. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).

3. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist class and economy class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

4. Slumber Coach. The lowest level of sleeping accommodations available on a train.

5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

6. Lowest First Class. The least expensive first class reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. An establishment owned by the Federal Government;

2. An establishment treated as an apartment building by State or local law or regulation; or

3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTIVE DUTY. Full-time duty in the active service (37 U.S.C. §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. ***NOTE:*** ***A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, NOTE 2.

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) order, but before member travel.

***AGENCY.**

A. Includes:

1. An Executive agency, as defined in 5 U.S.C. §101;

2. A military department;

3. An office, agency or other establishment in the legislative branch;

4. An office, agency or other establishment in the judicial branch; and

5. The Government of the District of Columbia.

B. Does NOT include:

1. A Government-controlled corporation;

2. A member of Congress; or

3. An office or committee of either House of Congress or of the two Houses.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DoD and Service regulations***). NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***

APPROVED. The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

AUTOMOBILE MILEAGE RATES: ***See MILEAGE (ALLOWANCE).***

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. That part of a member' sprescribed weight allowance of HHG that:

1. is not carried free on a ticket used for personal travel,

2. ordinarily is transported separately from the major bulk of HHG, and

3. usually is transported by an expedited mode because it' s needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL ORDER. ***(Also called Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.)*** An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. ***(Also see Travel Orders.) NOTE: Blanket travel orders are not used in DTS.***

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)***

CERTIFICATED AIR CARRIER. **See U.S. Flag Air Carrier.**

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE:*** ***The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. ***See DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE**. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.

CONSECUTIVE OVERSEAS TOUR (COT). ***(Also see IN PLACE CONSECUTIVE OVERSEAS TOUR.)*** The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (***not*** zip code to zip code) replacing ***all*** other sources used for computing distance (except airplanes). For more information refer to the DTOD website at http://www.dtod-mtmc.belvoir.army.mil.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract AuditAgency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics

Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Defined by 37 U.S.C. §401.

***NOTE*: Exception. For entitlement purposes under JFTR:**

1. a member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;

2. a child is treated as a dependent of either a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);

3. a member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 U.S.C. §204.

*Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: ***(See exception NOTES above.)***

1. a member's spouse;

2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) ***NOTE*: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.**;

4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);

5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;

6. a member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. a member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE*: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations.**;

8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;

9. a member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who:

a. is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or

b. became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;

*10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5900-E.);

11. for a dependency determination made on or after 1 July 1994, an unmarried person who:

a. is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) has not attained the age of 21, or

(2) has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

(3) is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and

c. resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and

d. is not a dependent of a member under any other paragraph.

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE:*** ***The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

DEPENDENT, COMMAND SPONSORED. ***(Also see DEPENDENT)*** Dependent(s) residing with a member at an OCONUS location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions:

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),

2. is authorized by the appropriate authority to be at the member's PDS,and

3. the member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS. See DODD 1315.7 (Military Personnel Assignments) for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. Also referred to as unaccompanied hardship OCONUS tour or remote tour.

DESIGNATED PLACE. Except as used in JFTR, Chapter 6 (Evacuation Allowances):

1. a place in the United States, Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or any territory or possession of the United States;

2. the OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable ***NOTE: Limited to the native country of foreign born dependents for DoD Services and Coast Guard.;***

3. the OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, D1 or F3;

4. the OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of JFTR, par. U5222-F3, while a member serves a dependent restricted or unaccompanied tour.

NOTE 1: To receive entitlements associated with designated place moves, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.

NOTE 2: For definition of "designated place" as used in JFTR, Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "Government Meal Rate" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

SHORTEST—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

PRACTICAL—Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage:

1. the home of a member at the time of

   a. appointment to regular Service from civilian life or a reserve component;

b. being called to active duty or active duty for training for 20 or more weeks;

c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

d. enlistment or induction into the Service (regular or during emergency);

2. the place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the vessel or mobile unit to which the member is assigned;

3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;

4. the home of a member upon:

a. retirement;

b. transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;

c. release from active duty;

d. discharge, resignation, or separation, all under honorable conditions; or

e. temporary disability retirement.

EARLY RETURN OF DEPENDENTS. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's Command, prior to the issuance of a Permanent Change of Station (PCS) order.

EFFECTIVE DATE OF PCS ORDERS.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)

2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

NOTE*: *The following are examples of computing the effective date of orders:

EXAMPLE 1

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

EXAMPLE 2

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

EMPLOYEE. A civilian individual:

1. employed by an agency (as defined in this Appendix), regardless of status or grade;

2. employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. serving without pay or at $1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

***EXTENDED STORAGE**. See **NON-TEMPORARY STORAGE**.

FAMILY. ***See DEPENDENT***.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises.

NOTE*: *Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate)., or

2. students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE*: *Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY.

Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a

dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:* Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.**

***NOTE 2:* When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.**

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer' s mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE:* A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.;**

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE*: *In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. owned by an agency;

B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2002.

A. Discount Government Meal Rate: $7.00 per day

B. Standard Government Meal Rate: $8.10 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. ***See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.***

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations in a facility owned, operated, or leased by the U.S. Government;

B. Lodgings or other quarters obtained by U.S. Government contract;

C. Quarters in a state-owned National Guard camp;

D. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;

E. Temporary lodging facilities as defined in this Appendix;

F. Permanent Lodging facilities on a U.S. installation, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;

G. Family-type housing owned or leased by the U.S. Government.

NOTE 1*: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

***NOTE 2*: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.**

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. ***(Also see GOVERNMENT CONVEYANCE.)***

GOVERNMENT TRANSPORTATION REQUEST (GTR) ***(Standard Form 1169).*** A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE*: Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.**

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

***NOTE 1*: The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.**

***NOTE 2*: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.**

***NOTE 3*: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.**

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

HOUSEHOLD GOODS (HHG). Items ***(except those listed in 2 and 3)*** associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

***NOTE 1*: See par. U5310-E for articles involving weight additives.**

***NOTE 2*: HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.**

1. HHG also include:

   a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);

   b. spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;

c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);

d. consumable goods for members ordered to locations listed in Appendix F;

e. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles and their associated trailers);

f. boats; and

g. ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

2. HHG ***do not*** include:

a. personal baggage when carried free on commercial transportation;

b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

c. live animals including birds, fish and reptiles;

d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:

(1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

(2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);

f. HHG for resale, disposal or commercial use;

g. privately owned live ammunition (B-130583, May 8, 1957);

h. hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

a. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. ***See TRANSPORTATION, HHG***.

Effective 13 September 2002
HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:

   a. duty prescribed for members of a Reserve component by the Secretary concerned, or

   b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by members of the National Guard, including:

   a. unit training assemblies;

   b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.***

INVITATIONAL TRAVEL. ***See TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission' snature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE:*** ***Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE:*** ***"Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

MIXED MODES. Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions**.**

NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. ***Also referred to as Extended Storage.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. ***See PERMANENT DUTY STATION.***

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. ***See AUTHORIZING/ORDER-ISSUING OFFICIAL.***

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE. The per diem allowance **(*also referred to as subsistence allowance*)** is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses**.** The per diem allowance covers all charges, including taxes ***(except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 1 below)*** and service charges where applicable, for:

1. Lodging. The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, ***and in foreign areas only lodging taxes (see NOTE 1 below)***. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/opdrform.html) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. Meals. Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U4520-A10 for reimbursement of fees and tips incurred at transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.***;

Effective for TDY travel performed on or after 1 January 2001:

c. personal laundry/dry-cleaning and pressing of clothing ***(except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below***);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and

h. Taxes and service charges on any of the expenses in items 2 through 3g.

Effective for TDY travel performed on or after 1 January 2001:
NOTE 2:
(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

PER DIEM, REDUCED. ***See REDUCED PER DIEM.***

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;

2. a change in the homeport of a vessel or mobile unit;

3. change from home or from the PLEAD to the first PDS upon:

a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;

b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);

d. enlistment or induction into the Service (regular or during emergency); and

e. change from the last PDS to home upon:

(1) discharge, resignation, or separation from the Service under honorable conditions;

(2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) retirement; and

(5) temporary disability retirement.

PERMANENT DUTY STATION (PDS). ***Also called OFFICIAL STATION.*** The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances.

****NOTE 1: The geographic limits of the PDS are:***

a. For members - The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For invitational travelers -

(1) the corporate limits of the city or town in which the home or principal place of business is located; or

(2) if not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

NOTE 2: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

***NOTE 3*: When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.**

The following are PDSs for transportation and storage of HHG and mobile homes:

1. the home of a member at the time of:

    a. appointment to regular Service from civilian life or from a reserve component;

    b. being called to active duty (including for training) for 20 or more weeks;

c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or

d. enlistment or induction into the Service (regular or during emergency); or

e. temporary disability retirement.

2. the place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For members assigned to ships or ship-based staff, it is the homeport of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

3. the place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to the ship is the new station;

4. the member' shome upon:

a. retirement;

b. transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;

c. release from active duty;

d. discharge, resignation, or separation, all under honorable conditions; or

e. temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it' s the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ***See ACCOMMODATIONS, PUBLIC.***

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***See TERRITORIES AND POSSESSIONS OF THE UNITED STATES***.

POST OF DUTY. ***See PDS***

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

   a. is self-propelled;

   b. is licensed to travel on the public highways;

   c. is designed to carry passengers or HHG; and

   d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member' sdependents.

NOTE: 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member

***NOTE 2*: A trailer, airplane, or any vehicle intended for commercial use is not a POV.**

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). ***(Also called PRO or PRO-Gear.)*** Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

A. reference material;

B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

D. communication equipment used by members in association with the MARS (see DoDD 4650.2);

E. individually owned or specially issued field clothing and equipment;

F. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE*: Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.**

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see ***http://www.dtic.mil/perdiem/***), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. ***See BLANKET TRAVEL ORDERS***.

RESERVE COMPONENT:

A. The Army National Guard of the United States,

B. the Army Reserve,

C. the Naval Reserve,

D. the Marine Corps Reserve,

E. the Air National Guard of the United States,

F. the Air Force Reserve,

G. the Coast Guard Reserve, and

H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

***SECRETARY CONCERNED**. As defined in 37 U.S.C. §101(5), the Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. ***See UNIFORMED SERVICES.***

SHORT DISTANCE MOVE. A move:

A. involving HHG drayage or shipment for a short distance between residences;

B. to or from a NTS facility in the member's PDS area;

C. in the member's last PDS area when the member is authorized a final move during a separation or retirement;

D. incident to reassignment or PCS to a new PDS near the old PDS;

E. between residences within a metropolitan area; or

F. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. ***See POV, SPARE PARTS.***

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined

locality (county/area) in the CONUS per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*.**

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

A. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

B. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. ***See TEMPORARY DUTY STATION***.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. Short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as storage in transit (SIT).

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site ***http://www.saipan.com***)

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. ***Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE: Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)***

***TRANSPORTATION-IN-KIND**. Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE: GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.***

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). ***See Travel Orders***.

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at $1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and on electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

***NOTE 1*: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.**

***NOTE 2*: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.**

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

A. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. ***NOTE*: Unlimited Open travel orders are not used in DTS.**

B. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE*: Limited Open travel orders are not used in DTS.**

C. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE*: Repeat travel orders are not used in DTS.**

D. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE*: See par. U2200 for more detail.**

UNACCOMPANIED BAGGAGE. ***See BAGGAGE, UNACCOMPANIED***.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

A. under the local command of a uniformed service,

B. with permanent or semi-permanent-type troop shelters and a Government mess, and

C. where there are U.S. Government operations.

***NOTE*: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.**

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

Effective 13 September 2002
WEIGHT ADDITIVE. ***See HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

*APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations

U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

****http://www.dtic.mil/perdiem/opdrform.html***

APPENDIX C

RESERVED

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

****http://www.dtic.mil/perdiem/pdrform.html***

APPENDIX E

INVITATIONAL TRAVEL ORDERS

***JFTR NOTE*: Travel and transportation allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order provisions in JTR, Volume 2, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.**

PART I: INVITATION TO TRAVEL

A. To Whom And When Invitational Travel Is Applicable

B. Restrictions

C. Allowance Expenses

D. Travel Of Government Contractor' s/Contractor Employees

E. Availability Of Government Travel And Transportation Contract Fares Or Prices To Government Contractors

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

PART III: CITY-PAIR PROGRAM

A. Policy

B. Scheduled Air Carriers

PART IV: CITY-PAIR PROGRAM FREQUENTLY ASKED QUESTIONS

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,

2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or

3. serving without pay or at $1 a year

*when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;

2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;

3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));

4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);

5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;

7. an individual is authorized pre-employment interview travel under par. C6200;

8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant' s Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

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

(3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.);***

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This order authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem***

***or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this order is canceled"*;**

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

B. RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;

2. contractor employees (except as provided in par. D);

3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;

4. a. Federal Government employees; or

b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C. ALLOWANCE EXPENSES

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual' s services are required, and return to the origin point.

2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.

4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.

5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony,

an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,

b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner' s location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4709 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at ***http://www.arnet.gov/far/pdfframe.html***. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. ***Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.***

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. C***ontract city-pair fares must not be provided to or used by Government contractors.***

1. Contractor(s) means:

a. Contractors working under a cost reimbursement contract; and

b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Traffic Management Command (MTMC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN 328
Complaints/Discrepancies/Claims (703) 428-3008

or see the MTMC website at ***http://dcsop.mtmc.army.mil/travel/car/default.htm***.

6. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-

6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD' s(Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

*8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. ***Letters of identification/introduction must not contain any accounting information/data or in any way be made to resemble an official travel order***.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

*(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. ***Government contractors and Government contractor employees are not eligible for Government Contract City Pair air fares.*** During the period of the contract (GIVE DATES), AMTRAK, hotels/motels and rental car companies may elect to provide transportation, lodging and rental cars to contractors and contractor employees at discounted rates specified for Government employees in Government contracts and/or agreements. AMTRAK, hotels/motels and rental car companies, however, are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL ORDER

Name_____ TRAVEL ORDER NUMBER_____

Address_____

DATE APPROVED_____

You are invited to proceed from_____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this order.
☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

***Effective 1 January 2003**

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of $0.36 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of $75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(see NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE*: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.**

The JTR is available at ***http://www.dtic.mil/perdiem/***. Address any inquiries regarding this travel order to:_____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:
_____

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at ***http://public.transcom.mil/J4/j41t.dtr.html***. Following is an edited extract from that regulation.

***A. POLICY** (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. **GSA Airline City Pairs Program**. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website: ***http://www.gsa.gov.***

2. **Some GSA routes may offer "dual fares"**; one fare is an unrestricted fare (fare basis code "YCA") and the other a restricted fare (fare basis code "_CA"). The restricted fare differs from the unrestricted fare only in that the airline can limit the number of seats offered under the restricted, or "_CA" fare basis (this is also referred to as "capacity control"). The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The restricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a restricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. **Government contractors** are not authorized use of GSA Airline City Pairs fares.

4. **Exception to the Use of Contract Carriers**: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

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

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hour.

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

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

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

***B. SCHEDULED AIR CARRIERS** (DoD 4500.9-R, Part L. Chap. 103, par. A2)

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

2. ***Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

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

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

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

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

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

***2. What are the advantages of the program?**

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

3. Who can use it?

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

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

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

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

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

a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

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.

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

d. Rail service is available, and such service is cost effective and is consistent with mission requirements.

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

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

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

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

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

8. How is Quality of Service Evaluated?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:
Travel authorization states the official travel itinerary as:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

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

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

*APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* ***(i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.)***

A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.* ***(i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.)*** This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C8110. ***In no event shall the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.***

****Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.***

LOCATIONS		
Afghanistan, Kabul	Ethiopia, Addis Ababa	Norway, Bodo
Albania, Tirana	Gabon, Libreville	Oman, Muscat
Algeria, Algiers	Georgia, Tbilisi	Pakistan, Islamabad
Angola, Luanda	Ghana, Accra	Pakistan, Quetta
Armenia, Yerevan	Guinea, Conakry	Philippines, Manila
Azerbaijan, Baku	Guyana, Georgetown	Poland, Warsaw
Bangladesh, Dhaka	Haiti (effective 20 June 2001)	Romania, Bucharest
Belarus, Minsk	India, Calcutta	Russia, Moscow
Bolivia, La Paz	New Delhi	Russia, St. Petersburg
Bosnia-Herzegovina	Indonesia	Rwanda, Kigali
Botswana	Kazakstan, Alma-Ata	Serbia-Montenegro, Belgrade
Bulgaria, Sofia	Kenya	Sierra Leone, Freetown
Burkina, Ouagadougou	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burma, Rangoon	Laos	Sri Lanka, Colombo
Burundi, Bujumbura	Latvia, Riga	Sudan, Khartoum
Cambodia, Phnom Penh	Liberia, Monrovia	Suriname, Paramaribo
Cameroon, Yaounde	Lithuania, Vilnius	Syria, Damascus
Central African Republic, Bangui	Macedonia, Skopje	Togo, Lome
Chad, N'Djamena	Madagascar, Antananarivo	Turkmenistan, Ashkhabad
China, Beijing	Malawi, Lilongwe	Uganda, Kampala
China, Shanghai	Mali, Bamako	Ukraine, Kiev
Congo, Brazzaville	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cote d'Ivoire, Abidjan	Moldova)	Vietnam
Cuba, Havana	Mongolia,Ulaanbaatar)	Yemen, Sanaa
Cyprus, Nicosia	Mozambique, Maputo	Yugoslavia(See Serbia-Montenegro)
Djibouti	Nepal, Katmandu	Zaire, Kinshasa
Ecuador, Quito	Nicaragua, Managua	Zambia, Lusaka
Eritrea, Asmara	Niger, Niamey	Zimbabwe
Estonia (Eff: 24 May 2001)	Nigeria, Lagos	

*APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the PDTATAC for approval. The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart?
If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

NOTE: ***The high price of consumable goods in an area isn't a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.***

APPENDIX G

RESERVED

APPENDIX H

Travel Purpose Identifiers

Travel Purpose Identifier	Definition
1. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
2. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance	Travel to receive training.
4. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.

APPENDIX I

RESERVED

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I - INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the level of COLA needed to equalize purchasing power between CONUS-based members and their OCONUS counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See Part I, Appendix M for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

   a. is ***required*** at least once every three years but may be submitted more frequently (see Appendix M);

   b. determines from where the service members purchase their goods/services, i.e.;

      (1) local market outlets (on the economy); and/or

      (2) commissary/exchange;

   c. determines the purchase percentage from each source (local market and/or commissary/exchange); and

   d. is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

   a. is ***required*** annually but may be submitted more frequently (see Appendix M),

   b. reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

   c. includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are ***overall*** 10 percent more expensive than in CONUS. An index of 100 indicates that the ***overall*** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. Members' COLA payments are determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC website at http://www.dtic.mil/perdiem and include:

1. **Table I** - Annual Compensation for Members With/Without Dependents (on the PDTATAC website, select ‘ Rates’ , ‘ Overseas COLA’ , ‘ Annual Compensation Tables’ , ‘ Compensation Tables’ , ‘ Effective: YYYY’).

2. **Table II** - Average Annual Spendable Income Table (on the PDTATAC website select ‘ Rates’ , ‘ Overseas COLA’ , ‘ Annual Compensation Tables’ , ‘ Spendable Income Tables’ , ‘ Effective: DD MMM YY’), and

3. **Table III** - Cost-of-Living Allowance Indexes (on the PDTATAC website select ‘ Rates’ , ‘ Overseas COLA’ , ‘ COLA Index Listings’ , ‘ YYYY-COLA-Indexes’ , ‘ YYYY-MM-DD-COLA-INDEXES.pdf’).

E. Spendable Income. For COLA purposes, spendable income is that portion of the member's RMC used to purchase items in the RPS. Members receive a COLA payment as a ***percentage of, and based on, their spendable incomes:*** COLA is ***not*** based on ***total*** income. Spendable income differs according to the member's:

1. grade,

2. years of service, and

3. number of dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. grade,

2. years of service,

3. number of dependents,

4. annual compensation - see Part II, Table I,

5. average annual spendable income - see Part II, Table II, and

6. member's PDS and COLA index - see Part II, Table III.

G. Computation Steps

1. Determine the member's annual compensation based on grade and years of service (see Part II, Table I).

2. Determine the member's average annual spendable income (see Part II, Table II),

   a. in column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,

   b. follow this dollar range (line) to the right to the applicable column for the number of dependents,

   c. this number is the member's 'average annual spendable income'.

3. Determine the member's COLA index based on PDS (see Part II, Table III).

4. Subtract 100 from the prescribed COLA index and covert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's ***annual*** COLA. To determine the monthly allowance:

a. divide the annual COLA amount by 360 (days),

b. carry the result to 5 digits to the right of the decimal,

c. multiply the result in item b by the number of days in the month for which the allowance is payable, and

d. round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is $61,313.

2. Table II (Spendable Income Table) indicates the member's average annual spendable income is $35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of $59,000-$62,999 and four dependents.

3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.

4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.

5. Multiply the member's average annual spendable income ($35,300) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of $7,060 (.20 * $35,300 = $7,060),

a. divide $7,060 by 360 (days) with 5 digits to the right of the decimal ($7,060/360 = $19.61111),

b. multiply the result by the number of days for which the allowance is payable ($19.61111 * 31 = $607.94441),

c. round to the nearest cent - $607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts ***(when necessary)*** exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately $200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. incurred by the ***majority*** of members assigned,

2. of an individual significant amount, and

3. ***actually paid*** by members at the overseas PDS.

*APPENDIX J

COST-OF-LIVING ALLOWANCE INDEXES

PART II - COST OF LIVING ALLOWANCE TABLES

For current geographic COLA information, and the following tables, please see the PDTATAC website at:

http://www.dtic.mil/perdiem/

Table I - Annual Compensation for Members With/Without Dependents:

on the PDTATAC website, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Compensation Tables', 'Effective: YYYY'.

Table II - Average Annual Spendable Income:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Spendable Income Tables', 'Effective: DD MMM YY'

Table III - Cost-of-Living Allowance Indexes:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-COLA Indexes', 'YYYY-MM-DD-COLA-INDEXES.pdf'.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

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APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

For Appendix K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA ceilings, see the PDTATAC website at:

http://www.dtic.mil/perdiem/allooha.html

A. General

1. Purpose. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawaii and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following three components:

a. rent,

b. utility/recurring maintenance expenses, and

c. move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on the difference between the member' s:

a. BAH-II or FSH, and

b. the member's reported rental amount, up to the locality OHA rental ceiling, plus

c. the appropriate utility amount based on the member' s status.

3. OHA Locality/Rate Tables. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***. The following information applies to all OHA tables:

a. Where only an island or country is listed, all territory within the island's/country's boundaries are included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance Ceiling. Locality OHA rental ceilings are based on actual rental cost data for members with command-sponsored dependents residing in private housing. The OHA program is designed (ordinarily) to cover actual rental costs for 80 percent of the assigned members.

1. With-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at ***http://www.dtic.mil/perdiemallooha.html***) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F, for OHA calculation examples. When computing an OHA rental ceiling and ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-ceiling portion.

2. Without-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F for OHA calculation examples. When computing an OHA rental ceiling and ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-ceiling portion. The without-dependents ceiling is 90 percent of the with-dependents ceiling.

3. Homeowners. If a member is a homeowner the derived 'rent' is computed by dividing the original home purchase price by 120. Settlement costs, title search fees, and other legal/related costs ***are not included*** in the original purchase price. ***NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.***

4. Sharers. To determine the monthly rent for each sharer when a member is a sharer (as defined in par. U9000-C), divide the ***total*** monthly rent amount by the number of sharers living in the dwelling.

C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at ***http://www.dtic.mil/perdiem/allooha.html*** are based on member (with-dependents) reported expenses.

1. Monthly Allowance. A monthly utility/recurring maintenance allowance is:

a. provided for each individual OHA locality (see locality tables at the PDTATAC website ***http://www.dtic.mil/perdiem/allooha.html***),

b. based on actual member-reported expense data for members with dependents who pay all (or a majority) of their utilities,

c. covers the utility costs for 80 percent of members assigned to an area,

d. paid to sharers (see par. U9000-C) on a pro rated amount of the net allowance,

e. paid to members 'without dependents' (who ***are not*** sharers) at 75 percent of the 'with dependents' rate (see par. U9106 for more information on Utility/Recurring Maintenance Allowance), and

f. subject to elimination or reduction if all or parts of the utilities are included in the rent (see par. U9106).

2. Rent Includes All, No, or Some Utilities. Amount of monthly utility/recurring maintenance allowance is determined by the member's responses to the utility questions in block 7, DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report). For more information when rent includes ***all*** or ***no*** utilities see par. U9106. When rent includes ***some*** utilities, the locality ***climate code*** and the ***utility point score*** determine the monthly utility/recurring maintenance allowance amount.

a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***). The three climate codes include:

(1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

(2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate ***points*** for each utility/service that ***was not*** checked in block 7c, DD Form 2367. The final number is the member's total ***utility point score***.

Climate Code Utility Points (See Appendix K OHA Locality Tables)			
	3	**2**	**1**
	Hot	**Moderate**	**Cold**
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total ***utility point score*** use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	**Allowance Percentage**
0	0
1-2	25
3-4	65
5-9	100

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website ***http://www.dtic.mil/perdiem/allooha.html***) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See Appendix N for specific MIHA information. Part III of this Appendix includes a list of reportable move-in expenses.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through five to determine a member's OHA. ***NOTE: BAH-II deduction (Step 5) is not required for USMC personnel as USMC personnel do not receive BAH-II.***

Step 1: Determine the member's monthly rent in U.S. dollars. If rent is paid in foreign currency, convert to U.S dollars by using the 'Rate of Exchange' for the locality found in the OHA locality tables at ***http://www.dtic.mil/perdiem/allooha.html***. If the member is a sharer (as defined by par. U9000-C), the member's rent is a prorated share of total rent.

Step 2: Using the appropriate locality table find the rental allowance ceiling for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by the appropriate percentage or dollar amount specified in the locality table (usually 90 percent). If rent includes ***all*** utilities (block 7b checked on DD Form 2367), ***add*** the full utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes ***some*** but ***not all*** utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance ceiling.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. The following conditions apply:

a. Rent includes ***all*** utilities (block 7b checked on DD Form 2367): The member receives ***no*** separate utility/recurring maintenance allowance; however, this allowance ***is added*** to the rental allowance ceiling determined in Step 2.

b. Rent includes ***no*** utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U9000-C) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes ***some*** utilities (block 7c checked on DD Form 2367): The member ***does not receive a full*** utility/recurring maintenance allowance. Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this Appendix, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member ***does not receive*** is added to the maximum rental allowance ceiling determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance ceiling determined in Steps 2 and 3. If the rent in Step 1 is ***less*** than the rental allowance ceiling in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is ***greater*** than the rental allowance ceiling calculated in Steps 2 and 3, then the rental allowance ceiling calculated in Steps 2 and 3 is used to compute OHA.

Step 5: Deduct the member's BAH-II or FSH (whichever applies) from the sum in Step 4. The member receives no OHA if the result is negative or zero. If the result is positive, the member receives an OHA equal to this amount.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependents is stationed at a locality where the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is $450, the locality climate code is 2 (moderate), and the member's ***utility point score*** is 5. The member receives a BAH-II of $375.

Computation:

Step 1: The member's monthly rent is $450.

Step 2: Determine the maximum rental allowance ceiling for the member from the appropriate locality table found at: ***http://www.dtic.mil/perdiem/allooha.html***. For this example the rental ceiling is $425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology (contained in pars. C2b. & c., Part I, this Appendix,) the member has a ***utility point score*** 5 (the electricity (3 points) and the air conditioning (2 points)) ***are not*** provided by the landlord). Therefore, the member receives the ***full*** utility/recurring maintenance allowance of $120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example, use $510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent ($450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: The member's monthly BAH-II is $375.

Step 6: Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance ceiling of $425 (from Step 2). In this example since the member's rent exceeds the rent ceiling, use the $425 as the member's maximum rental allowance.

Step 7: Add the member's maximum rental allowance of $425 (from Step 6) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545.

Step 8: Compute the member's monthly OHA by subtracting the amount of BAH-II ($375) from the total reimbursable monthly allowance of $545 (from Step 7) for a final result of $170 ($545-$375= $170). Additionally, the member receives a one-time lump-sum payment of $960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for their locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the members' ***utility point score*** is 8. The BAH-II for the E-7, E-5 and E-4, is $300, $250 and $225, respectively.

Computation:

Step 1: Determine each sharer's (member's) rent. In accordance with par. U9000-C there are four sharers, therefore each member's rent is $450 ($1,800/4 = $450).

Step 2: Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceilings for members 'with dependents' are $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' ceiling. It is determined that the appropriate maximum rental ceilings for the E-7, E-5 and E-4 respectively are $675 ($750 * .90 = $675); $599 ($665 * .90 = $599); and $450 ($500 * .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $160. Because the members' total ***utility point score*** is 8, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $40.

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

Step 5: Determine each member's monthly BAH-II. For this example the BAH-II for the E-7, E-5 and E-4 is $300, $250 and $225, respectively.

Step 6: Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance ceiling, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed a ceiling, for each member the rental amount used to compute OHA is $450.

Step 7: To each member's rental amount (from Step 6) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490).

Step 8: To compute each member's monthly OHA, subtract the member's BAH-II from the total allowance determined in Step 7. The result for grade E-7 is $190 ($490 - $300 = $190), for grade E-5 $240 ($490 - $250 = $240), and for grade E-4 $265 ($490 - $225 = $265). Additionally, each sharer (member) is authorized a one-time lump sum MIHA/Miscellaneous payment of $360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is $1100; the utility/recurring maintenance allowance is $180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' ***utility point score*** is 7. BAH-II for the member in grade O-4 is $425 and for grade O-2 the BAH-II is $340. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. In accordance with par. U9000-C each member is considered a sharer and each (sharer's) member's rent is $550 ($1,100/2 = $550).

Step 2: Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceiling is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90 percent of the 'with-dependents' ceiling of $500 ($500 * .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the members' total ***utility point score*** is 7, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $90 ($180/2 = $90).

Step 4: Determine each member's monthly BAH-II. For this example use $425 for grade O-4 and $340 for grade O-2.

Step 5: Compare each member’ srent of $550 (from Step 1) to each member's maximum rental allowance ceiling of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the member in grade O-4 and $450 for the member in grade O-2.

Step 6: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 5). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540).

Step 7: To compute each member's monthly OHA, subtract their BAH-II amount from the total amount calculated in Step 6. The result for grade O-4 is $215 ($640 - $425 = $215) and grade O-2 is $200 ($540 - $340 = $200).

Example 4

Situation: A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U9000-C. The utility/recurring maintenance allowance at the locality where the member is assigned is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is $600. The locality climate code is 2 (moderate) and the member's ***utility point score*** is 2. The FSH for the member in grade O-3 is $350.

Computation:

Step 1: The member's rent is $600.

Step 2: Determine the maximum rental allowance ceiling for the member from the appropriate locality table. For this example the maximum rental ceiling set for grade O-3 is $725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance ceiling of $653 ($725 * .90 = $653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or $120 ($160 * .75 = $120). The member's ***utility point score*** is 2; therefore, the member is authorized 25 percent of $120, or $30 ($120 * .25 = $30). The remainder of the utility/recurring maintenance allowance ($90) is ***added*** to the member's rental ceiling of $653 (Step 2) for a derived rental ceiling of $743 ($653 + $90 = $743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the member has a rent-related expense of $1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

Step 5: The member's monthly FSH is $350.

Step 6: Compare the member's rent of $600 (from Step 1) to member's derived rental allowance ceiling of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

Step 7: Add the member's rental amount of $600 (from Step 6) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630).

Step 8: Compute the member's monthly OHA by subtracting the FSH amount of $350 from the total allowance of $630 (from Step 7). The result is $280 ($630 - $350 = $280). Additionally, the member is authorized a one-time lump sum MIHA payment of $1,225 (from Step 4).

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART II: BRIEFING SHEET

A. OHA Overview

The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted on your DD Form 2367***.

A monthly allowance is payable to you when the payable OHA amount exceeds Basic Allowance for Housing-II (BAH-II) or Family Separation Housing (FSH). When the payable OHA amount does not exceed BAH-II or FSH, then only the BAH-II or FSH amount is paid.

OHA is comprised of three separate components:

a. rental allowance,

b. utility/recurring maintenance allowance, and a

c. move-in housing allowance.

These OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html.***

B. Required Form(s) Submission

Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/ Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

The rental allowance ceilings shown in the locality tables apply to members with dependents. The rental allowance ceiling for a member without dependents ordinarily is 90 percent of the accompanied allowance ceiling. These rental ceilings generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

Unless you (the member) are a sharer (as defined in par. U9006-C) you receive the amount of rent paid up to the set rental allowance ceiling. You are sharing a dwelling when residing with:

a. a spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. any other person, excluding dependents, who contributes toward rent, mortgage and/or utilities.

If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing your total rent by the number of sharers. This proportional rent amount is then compared to the appropriate rental allowance ceiling and you receive the lesser of the proportional rent share or the rental allowance ceiling.

If you are a homeowner, derive your 'rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24.***

At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

The utility/recurring maintenance allowances indicated on the OHA locality tables pertain to accompanied members with dependents. This allowance is reduced if you are unaccompanied and/or not a sharer (the allowance ordinarily is equal to 75 percent of the amount indicated in the locality table). If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance ceiling. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance ceiling.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses

MIHA is comprised of three components:

a. MIHA/Miscellaneous is a fixed-rate, lump sum payment that reflects average expenditures made by members to make their housing habitable (Part III of this Appendix, contains a list of reportable MIHA/ Miscellaneous expenses).

b. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this component.***

c. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances

You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount ordinarily is not to exceed three months' rent allowance. However, additional funds may be authorized when the need is justified and authorized/approved in writing by your commanding officer. ***Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U9116).***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART III: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES

Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodes and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

The following items generally are not reportable move-in housing expenses.

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART IV: RENTAL ADVANCE PROTECTION

Table I - Countries Currently Authorized OHA Rental Advances	
Location	**Date Established**
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Philippines	1 September 1998
Thailand	16 November 1997
*United Arab Emirates	16 April 2003
Venezuela	16 November 1998

*Table II - *Countries Previously Authorized OHA Rental Advances*		
Location	**Date Established**	**Date Removed**
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

***NOTE*: Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.**

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (***this authority shall not be re-delegated***), or as designated by the Service concerned. The authorizing/order-issuing official, or the official who requires the TDY assignment determines if an AEA is warranted. ***Requests should arrive at least 10 days before travel begins.*** Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

*B. AEA Requests Up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4602-B1 and C4602-B2) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated.***

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control

p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the authorizing/order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM ***(MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of authorizing/order-issuing officials. If MACOM not listed the AEA authority has been delegated to the authorizing/order-issuing official.);***

b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;

c. Headquarters, Military Traffic Management Command (MTMC), Attn: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN 335-2048, Commercial (202) 475-2048;

*h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOs.***

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.

3. Navy:

a. Military Personnel: Authorizing/order-issuing officials;

b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps:

a. Military Personnel: Authorizing/order-issuing officials;

b. Civilian Employees: Heads of Activities/Commands or their designees.

5. Air Force:

a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*;**

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;

c. HQ USAF. Authorizing/order-issuing officials;

d. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For reserve units – Wing commander or equivalent, ***who may delegate no further than the group commander level.***

6. Coast Guard (Military Personnel): Authorizing/order-issuing official.

7. National Oceanic and Atmospheric Administration Corps: Authorizing/order-issuing official.

8. Public Health Service: Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.

9. Combatant Commands:

a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;

b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;

*c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Blvd., Peterson AFB, CO 80914-3302;

d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;

e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;

f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;

g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;

h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Ave., Miami, FL 33172;

i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.

10. Special Operation Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;

e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;

f. Commander, Special Operations Command Pacific, Attn: RM, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//RM/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854. Email address: j41directorate@socjfcom.navy.mil;

h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;

i. Commander, Special Operations Command South, Attn: RM, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOCSOUTH PUERTO RICO//RM/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782. Email address: J8@socso.southcom.mil;

j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;

k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools:

a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;

c. NATO Defense College: U.S. Senior National Representative, Viale della Civilta del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

*14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. AEAs may be approved by the authority of the sponsoring Uniformed Service/Defense Agency for all attendees regardless of Service/Defense Agency affiliation.

*C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4602-B3) are submitted to the appropriate office listed below.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated*.**

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

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

4. Special Operations Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122;

e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN 579-2649, Commercial (850) 884-2649;

f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN 315-477-3923, Commercial (808) 477-3923;

g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854;

h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;

i. Commander, Special Operations Command South, Attn: Chief of Staff, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOCSOUTH PUERTO RICO//COS/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782;

j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN 299-6547, Commercial (813) 828-6547;

k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

*D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and DoD civilian employees. JTR, par. C4603 provisions (for employees) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
The Assistant to the Secretary of Defense (Legislative Affairs)
The Assistant to the Secretary of Defense (Atomic Energy)
The General Counsel of the Department of Defense
The Defense Advisor, U.S. Mission to NATO
Directors of Defense Agencies
President, Uniformed Services University of the Health Sciences
Director Operational Test & Evaluation
DoD Inspector General
Director, Defense Research & Engineering
Commander/Deputy Commanders of Air Force Major Commands
Chairman/Vice Chairman, Joint Chiefs of Staff,
Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
Chief/Vice Chief of Naval Operations,
Commandant/Assistant Commandant, U.S. Marine Corps,
Commandant/Vice Commandant, U.S. Coast Guard,

Director, NOAA Corps,
Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings; and

10. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

APPENDIX M

PART I: REPORTING PROCEDURES

A. Purpose. Reports and data required by this Appendix provide actual cost data needed to establish or adjust the overseas housing allowances (OHA), overseas cost-of-living allowances (COLA), and non-foreign area travel per diem allowances (i.e., Alaska, Hawaii, Guam, and other U.S. territories and possessions).

B. Required Allowance Reports. Required allowance data reports include:

1. Overseas Housing Allowance (OHA). OHA is a combination of:

a. utility/recurring maintenance allowance, and

b. move-in housing allowance, (MIHA) (see Appendix N for additional MIHA information),

(1) MIHA/miscellaneous,

(2) MIHA/rent,

(3) MIHA/security, and

c. rental data reports.

2. Cost-of Living (COLA). COLA indexes are determined using data provided by means of a:

a. Living Pattern Survey (LPS) to determine where members purchase goods and services, and

b. Retail Price Schedule (RPS) to record the cost of a market basket of goods and services.

3. Travel per diem. Per diem travel allowances are determined from data reported on Department of State Form DS-2026, Hotel and Restaurant Report.

C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining OHA allowances:

1. Utility/Recurring Maintenance Allowance. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC), in conjunction with a private contractor, conduct an annual utility survey. The survey is entitled the 'Overseas Housing Allowance Utility Expenses Survey'. Actual utility cost data is collected and used to adjust utility/recurring maintenance allowances. ***To ensure that proper utility allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all utility expenses for later survey completion and cost reporting.***

2. MIHA/Miscellaneous. In addition to the utility data collected by survey in subpar. 1, once every three years PDTATAC collects data to determine the cost of initially outfitting dwellings. The survey is entitled the 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. Actual cost data for move-in expenses is included and used to adjust MIHA allowances. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

3. Rental Data Reports. Rental data for members in privately leased quarters are based on data provided by the uniformed member and is reported to PDTATAC by the Defense Manpower Data Center (DMDC West).

a. Established Duty Locations. Members report their rental costs to their finance centers by completing DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report).

(1) Rental data for each location is reviewed at least twice a year.

(2) Rental ceilings are set based on what currently assigned members are paying.

b. New Duty Locations. When a member is assigned to a PDS for which no rental data is available, the Country Allowance Coordinator (see Part III, of this Appendix for more information about the Country Allowance Coordinator's responsibilities) must provide the following information to PDTATAC:

(1) member's name,

(2) member's grade,

(3) member's SSN,

(4) number of dependents,

(5) if the dwelling member is renting is a house or apartment,

(6) number of bedrooms and baths,

(7) total square footage of dwelling,

(8) commuting distance to PDS (in both time and miles),

(9) amount of monthly rent (in the currency used to pay the rent), and

(10) if any utilities are included in the rent.

D. Cost-of-Living (COLA) Reports

1. Forms/Handbook Used to Collect COLA Data. Use the following forms and handbook to collect COLA data:

a. Retail Price Schedule (RPS). The RPS data is collected annually and reports actual prices for a market basket of goods and services at the OCONUS location. The report is fully automated and can be competed on any computer. A paper-based version is available for use in locations where completing an automated survey is not possible.

b. Living Pattern Survey (LPS). The LPS is required at least once every three years to determine where service members shop and how they allocate their purchases between local market and U.S. Government shopping facilities. The survey is fully automated and can be completed on any personal computer. A paper-based version is available for use in locations where completing an automated survey is not possible.

c. The Retail Price Schedule Handbook. The Retail Price Schedule Handbook contains ***step-by-step instructions and guidance for completing the COLA reports***. For copies of the required reports and the handbook see the PDTATAC website at: ***http://www.dtic.mil/perdiem/datacollectfrms.html***.

2. Required COLA Reporting Localities. The localities that are required by PDTATAC to submit reports are listed in Table A, Part VI, of this Appendix. Column two indicates the required month for completing the annual RPS and column three indicates the year for the completing the required LPS. PDTATAC and Department of State (DoS) share COLA reports for other localities. The DoS Standardized Regulations (DSSR) require COLA reports from selected overseas cities. DoS makes the reports available to PDTATAC and PDTATAC then determines the COLA for the uniformed members.

a. Countries with large numbers of duty stations need only submit a sample of COLA data collection reports. These reports determine COLA indexes for other localities with similar living costs.

b. For locations where DoS is responsible for report submission, the senior uniformed officer in the area is responsible for maintaining liaison with DoS and cooperation in report preparation. If the DoS reported prices or the reported sources of supply and services are not representative for uniformed members, the senior officer has two options:

(1) request that the reporting agency include separate RPS pages or a statement showing the points of difference, or

(2) prepare and submit separate RPS pages or a statement showing the points of difference.

c. See Table A, Part VI, of this Appendix for a list of required reporting locations and their reporting schedule.

3. Voluntary RPS Reports. Preparation of RPS reports requires significant resources; therefore voluntary reports should only be submitted:

a. after the Commander confirms the necessity of the report with the Country Allowance Coordinator,

b. when costs are considered substantially different from the costs in other areas of the country for which reports are already required, and/or

c. the value of the U. S. dollar has changed by more than 15% against the unit of local currency.

4. Out-of-Cycle Reports

a. Retail Price Schedule. Out-of-cycle RPS reports should only be considered when unusual changes have occurred since the submission of the last RPS, i.e.:

(1) when prices change materially, and/or

(2) sources of supply or services change materially.

For localities where DoS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, the report should be prepared and submitted at the direction of the senior officer of the uniformed services at that location.

b. Living Pattern Survey. Out-of-cycle LPS should only be considered when unusual changes have occurred since the submission of the previous LPS, i.e.:

(1) the first RPS is conducted for the duty station,

(2) the value of the dollar (in terms of the local currency) has increased/decreased more than 15 percent since the last survey,

(3) a commissary or exchange facility opens/closes/expands at or near the duty station, and/or

(4) local market outlets open/close or become more/less accessible.

5. Survey Coordinator. The survey coordinator should have experience in sampling and survey techniques. Due to training requirements it is preferable to have the same individual coordinate the survey(s) for more than one year when possible. The survey coordinator must:

a. be able to conduct a random sampling in years that the LPS is due, and

b. maintain formal COLA survey files,

(1) files must contain copies of at least two prior years RPS for reference purposes,

(2) instruction materials, and

(3) feedback information from the Country Allowance Coordinator and PDTATAC.

6. Conducting the Retail Price Schedule. Reports must be submitted annually for locations identified in Part IV of this appendix. When more than one location in a country is required to report, the Country Allowance Coordinator should ensure that all reporting locations prepare the reports during the same time period (usually the first 10 days of the reporting month). Detailed instructions for collecting price data and completing the report can be found in the Retail Price Schedule Handbook. The handbook is available for download from the Per Diem Committee Home Page at: ***http://www.dtic.mil/perdiem/datacollectfrms.html.***

a. Collect and report prices from:

(1) the local market outlets specified on the most recent LPS, and

(2) U.S. Government facilities if the locality has a Base Exchange or commissary. A separate report with a full set of prices in U.S. dollars is required.

b. Reported prices should be appropriate for families of three to four persons in middle-income pay grades (E-5, E-6, and O-2, O-3 for service members). When possible, family members should be involved in price collection.

c. Price collection should not be delegated to a local national.

d. Prices collected from local market outlets are reported in local currency unless U.S. currency is normally used.

e. A separate report must be completed for U.S. Government facilities. When preparing a report for a commissary/exchange, request the manager's help for customer purchasing preferences. When prices for U. S. Government facilities are reported in U. S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the report.

f. Collect prices from the same outlets used in the previous retail price schedule (unless a new LPS was conducted). If different outlets are used provide an explanation, (e.g., the most frequently used outlet has closed).

g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.

h. Compare the current report to the previous report. Where current prices or weights differ substantially from the previous report, explanations or comments should be provided. If errors are discovered in the **previous** report, they must be reported to permit valid comparisons between reports.

i. Forward completed RPS surveys to the Country Allowance Coordinator. The Country Allowance Coordinator forwards the reports to PDTATAC. Note any significant problems in a forwarding letter.

7. Conducting the Living Pattern Survey. Before an LPS is conducted, the Country Allowance Coordinator contacts PDTATAC and confirms whether the automated or paper-based survey will be used, and to determine the optimum sample size for the location. For required reporting locations and scheduled reporting dates see Table A, Part VI, of this Appendix. LPS reports must be submitted at least once every three years and must precede the RPS survey.

a. Selecting a sample. PDTATAC determines the desired sample size for each location based on data provided by DMDC West and the unique population characteristics of the area. In locations where less than 150 service members are assigned, the entire population (a census) must be surveyed.

(1) Automated LPS. PDTATAC sends the sample size to the Country POC by e-mail, who in turn may forward to locality POCs by e-mail, at least two months prior to the due date of the survey. From rosters or other databases, the locality POC extracts a random sample of members so that the survey is distributed to at least 20% more than the requisite number of eligible members within each paygrade and dependent category.

(2) Paper-based LPS. Duty stations electing to conduct a paper-based LPS must select a sample of at least 150 military members. Paper-based surveys are recommended only for those localities with fewer than 200 members. This sample must consist of members with names drawn at random according to paygrade and dependent category. The random sampling method means that every member at each specified grade level must have an equal chance of being selected.

b. Distributing the Survey. Living Pattern Surveys should be distributed approximately three months prior to the due date of the Retail Price Survey so that data can be summarized prior to price collection.

(1) Automated LPS. The locality survey coordinator downloads the (executable) survey files from the PDTATAC website, adds locality specific information including the e-mail address or website to which the respondents should return the survey. The POC provides instructions to the local military on downloading and participating in the survey (e.g., via the local community's website). Members selected to complete the survey download from the designated file location, complete the survey, and return the data file (*.dat) to the e-mail address listed at the end of the survey.

(2) Paper-based LPS. The locality survey coordinator prints the survey posted on the PDTATAC website, reproduces it and distributes to members.

c. Survey Participation

(1) The survey coordinator must emphasize the importance of the LPS to those selected to participate in the survey. To ensure statistical reliability, the survey coordinator should conduct vigorous follow-up to elicit as many responses as possible.

(2) The survey should be completed by uniformed members with the assistance of all shoppers in the household. Members and their families should identify the local market establishments where they usually shop and how they allocate their purchases between local market and U.S. Government shopping facilities.

(3) The survey should be limited to members who have been at the duty station for three months or more.

(4) Members entitled to 47 percent of the prescribed COLA (JFTR, par. U9154) must be excluded from the survey.

d. Reports. All LPS data from the automated or paper-based reports must be compiled. This data is used by the Locality POC to prepare the Retail Price Schedule and used by PDTATAC in setting the weights for computing COLA indexes.

(1) Automated LPS. When all of the survey data files are received and appended to a master database file, the Locality POC uses the 'Reports' Module to generate summaries of the data compiled and aggregated by the automated program. This includes reports for Demographics, Names of Most Frequently Used Local Retail Outlets, Sources of Supply for Goods and Services, and Relative Use of Goods and Services.

(a) Reports and appended files are sent to the Country Allowance Coordinator and PDTATAC,

(b) File copies are maintained by the local survey coordinator.

(2) Paper-based LPS. Additional steps required to process paper-based surveys include:

(a) The survey coordinator completes the LPS Control Sheet provided in Part IV of this appendix. The control sheet should be returned to the Country Allowance Coordinator at the conclusion of all survey activities.

(b) LPS responses, including the names of the most frequently used outlets, Relative Importance of Various Sources of Supply, and Relative Use of Commodities and Services should be summarized onto a master LPS.

(c) Information from the master LPS should be used to complete pages 39 and 40 of the Retail Price Schedule. PDTATAC uses the reported percentage of purchases to determine weights for each of the goods and services categories in the RPS.

(d) At the conclusion of the LPS, the survey coordinator should return the individual surveys, the master LPS and LPS Control Sheet to the Country Allowance Coordinator, and

(e) The survey coordinator should retain file copies of the master LPS and LPS Control Sheet.

8. Significant Unique Expenses. In some areas, members must purchase items of significant expense (approximately $200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. Unique expenses must be incurred by the majority of members assigned, must individually be of a significant amount, and must, in fact, be paid by the vast majority of the members at the overseas PDS. These expenses should be reported/submitted by the Senior Officer to the Country Allowance Coordinator. The Country Allowance Coordinator should provide the information to PDTATAC. Do ***not*** report these unique expense items on the RPS.

9. Forwarding COLA Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in Table A, Part VI, of this Appendix, i.e., if the RPS month is October the report should reach PDTATAC by 31 October. If the County Allowance POC is unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch COLA Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E. Travel Per Diem Reports. PDTATAC is responsible for setting per diem travel allowances for the non-foreign OCONUS areas. The same hotel and restaurant information required for the COLA survey is also required for the travel per diem reports.

1. The Hotel and Restaurant Report. The Hotel and Restaurant Report (Department of State Form DS-2026) is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.

2. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Report (Department of State Form DS-2026) should be submitted annually for the OCONUS non-foreign area locations listed in Table B, Part VI, of this Appendix.

3. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports submitted for Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States include lodging and meal costs experienced by all Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. Lodging costs reported should include discounts available to civilian personnel and/or uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:

a. name of facility,

b. operating agency, and

c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.

4. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to PDTATAC:

a. a request for a review/change in the per diem rate, and

b. Department of State Form DS-2026, Hotel and Restaurant Report, submitted through the Country Allowance Coordinator.

For other locations, see JFTR, par. U4179 for submission requirements.

5. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in column two of Table B, Part VI, of this Appendix, i.e., if the '**Month Annual Travel Report Due'** is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch Travel Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX M

PART II: CURRENCY ADJUSTMENTS

A. Currency Adjustments. Overseas allowances are paid to the member in U.S. dollars; however, some rents, utilities, move-in items, and many goods and services are paid in the local currency. ***Purchases made in U.S. dollars are not adjusted for currency fluctuation***. This necessitates periodic adjustment of allowances to ensure that members maintain their purchasing power in the local currency used.

1. Reviewing and Adjusting Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. Based solely on the currency fluctuations, adjustments are made:

a. twice monthly,

b. to Overseas Housing Allowances (OHA), and/or

c. to Cost-of-Living Allowances (COLA).

2. Determining 'New' Exchange Rates. The new exchange rate selected by PDTATAC ensures that neither the member nor the Government makes or loses money. The goal is for both the member and the Government to 'break even'. PDTATAC uses a tracking and adjustment currency model that:

a. compares the daily difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,

b. compares the weekly difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,

c. accumulates both positive and negative exchange rate differences,

d. makes a new exchange rate selection when the weekly differences reach a five- percent limit,

e. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight-week period.

3. Rapid Dollar Depreciation/Appreciation. Rapid dollar depreciation/appreciation causes sometimes large and/or frequent changes in the dollar amount of members' paychecks. To restrain large changes PDTATAC uses a 'look-ahead' module. The 'look-ahead' module:

a. reviews the current accumulator,

b. projects the accumulator forward to the next review period,

c. selects a new exchange rate if the projected accumulator reaches the five percent limit,

d. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight week period, and

e. minimizes the financial (amount of paycheck fluctuation) impact to member by buying back the accumulator early.

B. Collecting Daily Exchange Rates. PDTATAC collects daily exchange rates from overseas locations and:

1. overseas commands (in countries where a significant number of members is assigned),

2. the Wall Street Journal, or

3. the USOFFICE RSC Charleston.

C. Tracking Daily Exchange Rates. PDTATAC tracks daily exchanges rates provided directly by:

1. tracks the allowance exchange rate to the actual trading rate available to members,

2. adjusts the allowance exchange rate when the accumulated difference between the two rates reach a threshold of five percent.

D. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 8th of the month (for the 16th adjustment) or the 22nd of the month (for 1st adjustment).

APPENDIX M

PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITES

A. Overseas Command/Commander Responsibilities. For overseas housing the Commander should explore every means possible that helps members obtain adequate, reasonably priced local economy housing. Additionally, the Commander should:

1. require new arriving members to register with the local housing office(r),

2. emphasize the need for new members to keep the housing office(r) informed of their progress in locating housing,

3. provide the incoming member a copy of the OHA briefing sheet (see Appendix K, Part I),

4. advise the incoming member of the responsibility to aggressively seek adequate, reasonably priced housing,

5. follow-up on the member's progress in obtaining housing,

6. advise the member of what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount less than that agreed, which could permit landlord to avoid local taxes), and

7. inform the member of the member's obligation to avoid illegal rental contracts.

B. Senior Officer Responsibilities. The senior officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance and travel per diem reports for that country. As used in this Appendix, the term ‘ country’ also applies to Hawaii, Alaska and territories and/or possessions of the United States. See Table C, Part VI, of this Appendix, for a list of required reporting locations and the responsible command/senior officer. The senior officer should:

1. formally appoints a Country Allowance Coordinator. The senior officer should provide to PDTATAC the allowance coordinator’ s:

   a. e-mail address,

   b. commercial telephone number,

   c. DSN telephone number (with prefix),

   d. commercial FAX telephone number, and

   e. DSN FAX telephone number (with prefix), if available.

2. provide to PDTATAC a copy of the Country Allowance Coordinator's appointment letter. A sample is provided in Part V of this Appendix. Forward a copy of the appointment letter to:

   Director
   Per Diem, Travel and Transportation Allowance Committee
   ATTN: E&S Branch
   Hoffman Building I, Room 836
   2461 Eisenhower Avenue
   Alexandria, VA 22331-1300

3. ensure that the appointed Country Allowance Coordinator:

a. is a good leader and motivator with sufficient authority - in many cases the allowance coordinator depends on individuals at other duty stations to collect data,

b. is a good communicator - allowance coordinators sometimes train other individuals to conduct surveys,

c. is experienced in conducting surveys (if at all possible), and

d. will be on the job for more than one survey cycle.

4. solicit the support of other commanders to designate local survey coordinators to work with the Country Allowance Coordinator in preparation of timely, high-quality reports.

5. ensure that the required reports are properly prepared and forwarded to PDTATAC by the due date. If parts of the report are delayed, completed parts will be forwarded with a cover letter. The cover letter should indicate a timeframe for forwarding the delayed reports.

6. report economic changes or other factors that substantially alter the cost of living in the country. Supporting data should be provided.

7. ensure that commanders do not establish policies that direct uniformed members to rent either above or below published rental allowance ceilings.

8. ensure that the commander advise uniformed members that, based on exchange rate fluctuations and PDTATAC reviews of cost data, station and travel per diem allowances are subject to decreases as well as increases.

C. Country Allowance Coordinator Responsibilities. The Country Allowance Coordinator responsibilities include:

1. OHA Utility and Utility/MIHA Survey. The Country Allowance Coordinator receives from a PDTATAC contractor a list of the members included in the utility or utility/MIHA survey. The allowance coordinator should review the list, make corrections where necessary, and return the corrected list to the contractor. For the utility or utility/MIHA survey the allowance coordinator also should:

a. widely advertise the upcoming survey,

b. stress the importance of the member completing and returning the survey, and

c. issue supplementary utility survey instructions that help the member complete the questionnaire.

2. COLA Surveys (RPS, LPS, and Hotel and Restaurant Report). For COLA surveys the Country Allowance Coordinator should:

a. maintain a list of all duty stations for the country as well as the individual PoC and office responsible for annual COLA survey preparation,

b. maintain at least two prior COLA reports,

c. keep forms and instructional materials needed for local survey coordinators,

d. ensure that local survey coordinators are trained in price and data collection and maintain appropriate training records,

e. ensure that local survey coordinators do not distribute excessive numbers of LPSs when conducting surveys.

3. Completed Station Allowance Reports. When surveys are complete the Country Allowance Coordinator should consolidate and forward the reports to PDTATAC with a cover letter. Forward the reports and letter to the address in Part I, par. D15, of this Appendix. The letter should be signed by the senior officer, or designee, and should include the following information, where applicable:

a. duty station changes (new, deleted, name changes);

b. any recommendations for revising the current locality listings in the Per Diem, COLA, and/or OHA lists on the PDTATAC Website (***http://www.dtic.mil/perdiem***); recommendations to consolidate or separate localities should include justification; and

c. for COLA surveys, the LPS Control Sheet completed for all areas for which a living pattern survey was conducted.

4. Currency Rates of Exchange. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are provided as required.

D. Country Allowance Coordinator Training. PDTATAC periodically conducts an in-depth two-day training session for OCONUS Country Allowance Coordinators. The adequacy of allowances is often a reflection of the Country Allowance Coordinator's knowledge and the support given to the PoC by the local command structure. The training enhances this effort by providing a working knowledge of the allowances, survey techniques, and results in more accurate and complete data reporting. The senior officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful just prior to conducting the country's cost surveys.

1. Training Location. All training sessions are held at:

Per Diem Travel and Transportation Allowance Committee
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, Virginia

2. Training and/or Scheduling Information. For training and/or scheduling information send e-mail message to: POC.Training@perdiem.osd.mil.

APPENDIX M

PART IV: LIVING PATTERN SURVEY (LPS) CONTROL SHEET

***NOTE*: When conducting an LPS, use this control sheet to track the number of surveys distributed and returned for your group. See JFTR, Appendix M, for instructions in conducting the survey.**

Country: _____

Locality/Station: _____

Survey began (dd/mm/yyyy): _____ Survey completed (dd/mm/yyyy): _____

Survey Coordinator (Name and Pay Grade)_____

Number of eligible members: _____

Number of LPSs distributed and returned:

Member's Pay Grade	Number LPSs Distributed	Number LPSs Returned
06-O10		
O-5		
O-4/W-4/W-5/O-3E		
O-3/W-3/O-2E		
O-2/W-2/O-1E/W-1		
O-1		
E-9		
E-8		
E-7		
E-6		
E-5		
E-4		
E-3		
E-2		
E-1		
Total LPSs		

_____ _____

Signature of Survey Coordinator **Date (dd/mm/yyyy)**

APPENDIX M

PART V: SAMPLE APPOINTMENT LETTER FOR COUNTRY ALLOWANCE COORDINATOR

From: (Senior Officer)

To: (Designated Country Allowance Coordinator)

Subject: Appointment as Country Allowance Coordinator for (Location/Locations)

1. You are hereby designated as the Country Allowance Coordinator and PoC for allowances (OHA, COLA, and/or per diem). You are directed to carry out your duties utilizing guidelines contained in Joint Federal Travel Regulations, Volume 1 (JFTR), Appendix M.

2. The Country Allowance Coordinator works directly with the Per Diem, Travel and Transportation Allowance Committee (PDTATAC), Alexandria, VA, for OCONUS housing, cost-of-living and travel per diem allowance issues.

3. As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys required by JFTR, Appendix M and submitting the results to the PDTATAC.

Signature and Signature Block
Of Senior Officer

cc: Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX M

PART VI: TABLES OF REPORTING LOCATIONS/SCHEDULES AND RESPONSIBLE COMMAND/SENIOR OFFICER

A. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Alaska:		
Anchorage	October	2003
Cordova	October	2003
Fairbanks	October	2003
Homer	October	2003
Juneau	October	2003
Kenai	October	2003
Ketchikan	October	2003
Kodiak	October	2003
Kotzebue	October	2003
Nome	October	2003
Seward	October	2003
Sitka	October	2003
Tok	October	2003
Unalaska	October	2003
Valdez	October	2003
Wasilla	October	2003
American Samoa	June	2004
Australia:		
Woomera	Nov	2003
Bahrain	August	2003
Belgium:		
Hainaut Prov (incl Chievres/SHAPE)	March	2003
Province of Limburg (Kleine Brogel)	March	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Canada:		
Halifax/Dartmouth/Shearwater	November	2003
North Bay	November	2003
Denmark:		
Karup (incl Baltap and Viborg)	April	2003
Germany:		
Bremen (incl Bremerhaven and Nordholtz)	November	2003
Garmisch (B)	November	2003
Geilenkirchen (NRW)	November	2003
Heidelberg (BW)	November	2003
Ramstein (RP)	November	2003
Schweinfurt (B)	November	2003
Stuttgart (BW)	November	2003
Vilseck/Graffenwohr (B)	November	2003
Gibraltar	June	2003
Greece:		
Araxos	April	2003
Larissa (Incl Tirnaaavos)	April	2003
Souda Bay	April	2003
Guam	March	2003
Hawaii:		
Hawaii (Other)	March	2003
Kauai	March	2003
Maui	March	2003
Oahu	March	2003
Iceland:		
Keflavik	October	2003
Italy:		
Aviano	September	2003
Gaeta	September	2003
Ghedi	September	2003
La Maddalena	September	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Latina	September	2003
Livorno (incl Camp Darby)	September	2003
Naples	September	2003
Sigonella	September	2003
Verona	September	2003
Vicenza (incl Longare)	September	2003
Japan:		
Atsugi (KA)	February	2003
Camp Zama (KA)	February	2003
Iwakuni (YA)	February	2003
Misawa (AO)	February	2003
Okinawa (OK)	February	2003
Sasebo (NA)	February	2003
Yokosuka (KA)	February	2003
Yokohama (KA)	February	2003
Yokota (KA)	February	2003
Korea:		
Camp Humphreys (formerly Pyongtaek)	June	2003
Chinhae	June	2003
Osan AB	June	2003
Pusan	June	2003
Seoul (K-16Fld/C.Mercer/SiteTango)	June	2003
Taegu/Waegwan (incl Camps Carroll, Henry, & Walker)	June	2003
Micronesia, Fed States of:		
Yap	February	2003
Mongolia	January	2003
Netherlands:		
Province of Limburg (Brunssum/Schinnen)	February	2003
Rotterdam	February	2003
Volkel	February	2003
Northern Mariana Islands:		
Saipan	February	2003

Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Schedule (RPS)	RPS Month	LPS Year
Portugal:		
Azores	November	2003
Puerto Rico:		
Aguadilla (incl CG AS Borinquen)	September	2003
Ft. Buchanan	September	2003
Roosevelt Roads	September	2003
Singapore	April	2003
Spain:		
Moron AB	February	2003
Rota	February	2003
United Kingdom:		
Croughton (including Barford St. John, Bicester, and Upper Heyford)(E)	May	2003
Fairford (E)	May	2003
Harrogate/Menwith Hill (E)	May	2003
High Wycombe/Daws Hill (E)	May	2003
Lakenheath/Mildenhall (E)	May	2003
London, Central (E)	May	2003
Yeovilton (E)	May	2003
St. Mawgan (E)	May	2003
Virgin Islands:		
St. Croix	June	2003

B. Travel Per Diem Reports - Required Reporting Locations/Schedule

Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	Month Annual Travel Report Due
Alaska:	
Anchorage (incl Naval Reserve Station)	October
Bethel	October
Cordova	October
Delta Junction (Ft. Greely)	October
Denali National Park	October
Dutch Harbor-Unalaska	October
Fairbanks	October
Glennallen	October
Healy	October
Homer	October
Juneau	October
Kenai-Soldotna	October
Kennicott	October
Ketchikan	October
Klawock	October
Kodiak	October
Kotzebue	October
Nome	October
Petersburg	October
Seward	October
Sitka-Mt. Edgecombe	October
Tok	October
Umiat	October
Valdez	October
Wasilla	October
American Samoa	June
Guam	March

Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection	Month Annual Travel Report Due
Hawaii:	
Isle of Hawaii: Hilo	March
Isle of Hawaii: Other	March
Isle of Kauai	March
Isle of Maui	March
Isle of Oahu	March
Johnston Atoll	March
Midway Islands	March
Northern Mariana Islands:	
Rota	March
Saipan	March
Other	March
Puerto Rico:	
Aguadilla	September
Ft. Buchanan (incl GSA Svc Ctr)	September
Mayaguez	September
Ponce	September
Roosevelt Rds (incl Naval Reserve Station)	September
San Juan (incl Naval Reserve Station)	September
Virgin Islands:	
St. John	June
St. Thomas	June
Wake Island	May

C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USCINCPACREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (responsibility for housing reports delegated to NSSG US SHAPE AERSH-FO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa (responsibility for Argentia reports delegated to NAVFAC Argentia; responsibility for British Columbia housing reports delegated to NAVUSEAWARENGSTA, Keyport)
Chile	USDAO, Santiago
Columbia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	OMC, Cairo (responsibility for housing reports delegated to U.S. Naval Medical Research Unit, Cairo)
El Salvador	USMILGP, San Salvador
Fiji	USCINCPACREP, Suva
France	USDAO, Paris
Germany	CINCUSAREUR
Gibraltar	CINCUSNAVEUR London (N25)
Greece	ODC, Athens (responsibility for all reports delegated to CO, 7276 ABG, Iraklion AS)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Guam	USCINCPACREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USCINCPAC, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, HK
Iceland	Iceland Defense Forces, Keflavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	CINCSOUTH, Naples (responsibility for all reports delegated to U.S. Naval Support Activity, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Johnston Atoll	USCINCPAC, Honolulu
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USCINCPACREP Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USCINCPACREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington (responsibility for housing reports for Christchurch delegated to NAVSUPPFORANTARTICA DET Christchurch
Northern Mariana Islands	USCINCPACREP, Guam
Norway	USODC, Oslo
Palau, Republic of	CINCPACREP, Guam
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	CINCPACREP, Philippines (responsibility for housing reports for Manila delegated to NAMRU Two, Manila)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Portugal	U.S. National Support Unit, Lisbon
Puerto Rico	Commander, Fleet Air Caribbean (responsibility for all reports delegated to CO, U.S. Naval Station Roosevelt Roads)
Singapore	USCINCPACREP, Singapore
Spain	USODC, Madrid
Sweden	USDAO, Stockholm
Switzerland	USDAO, Bern (responsibility for housing reports for Geneva delegated to USMISSION, Geneva)
Thailand	JUSMAGTHAI, Bangkok
Turkey	TUSLOG, Ankara
United Kingdom	CINCUSNAVEUR, London
Uruguay	USODC, Montevideo
Venezuela	USMILGP, Caracas
Virgin Islands, U.S.	Senior Army Advisor
Wake Island	Det 4 15 ABW (travel data only)

*APPENDIX N

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U9107):

a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,

b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and

c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.

2. To be entitled to a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).

3. MIHA is intended to defray the move-in costs associated with occupying privately leased quarters covered under the OHA program.

4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. Members residing in privately leased quarters receive an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).

2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. MIHA/Rent claims must be accompanied by a completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)). Members may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of $75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).

2. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member ***and*** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

4. The authorizing/approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

***NOTE*: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.**

D. MIHA/Security

1. To qualify for MIHA/Security, members must be assigned to an area where dwellings must be modified in order to minimize exposure to terrorist and/or criminal threat (for 'Areas Currently Designated as High Threat', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas.

(a) When Department of State ***is responsible*** for the area's residential security: the member does not complete DD Form 2556, Part C. All security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State.

(b) When Department of State ***is not responsible*** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a high threat area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

Letter Address:

Director
Per Diem, Travel and Transportation Allowance Committee
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E-Mail Message Address:

Housing.Security@perdiem.osd.mil

Message Address:

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

4. MIHA/Security claims must be accompanied by a completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)). Members may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of $75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

7. Both the member ***and*** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 ***through*** 10 (for assistance see the Housing Officer).

2. The 'Housing Officer or Appropriate Official' must either check box 11a(1) ***or*** 11a(2), whichever is appropriate.

3. The Housing Officer or Appropriate Official must also complete blocks 11b ***through*** 11d.

4. The 'Certifying Official' must check the appropriate block for both 12a ***and*** 12b. The selection for block 12b ***is based on*** the answer provided by the Housing Officer or Appropriate Official in block 11a.

5. The Certifying Official must also complete blocks 12c ***through*** 12g.

6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) a one-time charge - it is reported on DD Form 2556,

(b) a monthly charge - it is included with rent and reported on DD Form 2367, and

(c) charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) avoidable real estate agent fees (see Examples 1 and 2 below),

(2) restoration/redecoration fees when they are not customary.

EXAMPLE 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official must disapprove reimbursement of the rent-related fee.

EXAMPLE 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of $75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of $75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 ***must not*** be submitted to PDTATAC directly; submitting the forms directly to PDTATAC will delay processing and reimbursement of the MIHA/Miscellaneous allowance.

APPENDIX N

PART II: HIGH THREAT LOCATIONS

Locations *Currently* Designated As High Threat

1 July 2001

Location (Country and/or Country/City)	Date Established
Angola	1 March 1993
Argentina	1 June 1997
Armenia	16 Dec 2001
Bahamas – Nassau	1 May 1996
Bangladesh	1 December 1998
Belgium – Shape	1 May 2000
Belize	16 October 1994
Bolivia	1 July 2001
Brazil	18 February 1993
Cambodia – Phnom Penh	16 October 1994
China	1 February 2000
Colombia	1 September 1990
Croatia	1 February 2000
Dominican Republic – Santo Domingo	18 February 1993
Dominican Republic – Other	1 October 1999
East Timor	16 August 2000
Ecuador	1 December 1998
*Egypt	1 March 1994
Fiji	1 July 2001
France – Paris	1 February 2000
Greece – Athens	1 September 1990
Greece - other	1 July 2001
*Guatemala	18 February 1993
Haiti – Port-au-Prince	1 April 1995
Haiti – Other	1 October 1999
Honduras – Tegucigalpa	1 September 1990
Honduras – Other	1 October 1999
Hong Kong	1 February 2000
Indonesia	1 October 1999
Israel – Tel Aviv	14 February 1991
Jamaica – Kingston	18 February 1993
Jamaica – Other	1 October 1999
Jerusalem (East and West)	1 September 1990
Jordan	16 Dec 2001
Kenya – Nairobi	18 February 1993
Korea – Seoul	1 February 2000
Latvia	16 Dec 2001

Locations *Currently* Designated As High Threat (Continued)

Mexico – Mexico City	16 October 1994
Morocco	16 May 1998
Nepal	1 September 1998
Pakistan	1 September 1992
Papua New Guinea – Port Moresby	18 February 1993
Paraguay – Asuncion	1 September 1993
Paraguay – Other	1 October 1999
Peru—Lima	1 September 1990
Peru—Other	1 June 1997
Philippines	1 September 1990
Poland – Warsaw	1 April 1995
Russia	1 December 1998
Slovakia	1 February 2000
South Africa	1 February 2000
Syria	1 October 1998
Trinidad and Tobago	16 August 1998
*Turkey	1 September 1990
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Venezuela	1 April 1997
Viet Nam	1 July 2000
Yemen	16 April 1997
Zimbabwe	1 May 1996

Locations *Previously* Designated As High Threat

Location (Country and/or Country/City)	Date Established	Date Removed
Costa Rica - San Jose	16 April 1997	1 July 2001
Costa Rica - Other	1 October 1999	1 July 2001
Rwanda	1 May 1996	1 July 2001
Singapore	1 Feb 2000	1 July 2001

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

*T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites ***http://www.dtic.mil/perdiem/opdrform.html***, and ***http://www.dtic.mil/perdiem/pdrform.html***, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).

2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

b. must use coach class, unless a medical condition or mission timing requires premium class,

c. shall ***not*** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and

e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. <u>Retaining Promotional Items</u>

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

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

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

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

*A. CTO Use

1. Mandatory Policy. It is DoD ***mandatory policy*** that travelers use available CTOs to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DoD component/Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. T4005).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must ***not*** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement ***shall not be allowed*** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

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

a. services available under a TMS (see Appendix A), or

b. in-house travel offices.

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

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

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

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall ***not*** be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations

whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler' s Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) ***(found at website http://www.dtic.mil/comptroller/fmr/)*** (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

*F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops shall not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and

overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

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

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** are without effect. The locality rates in

http://www.dtic.mil/perdiem/pdrates.html are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

*d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of $110 ($76 for lodging and $34 M&IE). The AO could authorize up to $296 for lodging (300% x $110 = $330 - $34 = $296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE:
a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see http://www.dtic.mil/perdiem/opdrform.html) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

e. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on

Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is $2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999
NOTE 1: Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c)***.

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at 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 until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

*3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A member receiving the GMR rate while TDY to a JTF Commander's area of responsibility (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 location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals **(In AOR only)**	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore – see "Subsist Ashore" (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

Effective 26 September 2002

E. Miscellaneous Expenses. Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

*2. ATM Fees

a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of $50 a night, but pays $100, the traveler may be reimbursed only for the taxes on $50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

a. currency conversion; ***NOTE:*** ***Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary)***;

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

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*9. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

g. official phone calls (see par. T4060-B5);

h. connections used for computers to perform official Government business;

i. excess baggage transportation costs;

j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for travelers other than service members and par. U2555-E3 for members***;

k. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***

l. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;

m expedited charge card deliver (effective 1 May 2001);

n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

o. lodging late check-out fees; and

p. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are ***not*** issued for the traveler's convenience.

10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

11. tips for taxis and limousines;

12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);

13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);

14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

15. **MEMBERS/EMPLOYEES**: tips for handling ***Government property at terminals and hotels***;

16. **UNIFORMED MEMBERS ONLY**: customary tips for handling ***any baggage*** at transportation terminals;

17. **CIVILIAN EMPLOYEES ONLY**

a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is*** a separately reimbursable travel expense when travel ***within CONUS*** requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;

b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is not*** a separately reimbursable travel expense ***for OCONUS*** travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

Effective 1 April 2001
18. **UNIFORMED MEMBERS ONLY**:

a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of $2 per day, ***is*** a separately reimbursable travel expense when TDY travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16);

b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing ***is not*** a separately reimbursable travel expense ***for OCONUS*** travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.;

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees***; and

20. any per-day administrative fee called for by the MTMC rental car agreements.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. duty sites,

b. lodgings,

c. dining facilities,

d. drugstores,

e. barber shops,

f. places of worship,

g. cleaning establishments, and

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

3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, ***Assigned Unit*** is a reserve member's designated post of duty and ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home' s city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;

2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;

3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;

4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member' s residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov' tqtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home' stown/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home' s town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
*Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	*par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	*par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
2/ Except as noted in JFTR, par. U2146.
3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
6/ Temporary lodging facilities are not Government quarters for purposes of this table.
7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member' s assigned unit or home	1. May be authorized reimbursement under par. T4040-F 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	not authorized
Travel from home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

Table is for informational purposes only. Entitlements are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.
2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully***. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of $75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has

two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

*b. Options on contract flights use. ***NOTE: Contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;

(4) Rail service is available, cost effective, and consistent with mission requirements;

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

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE*: *See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

*c. Authorizing Business-Class Transportation Accommodations. When mission requirements dictate, AOs may authorize business-class transportation accommodations for the following reasons (the reason must be recorded on the Trip Record):

(1) Available coach class accommodations shall not allow timely mission completion;

(2) A traveler's documented medical condition requires use of premium class accommodations;

(3) Security or exceptional circumstances make use essential to accomplish the mission;

(4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;

(5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

*(6) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. AOs must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See JFTR, par. U4325/JTR, par. C1059 Scheduling Travel and NOTE 1 in JFTR, par. U4326/JTR, par. C1060 on rest periods).***

***NOTES*:**

(1) If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(2) 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.

(3) The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(4). When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

(5): When scheduling flights of 14 or more hours, 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 Government-funded business accommodations with arrival on the day the TDY starts.

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

(1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;

(2) A documented medical condition of the traveler requires use of first-class; or

(3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

(1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

(2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year***. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler' shome/family are official. These communications must be only to advise of the traveler' s safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler' s control (for example, strikes, weather).

11. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,

b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

*19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. 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, Hawaii) 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 ***(http://www.dtic.mil/perdiem/pdrates)***, the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

Helping Verb	Degree of Restriction
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	**USS Eisenhower** **Discontinued**	June 20, 1996 **March 31, 1997**
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	**March 31, 1997**
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

***NOTE*: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.**

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

****NOTE*: *Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.***

APPENDIX P

RESERVED

APPENDIX Q

OVERSEAS TOUR LENGTHS

The following are overseas tour lengths ***for members of the DoD Services only (other than the Defense Attache' System):***

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (Note 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely	NA	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA		
Tirana	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY		
Diego Garcia	NA	12
BULGARIA		
Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentia, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA		
Zagreb	24	12

CUBA		
Guantanamo Bay (Note 2)	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC		
Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ERITREA	24	12
ESTONIA		
Tallinn	24	24
FRANCE	36	24
GEORGIA		
Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12
GREENLAND (see DENMARK)		
GUAM (as indicated)		
Navy personnel	24	24
Air Force and Army personnel	24	15
GUATEMALA	36	24
GUYANA	24	18
HAWAII (except as indicated) (Note 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY		
Budapest	36	24
ICELAND	30	18
INDIA	24	12
INDONESIA	24	12
ISRAEL	24	12

ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (Note 3)	36	24
Akizuki Kure	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (Note 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA		
Riga	24	12
LIBERIA	24	18
LITHUANIA		
Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA		
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA		
Chisinau	24	18
MONGOLIA	24	24

MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES		
Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY (except as indicated)	36	24
Stavanger	24	24
OKINAWA (see JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA		
Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SAUDI ARABIA	24	12
SEYCHELLES	24	12
SINGAPORE	36	24
SLOVAKIA		
Bratislava	36	24
SLOVENIA		
Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN		
Stockholm	36	24

TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE		
Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (Note 3)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM	NA	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
Yugoslavia, Fed Rep	24	18

NOTES:

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawaii are outlined in DoDI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum of a 48-month tour is permitted for Navy personnel.
4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by U.S. Forces Korea. Those not eligible to serve accompanied-by-dependents tour shall be considered to be serving a dependent-restricted tour. (Command-sponsored dependents for service members assigned to Suwon are required to reside at Osan AB.)

APPENDIX R

Reserved

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations ***for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents***:

Authorized FEML Location	Command Region	Authorized Destination	Recertification Due Date
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Costa Rica, San Jose	Southern	Miami	31 March 2004
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004

Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	European	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
*Guinea, Conakry	European	Paris/ Frankfurt	31 January 2005
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003

Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003

Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.

*APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

(Traveler Identification)

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit	
	Information meeting	
	Training attendance	
	Speech or presentation	
	Speech or presentation	
	Conference attendance	
	Relocation	Same as change of official station.
	Entitlement travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
Payment Method	EFT Treasury Check Imprest Fund	Direct deposit via electronic funds transfer.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

STANDARD DATA ELEMENTS FOR TRAVEL

(Commercial Transportation Information)

Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	

Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, Gov't credit card number).
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

STANDARD DATA ELEMENTS FOR TRAVEL

(Travel Expense Information)

Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense Car rental, Taxis, Other	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
Constructive cost	Constructive cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
(Accounting & Certification)

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

*APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

***NOTE 1*: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation**

***NOTE 2*: The footnoted locations are authorized R&R for specific missions only!**

The following are authorized Rest and Recuperation (R&R) locations/destinations ***for members of the Uniformed Services and, effective 2 November 2002, for civilian employees:***

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Bahrain 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Bosnia-Herzogovina	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Former Republic of Yugoslavia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kuwait 2/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kyrgyestan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002

Oman 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Pakistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Qatar 3/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Saudi Arabia 4/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Tajikistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
UAE 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Uzbekistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Yemen 5/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002

1/ Only for the mission of Operation Southern Watch.
2/ Only for the missions of Combined Joint Task Force – Kuwait (CJTF-KU) (Operation Desert Spring) and U.S. Army Central Command – Kuwait (ARCENT-KU).
3/ Only for the mission of U.S. Army Central Command – Qatar (ARCENT-QA).
4/ Only for the missions: a) U.S. Army Central Command – Saudi Arabia (ARCENT-SA), b) 320th Air Expeditionary Group (AEG) (Operation Desert Shift will transition JTF-SWA to Prince Sultan Air Base with target date of 1 April 01), c) U.S. Central Command Air Forces (CENTAF) elements Airborne Early Warning (AEW) at Prince Sultan Air Base, Ali Al Saleem and Al Jabbar.
5/ Only for Humanitarian Mission (Demining).
6/ Only for the mission of Enduring Freedom.