APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACADEMY, SERVICE. The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy or Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or other 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. 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.

1. First-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest service class, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.

2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than economy/coach and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.

3. Economy-/Coach-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the airfare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). 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 least expensive 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).

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. A GOV'T-owned establishment;

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 USC §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 a member 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. Authorization for reimbursement is contingent on authorization for 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) authorization/order, but before member travel.

AGENCY.

A. Includes a/an:

1. Executive agency, as defined in 5 USC §101;

2. Military department;

3. 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 a/an:

1. GOV'T-controlled corporation;

2. Member of Congress; or

3. 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: Providing readiness training is the primary purpose of annual 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 USC §101(4).

ATTENDANT. An attendant:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member authorized to travel to/from a medical facility for required medical attention that is not available locally;

2. Takes care of and waits upon the member patient in response to the patient's needs;

3. May travel with the patient and attend to the patient's needs at the destination medical facility; and

4. Is appointed by competent medical authority.

AUTHORIZED.

a. Permission given before an act.

b. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, the regulation means that an eligible individual has that allowance without further action by any other activity.)

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). 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 GTCC.

AUTOMOBILE MILEAGE RATES. ***See MILEAGE (ALLOWANCE).***

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

BAGGAGE, ACCOMPANIED. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

BAGGAGE, UNACCOMPANIED (UB). That part of a member's prescribed 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: UB ICW permanent duty and COT/IPCOT travel consists 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: ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL AUTHORIZATION/ORDER. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization/Order.) An authorization/order issued to a member who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. ***Also see TRAVEL ORDER***.

NOTE 1: The blanket/repeat travel authorization/order is not used in DTS.

NOTE 2: A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each trip, must be issued.

NOTE 3: 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/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (par. U4215). NOTE 3 does not apply to the Coast Guard.

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and economy-/coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and economy-/coach-class accommodations. ***See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.***

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.)***

CAPACITY-CONTROLLED CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at ***www.gsa.gov/citypair***. ***These airfares are not used in cost-construction.***

CERTIFICATED AIR CARRIER. ***See U.S. FLAG AIR CARRIER***.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at ***www.gsa.gov/citypair*** **.**

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized 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 GOV'T 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 SECDEF as an operation in which armed forces members 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 a Uniformed Services member under 10 USC §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 CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced airfares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC). 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 GOV'T.

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 ***dtod.sddc.army.mil***.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. Also ref the Defense Almanac ***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense at the mil.com website ***http://www.gov.com/agency/dod/agency.html***

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces
DOD FIELD ACTIVITIES: American Forces Information Service Defense Prisoner of War/Missing Personnel Office Defense Technology Security Administration DOD Counterintelligence Field Activity DOD Education Activity DOD Human Resources Activity Office of Economic Adjustments TRICARE Management Activity Washington Headquarters Services
DEFENSE AGENCIES: Defense Advanced Research Projects Agency Defense Commissary Agency

DEFENSE AGENCIES (cont.): Defense Contract Audit Agency Defense Contract Management Agency Defense Finance and Accounting Service Defense Information Systems Agency Defense Intelligence Agency Defense Legal Services Agency Defense Logistics Agency Defense Security Cooperation Agency Defense Security Service Defense Threat Reduction Agency Missile Defense Agency National Geospatial Intelligence Agency National Geospatial Intelligence College National Security Agency/Central Security Service Pentagon Force Protection Agency
JOINT SERVICE SCHOOLS: Joint Military Intelligence College Defense Acquisition University National Defense University Joint Professional Military Education Colleges Uniformed Services University of the Health Sciences

DEPENDENT. Defined by 37 USC §401.

***NOTE*: Exception. For authorization 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 home port 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 the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §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 age 21 (including an infant born after a PCS authorization/order effective date 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 age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 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 age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW 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: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T 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 the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent 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 age 21 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 parent's dependency 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 par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody 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 age 21, or

(2) Has not attained the age 23 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.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DODFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case in which the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855

b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055

c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000

d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143

e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

Pertinent GSBCA decisions
GSBCA 15947-RELO, 31 March 2003 available at: ***http://www.gsbca.gsa.gov/relo/r1594703.txt***
GSBCA 15382-RELO, 20 December 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1538220.txt***
GSBCA 15207-RELO, 19 May 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1520719.txt***
GSBCA 14673-RELO, 9 December 1998 available at: ***http://www.gsbca.gsa.gov/relo/r1467309.txt***
GSBCA 14122-RELO, 16 March 1998 available at: ***http://www.gsbca.gsa.gov/relo/r141220.txt***

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**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DODI 1315.18, par. E2.1.13.

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;

2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse 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 par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the old PDS vicinity at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;

5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, 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 GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 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 prescribed for meals in a GOV'T dining facility/ mess after operating cost removal. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. 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.

2. 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 STATION. For the purpose of 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 an RC;

   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 a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:

a. Retirement;

b. Transfer to an RC, 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 DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS authorization/order.

EFFECTIVE DATE OF PCS ORDER. ***See PCS AUTHORIZATION/ORDER EFFECTIVE DATE.***

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), 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 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member between authorized locations, when:

a. Member travel is authorized by competent authority, and

b. The member is incapable of traveling alone, and

2. May be appointed by the member's commanding officer/AO.

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 title 41 of the 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 GOV'T 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 GOV'T dining facility/mess or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that a member is 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 QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.***

FIRST-CLASS. The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §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 U.S. citizen; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and facilities 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 U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. 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 (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A miscellaneous reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

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-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. ***See GOVERNMENT TRAVEL CHARGE CARD.***

GOVERNMENT-CONTROLLED QUARTERS. Quarters, other than GOV'T or privatized QTRS. under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS) for which the GOV'T controls occupancy.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility/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 non-appropriated 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

3. Box lunches, in flight meals, or rations furnished by the GOV'T 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 GOV'T 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:

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the GOV'T for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) provided for meals in a GOV'T dining facility/mess.

Effective 1 January 2009.

1. Discount GOV'T Meal Rate: $9.25 per day

2. Standard GOV'T Meal Rate: $10.80 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. ***See GOVERNMENT DINING FACILITY/MESS.***

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;

2. Lodgings or other QTRS obtained by GOV'T contract;

3. QTRS in a state-owned National Guard camp;

4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in APP A;

6. 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;

7. Family-type housing owned/leased by the GOV'T whether occupied as a guest or as a principal; and

8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DOD Services. Adequacy standards for DOD Services are prescribed by the Office, SECDEF in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.

2. Non-DOD Services. See Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the. GOV'T for transportation on land, water, or in the air. ***(Also see GOVERNMENT CONVEYANCE.)***

GOVERNMENT TRANSPORTATION REQUEST (GTR) ***(Standard Form 1169).*** An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY) for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Members, traveling together under an authorization/order directing no/limited reimbursement, may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

HIGHEST CONUS M&IE RATE

$64 Effective for travel by car ferry ***on or after 1 October 2005***

HOME OF RECORD (HOR). The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

***NOTE 1*: The place recorded as the individual's home 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 at which 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 of 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 authorization/order that legally may be accepted and transported by an authorized commercial transporter.

***NOTE 1*: See par. U5310-E for an article involving a weight additive.**

***NOTE 2*: HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.**

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;

3. 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), CD players, GPS systems, and miscellaneous associated hardware);

4. Consumable goods for a member ordered to locations listed in APP F;

5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and

7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered 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).

8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

9. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

B. HHG ***do not*** include:

1. Personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Ch 5, Part E for POV shipment);

3. Live animals including birds, fish and reptiles;

4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:

a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS authorization/order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

b. 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));

5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

6. HHG for resale, disposal or commercial use;

7. Privately owned live ammunition (B-130583, 8 May 1957);

8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

   a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

   b. No storage is required, and

   c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. ***See TRANSPORTATION, HHG***.

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the HHG shipment net weight 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 an RC member by the Secretary Concerned, or

   b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, 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 an authorization/order, 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: An IPCOT authorization/order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailment of the initial overseas tour is not authorized. (Ref: DODI 1315.18***). For USCG, see Service directives.

INVITATIONAL TRAVEL. ***See TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity's or unit's mission 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) at which 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 IN KIND. Lodgings provided by the GOV'T without cost to the member.

LODGINGS-PLUS COMPUTATION METHOD. The per diem computation method for official travel. The per diem amount for each travel day is established on the basis of the actual amount paid for lodging NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum locality per diem rate.

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 a Fleet Reserve or Fleet Marine Corps Reserve member who is 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. GOV'T-procured commercial transportation,
3. GOV'T 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 member's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized POC use 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 IAW the applicable provisions of this regulation). See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawai'i, 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, and 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 non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. ***See AO.***

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. See OCONUS.

PCS AUTHORIZATION/ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. See below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues 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.

3. An IPCOT authorization/order effective date is the first day of duty on the new tour. See IPCOT definition.

***NOTE*: The following are examples of computing an authorization's/order's effective date:**

EXAMPLE 1	
A 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.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date
EXAMPLE 2	
A 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 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date

PER DIEM ALLOWANCE. The per diem allowance **(*also referred to as subsistence allowance*)** is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other Miscellaneous Reimbursable Expenses. The per diem allowance covers all charges, including tax ***(except lodging tax in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below)*** and applicable service charges, for:

1. Lodging. Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, ***and in foreign OCONUS areas only lodging tax (see NOTE 2 below)***. ***NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.***

NOTE 1:

a. The maximum amount allowed for lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Tax on lodging in CONUS and non-foreign OCONUS areas is a separate miscellaneous reimbursable expenses except when 'MALT-Plus' per diem for POC travel is paid.

b. The maximum amount allowed for lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in foreign OCONUS areas includes a lodging tax amount. Tax on lodging in foreign OCONUS areas is not a separate miscellaneous reimbursable expense.

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 APP G 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 at which meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Ch 3, Part F and Ch 1, Part C.***;

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 GOV'T-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) that are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (1949)); and

h. Tax and service charges on any of the expenses in items 2 through 3g.

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 separate miscellaneous 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 separate miscellaneous 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.***

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive Orders and decisions of the Comptroller General of the United States, and Department of Defense Office of Hearings and Appeals (DOHA) for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DOD Directive 5154.29, 9 March 1993).

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent authorization/order that does 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 DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship 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 an RC;

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 the member's UB located on board the ship). The home port 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 and OHA.

NOTE 1: The PDS geographic limits are:

a. For a member. 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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler

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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits 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 GOV'T 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, Hawai'i. 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 facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, 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 an RC;

   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 a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

4. The member's home upon:

   a. Retirement;

   b. Transfer to an RC, 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 a member of the regular Services, or of an RC member 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 an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.

3. In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place at which the member attains a military status or at which 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.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or to include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

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 (POD).

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 (POE).

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.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**; or

2. Business-class. See definition of **BUSINESS-CLASS.**

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T 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 GOV'T, 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 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 member's dependent for the primary purpose of providing personal transportation that:

   a. Is self-propelled;

   b. Is licensed to travel on the public highways;

   c. Is designed to carry passengers or HHG; and

   d. Has four or more wheels; 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 authorization/order.

2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a member's dependent) and is for the personal use of the member or the member's dependents.

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 member's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*** See also par. U10000.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE. ***(Also called PRO or PRO-Gear.)*** HHG in a member's or employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). The following items are PBP&E:

1. Reference material;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

4. Communication equipment used by a member in association with the MARS (see DODD 4650.2);

5. Individually owned or specially issued field clothing and equipment;

6. An official award given to 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 ICW official duties; and

7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

8. GOV'T- or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

***NOTE*: Excluded from PBP&E is commercial products for sale/resale used in conducting business, 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 ICW the PBP&E.**

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE. ***(Also called PRO or PRO-Gear). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE)***. HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

1. Reference material,

2 Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and

4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE*: Excluded from PBP&E is commercial products for sale/resale used in conducting business, 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 ICW the PBP&E.**

***PROPORTIONAL MEAL RATE.** The average of the standard GOV'T meal rate (http://www.defensetravel.dod.mil/perdiem/faqgovmeals.html) and the meals portion of the applicable M&IE rate (http://www.defensetravel.dod.mil/perdiem/pdrates.html), rounded up 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 AUTHORIZATION/ORDER. ***See BLANKET TRAVEL AUTHORIZATION/ORDER***.

RESERVE COMPONENT. The

1. Army National Guard of the United States,

2. Army Reserve,

3. Naval Reserve,

4. Marine Corps Reserve,

5. Air National Guard of the United States,

6. Air Force Reserve,

7. Coast Guard Reserve, and

8. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

SECRETARY CONCERNED. As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;

2. 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;

3. The Air Force, with respect to matters concerning the Air Force;

4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

6. 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.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SERVICES. ***See UNIFORMED SERVICES.***

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;

2. To or from a NTS facility in the member's PDS area;

3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

4. Incident to reassignment or PCS to a new PDS near the old PDS;

5. Between residences within a metropolitan area; or

6. 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, but are not limited to, the traveler's weight or height.

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 (http://www.defensetravel.dod.mil/perdiem/perdiemrates.html).

STANDARD GOVERNMENT MEAL RATE. See definition of "GOV'T Meal Rate" for current rates. The daily rate established for meals in a GOV'T dining facility/mess including the operating cost.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as temporary storage.

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DOD 6015.1-M, January 1999, P19.1.19).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. 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 at which processing is accomplished.

3. Types: There are four types of TDY travel with different allowances:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).

c. Deployment, Personnel Traveling Together Under an Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, 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 GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

d. Special Circumstances Travel. Those categories of travel found in JFTR, Ch 7.

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' QTRS allowances. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the facility. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

TEMPORARY STORAGE. ***See STORAGE IN TRANSIT***.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. ***(As released by the Office of the Geographer and Global Issues, 1 July 1997.)***

1. 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***)

2. Commonwealth of Puerto Rico

3. American Samoa

4. Baker Island

5. Guam

6. Howland Island

7. Jarvis Island

8. Johnston Atoll

9. Kingman Reef

10. Midway Islands

11. Navassa Island

12. Palmyra Atoll

13. Virgin Islands

14. Wake Island

TERRITORY OF THE UNITED STATES. ***Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*** An incorporated or unincorporated territory over which the U.S. exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to U.S. jurisdiction. ***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 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 shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, Part H for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

> ***NOTE 1: The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is IAW 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 GOV'T request (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider, ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T 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 authority for the use of QTRS facilities, allowances, and certain transportation and miscellaneous reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL AUTHORIZATION/ORDER. 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 authorization/ order:

1. Unlimited Open. This is a form of blanket travel authorization/order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

2. Limited Open. This is a form of blanket travel authorization/order 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 within a fiscal year. See ***NOTE*** below for restrictions.

3. Repeat. This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.

4. Trip-by-trip. This is a travel authorization/order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE*: Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.**

TRAVEL CLAIM (VOUCHER). A written request supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

TRAVEL MANAGEMENT CENTER (TMC). ***See (CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)*** and ***TRAVEL MANAGEMENT SYSTEM (TMS)***.

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 CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DOD or the GOV'T.

***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 ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.**

TRAVEL ORDER. ***See TRAVEL AUTHORIZATION/ORDER.***

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 traveler's control. ***NOTE*: See par. U2200 for more detail.**

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official travel authorization/order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the travel authorization/order 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.

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.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. See DODI 1315.18, par. E2.1.50

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 (U.S.). The 50 states and the District of Columbia.

U.S. -CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. ***See U.S.-CERTIFICATED AIR CARRIER.***

U.S. INSTALLATION. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a GOV'T dining facility/mess, and
3. At which there are GOV'T 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 U.S. 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.

WEIGHT ADDITIVE. ***See HOUSEHOLD GOODS-WEIGHT ADDITIVE.***

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

APPENDIX A

PART II: ACRONYMS

***(C)* means applicable only to JTR** ***(U)* means applicable only to JFTR**

Acronym	Meaning
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training ***(U)***
ATM	Automated Teller Machine
AWOL	Absent Without Leave ***(U)***
BAH	Basic Allowance for Housing ***(U)***
BAH-DIFF	Basic Allowance for Housing – Differential ***(U)***
BAH-RC	Basic Allowance for Housing - Reserve Component ***(U)***
BAH-T	Basic Allowance for Housing – Transit ***(U)***
BAS	Basic Allowance for Subsistence ***(U)***
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or "-CA", differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance ***(U)***
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour ***(U)***
CSRS	Civil Service Retirement System ***(C)***
CTD	Civilian Travel Determination ***(C)***
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
*DAS	*Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
*DIA	*Defense Intelligence Agency
DLA	Dislocation Allowance ***(U)***
DOD	Department of Defense
DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools ***(C)***
DODEA	Department of Defense Education Activity
DODI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals ***(U)***
DOJ	Department of Justice ***(U)***
DON	Department of the Navy (includes USN and USMC)
*DPM	*Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System

Acronym	**Meaning**
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel ***(C)***
FAM	Foreign Affairs Manual ***(C)***
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System ***(C)***
FHA	Federal Housing Administration ***(C)***
FSH	Family Separation Housing ***(U)***
FSH-B	Family Separation Housing – BAH Based Location ***(U)***
FSH-O	Family Separation Housing – OHA Based Location ***(U)***
FTA	Foreign Transfer Allowance ***(C)***
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance ***(C)***
FVT	Family Visitation Travel ***(C)***
FWS	U.S. Fish and Wildlife Service ***(C)***
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services ***(U)***
HHT	House Hunting Trip ***(C)***
HOR	Home of Record
HOS	Home of Selection ***(U)***
HP	Home Port ***(U)***
HSTA	Home Service Transfer Allowance ***(C)***
IADT	Initial Active Duty for Training ***(U)***
IAW	In Accordance With
ICW	In Connection With
IE	Incidental Expenses
IBA	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
IPCOT	In-Place Consecutive Overseas Tour ***(U)***
IRC	Internal Revenue Code ***(C)***
IRS	Internal Revenue Service ***(C)***
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY ***(U)***
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance ***(C)***
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument ***(U)***
LPQ	Living Pattern Questionnaire ***(U)***
LPS	Living Pattern Survey ***(U)***
LWOP	Leave Without Pay ***(C)***
M&IE	Meals and Incidental Expenses

Acronym	Meaning
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance ***(C)***
MHA	Military Housing Area ***(U)***
MIA	Missing in Action
MIHA	Move-in Housing Allowance ***(U)***
MILAIR	Military Aircraft
MSC	Military Sealift Command ***(C)***
NIST	National Institute of Standards and Technology ***(C)***
NOAA	National Oceanic and Atmospheric Administration ***(Same as USNOAA)***
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ***(U)***
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station ***(U)***
PDT	Permanent Duty Travel ***(C)***
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ***(U)***
PHS	Public Health Service ***(Same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty ***(U)***
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
QTRS	Quarters
RAT	Renewal Agreement Travel ***(C)***
RC	Reserve Component
RDD	Required Delivery Date ***(U)***
RIT	Relocation Income Tax ***(C)***
RPDCI	Retail Price Data Collection Instrument ***(U)***
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ***(C)***
SECDEF	Secretary of Defense
SES	Senior Executive Service ***(C)***
SIT	Storage in Transit
SMA	Separate Maintenance Allowance ***(C)***
SR&R	Special Rest and Recuperative Absence ***(U)***
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board ***(C)***

Acronym	**Meaning**
TCS	Temporary Change of Station ***(C)***
TDRL	Temporary Disability Retired List ***(U)***
TDY	Temporary Duty
TLA	Temporary Lodging Allowance ***(U)***
TLE	Temporary Lodging Expense ***(U)***
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ***(C)***
TQSE	Temporary Quarters Subsistence Expenses ***(C)***
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management ***(C)***
UTD	Uniformed Travel Determination ***(U)***
VA	Department of Veterans Affairs ***(C)***
VAMC	Veterans Affairs Medical Center ***(U)***
VPC	Vehicle Processing Center
WAE	When Actually Employed ***(C)***
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

**For current per diem rates, please* see the Per Diem, Travel and Transportation Allowance Committee website.

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APPENDIX C

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APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website.

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APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

NOTES:

1. Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, APP E, for the DOD Services and in agency regulations for non-DOD Services.

2. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience.

3. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.

PART I: INVITATION TO TRAVEL

Par. **Contents**

A. To Whom and When Invitational Travel is Applicable
B. Restrictions
C. Allowance Expenses

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PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

A. GOV'T Contractor's/Contractor Employee Travels
B. GOV'T Travel and Transportation Program Restrictions
C. GOV'T Contractor Letter of Authorization/Identification

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PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DOD activities. The person must:

a. Not be employed by the GOV'T,

b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;

c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976)***;

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs 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));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C7150;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. 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, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) ; (59 Comp. Gen. 461 (1980)).

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/ flag officers serving as OCONUS or combatant 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. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization 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 desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T 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));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (***not of a civilian employee***) per par. U5246.

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par, U1008.***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal GOV'T employee or Uniformed Service member (A Federal employee and a Uniformed member on active duty are given regular TDY travel authorizations/orders) unless the individual is:

a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

4. Contractors (See APP E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (see pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

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.

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

*7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and miscellaneous reimbursable expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is 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 reimbursable expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DOD Services) to prepare an ITA. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ TRAVEL AUTHORIZATION NUMBER_____

Address_____

DATE APPROVED_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you are funded to return to the origin point.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ 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, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned 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 a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T 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 GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DOD policy that in using regularly scheduled air transportation:

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of $0.55/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. 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 tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a separate reimbursable expense. Foreign area room tax is included in the total lodging cost and is not a separate miscellaneous reimbursable expense. While traveling ICW this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging limited to a ceiling amount, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum per diem rateamount prescribed on the Per Diem, Travel and Transportation Allowance Committee homepage: ***http://perdiem.hqda.pentagon.mil/perdiem/*** for the locality concerned. 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, Ch 4, Part L, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to 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 are to 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 places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Ch 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 before leaving or 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 the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.**

*The JTR is available on the Per Diem Committee website at ***http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html***.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:
_____

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PART III: GOV'T CONTRACTOR'S/CONTRACTOR EMPLOYEE'S TRAVEL

A. Travel of Gov't Contractor's/Contractor Employee. This Part directs Gov't contractors and contractor's employees to other resources for travel and transportation information. Neither the JFTR nor the JTR may be used as official contractor travel regulations as they apply to uniformed personnel and Defense Department civilian employees and contain provisions, the use of which is illegal by contractors. ***Travel costs of Gov't 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. For these reasons, contractors are not eligible for Invitational Travel Authorizations (ITAs) in the execution of their contracts.*** See DODI 3020.41 for information regarding contractors at ***http://www.dtic.mil/whs/directives/corres/html/302041.htm***.

*B. Gov't's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Gov't rates for the Gov't's travel and transportation programs listed below to contractors working on the Federal Gov't's behalf. A contractor's employee must contact the contracting agency or the Gov't Contracting Office Representative (COR) regarding the use of the Gov't's travel and transportation programs for official travel. A Gov't Contractor Official Travel Letter of Identification signed by the authorizing Gov't's contracting officer (see par. C) may induce a vendor opts to extend rates, reserved for Gov't employees, to the contractor and its employees.

1. Contract City-Pair Air Passenger Transportation Program and Other Gov't Fares. Use of GSA contract city-pair 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. Use of other airfares reserved for Gov't employees on official business is governed by the airlines fare structure and rules. Gov't contractors are not eligible to participate in the GSA city-pairs program for air passenger transportation services as of 1 October 1998.

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Gov't business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., Fedrooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official Gov't business at the vendor's discretion.

*4. Car Rental Program. The Defense Travel Management Office (DTMO) negotiates special rate agreements with car rental companies. These rates are available to all Gov't employees and uniformed personnel while traveling on official Gov't business. Some commercial car rental companies may voluntarily offer similar discount rates to Gov't contractors at the vendor's discretion.

C. Gov't Contractor Letter of Authorization/Identification. See DODI 3020.41 for information regarding contractors at ***http://www.dtic.mil/whs/directives/corres/html/302041.htm***.

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APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

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PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A. Uniformed Service Member

1. 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.).

2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. 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.).

2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.

4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.

5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. 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 action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

AUTHORIZED LOCATIONS
Afghanistan, Kabul
Albania, Tirana
Algeria, Algiers
Angola, Luanda
Armenia, Yerevan
Azerbaijan, Baku
Bangladesh, Dhaka
Belarus, Minsk
Benin, Cotonou
Bolivia, La Paz
Bosnia & Herzegovina, Federation of
Botswana
Bulgaria, Sofia
Burkina Faso, Ouagadougou
Burma, Rangoon
Burundi, Bujumbura
Cambodia, Phnom Penh
Cameroon, Yaounde
Cape Verde, Praia
Central African Republic, Bangui

AUTHORIZED LOCATIONS
Chad, N'Djamena
China,
Beijing
Chengdu
Guangzhou
Shanghai
Shenyang
Congo, Democratic Republic of the
Brazzaville
Kinshasa
Cote d'Ivoire, Abidjan
Cuba, Havana
Cyprus, Nicosia
Djibouti
East Timor
Ecuador, Quito
Equatorial Guinea, Malabo
Eritrea, Asmara
Estonia
Ethiopia, Addis Ababa
Gabon, Libreville
Georgia, Tbilisi
Ghana, Accra
Grenada, St. George's
Guinea, Conakry
Guyana, Georgetown
Haiti
India
Calcutta
Chennai
Mumbai
New Delhi
Indonesia
Ivory Coast (See Cote d'Ivoire)
Kazakhstan
Almaty (Alma-Ata)
Astana (Aqmola)
Kenya
Kyrgyzstan, Bishkek
Kosovo, Pristina
Laos
Latvia, Riga
Liberia, Monrovia
Libya, Tripoli ***(eff 10 Jan 2006)***
Lithuania, Vilnius
Macedonia, The Former Yugoslav Republic of, Skopje
Madagascar, Antananarivo
Malawi, Lilongwe
Mali, Bamako

AUTHORIZED LOCATIONS
Mauritania, Nouakchott
Micronesia, Kolonia
Mongolia, Ulaanbaatar
Moldova
Montenegro, Podgorica
Mozambique, Maputo
Nepal, Kathmandu
Nicaragua, Managua
Niger, Niamey
Nigeria
Abuja
Lagos
Norway, Bodo
Oman, Muscat
Pakistan
Islamabad
Quetta
Philippines, Manila
Poland, Warsaw
Romania, Bucharest
Russia
Moscow
St. Petersburg
Vladivostok
Yekaterinburg
Rwanda, Kigali
Senegal
Serbia, Belgrade
Sierra Leone, Freetown
Somalia, Mogadishu
Sri Lanka, Colombo
Sudan, Khartoum
Suriname, Paramaribo
Syria, Damascus
Tajikistan, Dushanbe
Tanzania, Dar es Salaam
Togo, Lome
Turkmenistan, Ashkhabat
Uganda, Kampala
Ukraine, Kiev
Uzbekistan, Tashkent
Vietnam
Yemen, Sanaa
Zambia, Lusaka
Zaire (See Congo)
Zimbabwe

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PART 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. 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 following for approval:

*Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

B. 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 is not 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.**

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APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred miscellaneous reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Miscellaneous Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this APP; other miscellaneous reimbursable expenses require AO authorization/approval. Miscellaneous reimbursable expenses include the following (listed in alphabetical order):

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
ATM Use (Civilian Employee). 1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM use of a personal charge card. 3. See OSD Comptroller memo dated 19 July 2002, and the DOD Financial Management Regulations (DODFMR), Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X		X
ATM Use (Uniformed Member) 1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. 2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check. 3. See OSD Comptroller memo of 19 July 2002 and the "DOD Financial Management Regulations", Volume 9, Chapter 3available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X			X	
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may: 1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel. 2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations. 3. Be authorized/approved for the ***non-DOD travelers.*** 4. ***Not*** be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in	X		X			

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
advance of travel. See JFTR, par. U3015 and JTR, par. C2302						
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include: 1. Excess Baggage. See Baggage, Excess Accompanied. 2. Baggage Transfer. NTE the customary local rates, and necessity for the transfer must be explained. 3. Baggage Storage (with explanation). 4. Baggage Checking. NTE the customary local rates. 5. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not authorized.*** A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.	X	X	X	X	X	X
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (see JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X	X	X
Birth Certificates. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X	X	X
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. ***In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.***		X		X	X	X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X	X	X
Currency Conversion Fees 1. Reimbursable. The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable for gains resulting from currency conversion***. 3. Travel Claim Submission. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Energy Surcharge Fees	X	X	X	X	X	X
Global Positioning System (GPS) for a Rental Car. ***The optional Global Positioning System (GPS) for a rental car is not reimbursable unless the AO can determine it was necessary for official business***.		X		X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DODFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X	X	X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Inoculations. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		**X**		**X**	**X**	**X**
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			**X**	**X**		**X**
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		**X**			**X**	
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. See ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to members/employees but not their dependents.***	**X**	**X**	**X**	**X**	**X**	**X**
Lodging, Dual. Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		**X**			**X**	
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately***	**X**	**X**	**X**	**X**	**X**	**X**

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
reimbursable.						
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Mission-Related Expenses. Mission-related expenses ***are not reimbursable as travel expenses***. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		**X**		**X**	**X**	**X**
Packer Services. Reimbursable when authorized/approved by the AO.		X		X	X	X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	**X**	**X**	**X**	**X**	**X**	**X**
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		**X**		**X**	**X**	**X**
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). b. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. *c*. **Civilian Employee**. Reimbursement authority is for *an employee* who is*:*	**X**	**X**	**X**	**X**	**X**	**X**

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
(1) A U.S. citizen ***(NOTE: An eligible dependent(s) does not have to be a US citizen.)***						
(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,						
(3) Serving under a service or renewal agreement, and						
(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or						
(5) Emergency Technical Support Personnel. See item 5 below.						
d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:						
(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or						
(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.						
2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.						
3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristic, that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.						
4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.						
5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).						
6. Fee for Visa, Green card, and Photographs for OCONUS Travel. These fees are reimbursable ICW official travel.						
7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.						
8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.						
*9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).						
10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Travel Authorization/Order for Visas and Physical Examinations. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).						
Personal Expenses. ***Personal expenses are not reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
Pet Quarantine. See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
Phone Calls (Official) 1. The AO: a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X	X	X
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
Prepaid Phone Cards/Cell Phones. See Communication Services.						
Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X	X	X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
Rental Car Administrative Fees. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257		X		X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
(1935)). This does not cover any materials. See mission-related expenses.						
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X	X	X
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X	X	X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS & PREMIUM CLASS TRANSPORTATION

Part	Contents
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	*First-Class Decision Support Tool
3A	Business-Class Air Accommodations Codes
3B	*Business-Class Decision Support Tool
4A	Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons
4B	Reserved
4C	Reserved
4D	Reserved
4E	Reserved
4F	Premium-Class Accommodations Determination Format

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PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
0. Site Visit	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) at a particular location.
1. Information Meeting	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, the entire trip is for a site visit (See 0 above.).
2. Training Attendance	To receive training.
3. Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
6. Between Tours Travel	Travel and transportation authorizations for which an employee/uniformed member and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel, etc. This travel is ordinarily performed in conjunction with travel resulting from a permanent change of station assignment or renewal of a tour of duty at OCONUS duty stations.
7. Special Mission Travel	To carry out a special agency mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees.
8. Emergency Travel	To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the travel would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees Ch 7, Part M, which are far more extensive, would apply.
9. Other Travel	All travel performed for reasons (purposes) not shown in one of the other nine categories listed above. Even though stated as “other travel,” the travel authorization/order must also detail the specific purpose.

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SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

Premium-Class Travel Reporting Data Elements and Procedures

1. **Traveler's Name** *(Last/First/MI; e.g., Smith, John. Q.)*:_____
   and **Sponsor's Name** *(if applicable)*_____

2. **Traveler's Rank/Grade** *(e.g., O-7, E-6, GS-14, Civ)*:_____
   and **Sponsor's Rank/Grade** *(if applicable)*_____

3. **Last 4 SSN** *(Last 4 digits of traveler's Social Security Number)* _____
   and **Sponsor's Last 4 SSN** *(if applicable)*_____

4. **Service/Agency** of traveler *(e.g., U.S. Army, DIA)*:_____

5. **Organization** of traveler (e.g., 434 ARW/FMF):_____

6. **Work Phone** *(Comm and DSN (both with area codes)*:_____

7. **Email Address**:_____

8. **Mode (**Airplane, Ship or Train)

   0 = Air
   1 = Ship
   2 =Train

9. **Travel Purpose** ***(See APP H, Part I.) <u>NOTE</u>: These codes are a means to categorize a particular trip; they do not in any way convey authorization to use premium-class accommodations***

   0 = Site Visit
   1 = Information Meeting
   2 = Training
   3 = Speech/Presentation
   4 = Conference
   5 = Relocation
   6 = Between Tours Travel
   7 = Special Mission Travel
   8 = Emergency Travel
   9 = Other

10. **Origin** Location at which premium-class accommodations segment starts (e.g., Washington, D.C.)_____
(Other) Origin:_____

11. **Destination** (Location at which premium-class accommodations ends (e.g., London, U.K.))_____
(Other) Origin:_____

<u>NOTE</u>: For multiple stops on a single trip:

a) If the entire roundtrip is by premium-class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium-class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)

b) If some legs are premium-class and others are not, then report each leg involving premium-class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium-class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each premium-class trip leg listed separately.

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20080313 for 13 Mar 08):_____

13. **Fare Paid** for premium-class accommodations (nearest dollar): $_____

14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): $_____

15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):
_____

16. **Approval reason code** and **JTR/JFTR par.** justification reference:
Approval Code: (e.g., B2)_____Par. Reference: (e.g., JTR, par. C2204-B3b)_____
(First-class see Part II, Section B; Business-class see Part III, Section A of APP H)

17. **Approval Authority** of Premium-class Accommodations (i.e., title)_____

SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B3; JFTR, par. U3125-B3)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	**JTR & JFTR PARAGRAPH REFERENCE**	**REASON FOR TRAVEL**
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6	JTR, par. C2204-B3f or JFTR, par. U3125-B3f	Non-Federal source
FC	JTR, par. C2204-B3g or JFTR, par. U3125-B3g	Congressional Travel

One of the first 5 reasons (F1 through F5) must also apply.

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SECTION 2C: FIRST-CLASS DECISION SUPPORT TOOL

Effective 1 March 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

No - First-class accommodations must not be authorized/approved.

Yes - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

Yes - Would traveler arrive later than the ***required*** reporting time at the duty site?

Yes - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

No - Would the traveler be ***required*** *to* depart earlier than the traveler is scheduled to complete duty?

Yes - Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - First-class ***may*** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

No - First-class accommodations must not be authorized/approved.
Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

No - First-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

No - First-class accommodations must not be authorized/approved.

Yes - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - First-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-or business-class?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

No - First-class accommodations must not be authorized/approved.

Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (***http://www.usdoj.gov/04foia/facastat.pdf***))?

No - First-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved. ***For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

No - First-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations ***may*** be authorized/approved.

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

No First-class accommodations must not be authorized/approved.

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B4 ; JFTR, par. U3125-B4)

APPROVAL CODE/REFERENCE/REASON			
Approval code	**Paragraph reference**	**Reason for travel**	***NOTE***
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time	
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical	
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security	
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission	
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided	
B6	JTR, par. C2204-B4f or JFTR, par. U3125-B4f	Non-Federal source	1
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate	
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings	
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours	
BC	JTR, par. C2204-B4j or JFTR, par. U3125-B4j	Congressional Travel	
BF	JTR, par. C2204-B4k or JFTR, par U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA	

OTE:

1For business-class accommodations, this is a 'stand-alone' reason.

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SECTION 3B: BUSINESS-CLASS DECISION SUPPORT TOOL

Effective 1 March 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the mission so urgent that it cannot be postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - Business-class accommodations ***may*** be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

Yes - Business-class accommodations must not authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

No - Business-class accommodations must not be authorized/approved.

Yes - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

Yes - Business-class accommodations **may** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are

protecting?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - Business-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-class?

Yes – Business-class accommodations must not be authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

No – Business-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

No – Business-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No – Business-class accommodations must not be authorized/approved.

Effective 18 January 2005
Yes - First-class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

No – Business-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No – Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is this 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?

No - Business-class accommodations must not be authorized/approved.

Yes - Is there an actual cost-comparison showing the overall savings details?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

No - Business-class accommodations must not be authorized/approved.

Yes - 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 including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the traveler have to begin work immediately after arrival?

No - Business-class accommodations must not be authorized/approved.

Yes - Can a rest period be scheduled en route or at the TDY site before starting work?

Yes - Business-class accommodations must not be authorized/approved.

No - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

Yes - Business-class accommodations for these types travel must not be authorized/approved.

No - Business-class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations for a member/employee traveling in support of congressional travel? (BC)

No - Business-class accommodations must not be authorized/approved.

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a business-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

SECTION A: PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS

It is Department of Defense policy (See JTR, par. C2000-A2c and JFTR, par. U2000-A2*c*.) that premium-class travel accommodations, due to a disability or other special medical needs, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel. This requirement is in the JTR and JFTR. Certifications validating the disability or other special medical need remain in effect for a period up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

A traveler who requests premium-class accommodations due to disability or other special medical need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium-class authorization prior to travel. ***If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate premium-class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for premium-class transportation either before or after travel may result in the traveler being financially liable for costs over the economy/coach-class airfare.***

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APPENDIX H

PART 4, SECTION B

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APPENDIX H

PART 4, SECTION C

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APPENDIX H

PART 4, SECTION D

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PART 4, SECTION E

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SECTION 4F: PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

_____ _____

Type Full Name, Rank and Office Symbol of Premium-class Authorizing/Approving Signature DATE

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APPENDIX I

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APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: INTRODUCTION

Par.	Contents
A.	Purpose
B.	Surveys
C.	Indexes
D.	Payments
E.	Spendable Income
F.	Required Member Information
G.	Computation Steps
H.	Foreign Currency Exchange Rates
I.	Significant COLA Expenses

PART II: COLA UNIQUE EXPENSES

A.	Purpose
B.	Criteria
C.	Authorized Locations

PART III: COST-OF-LIVING ALLOWANCE TABLES

Table	Contents
Table I	Annual Compensation for Members with and without Dependents
Table II	Average Annual Spendable Income
Table III	Cost-of-Living Allowance Indexes

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PART 1: INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's 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 COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member 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 APP M, Part I 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 APP 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 APP 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. A member's COLA payment is determined using data from three individual sources/tables. The three tables include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in this APP. (See this APP, Part 3.)

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation 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 command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,

2. Years of service,

3. Number of command-sponsored dependents,

*4. Annual compensation - see this APP, Part 3, Table I,

*5. Average annual spendable income - see this APP, Part 3, Table II, and

*6. Member's PDS and COLA index - see this APP, Part 3, Table III.

G. Computation Steps

*Step 1: Determine the member's annual compensation based on grade, years of service, and dependency status(see this APP, Part 3, Table I).

*Step 2: Determine the member's average annual spendable income (see this APP, Part 3, Table II),

*a. In table matrix column one, 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 command-sponsored dependents,

c. This number is the member's 'average annual spendable income'.

*Step 3: Determine the member's COLA index based on PDS (see this APP, Part 3, Table III).

Step 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.

Step 5: Multiply the member's average annual spendable income from 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 of service is assigned to an OCONUS PDS. The prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

*1. For an E-8 with 22 years of service, the Annual Compensation Table indicates the member's annual compensation is $61,313.

*2. The 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 the COLA Indexes Table is 120.

4. 100 subtracted from the COLA index of 120 from 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 from Step 4. This results in an annual COLA of $7,060 (.20 x $35,300 = $7,060),

a. Divide $7,060 by 360 (days) with 5 digits to the right of the decimal ($7,060/annum/360 days/annum = $19.61111/day),

b. Multiply the result by the number of days for which the allowance is payable ($19.61111/day x 31 days/31-day month = $607.94441/31-day month),

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 APP M, Part II. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see this APP, Part II.

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PART 2: COLA UNIQUE EXPENSES

*A. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never purchases. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations.

B. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JFTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved.

Each individual mandatory and excessive expense must be:

1. Incurred by a clear ***majority*** of members assigned at a duty station, and

2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member, and

3. An item/expense that is not purchased or paid by CONUS-based members, and

4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

5. Verified by a valid receipt, and

6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized) are:

1. Gibraltar. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

2. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

3. United Kingdom. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

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PART 3: COLA INDEXES TABLES

A. General. For current geographic COLA information, and the following tables, please see the PDTATAC website at: ***http://perdiem.hqda.pentagon.mil/perdiem/***.

B. Table I - Annual Compensation for Members with and without Dependents. On the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

C. Table II - Average Annual Spendable Income. On the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

D. Table III - Cost-of-Living Allowance Indexes. On the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

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APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART 1: GENERAL INFORMATION

Par.	Contents
A.	General
B.	Rental Allowance
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	OHA Computation Steps

PART 2: BRIEFING SHEET

A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

PART 3: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

Table	Contents
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

PART 4: RENTAL ADVANCE PROTECTION

I	Countries ***Currently*** Authorized OHA Rental Advances
II	Countries ***Previously*** Authorized OHA Rental Advances

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PART 1: GENERAL INFORMATION

For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the PDTATAC website at: http://www.defensetravel.dod.mil/perdiem/allooha.html

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. 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:

a. The member's reported rental amount, up to the locality OHA rental allowance, plus

b. The appropriate utility amount based on the member's status.

*3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the PDTATAC website at ***http://www.defensetravel.dod.mil/perdiem/allooha.html***. The following information applies to all OHA tables:

a. If only an island or country is listed, all territory within the island's/country's boundaries is 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. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependent residing in private sector housing(see PDTATAC website at ***http://www.defensetravel.dod.mil/perdiem/allooha.html***). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. U10022 and the maximum allowable rent for the member's grade at the PDS locality. If ***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-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F, for calculation examples.

2. Without-dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. U10022 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If ***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-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F for calculation examples.

*C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at ***http://www.defensetravel.dod.mil/perdiem/allooha.html*** is based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

*D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website ***http://www.defensetravel.dod.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 APP N for specific MIHA information. APP K, Part III includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

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 four to determine a member's OHA.

Step 1: Determine the member's monthly rent from par. U10022.

Step 2: Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with-dependent rate by 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. 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.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

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 determined in Step 2.

b. Rent includes ***no*** utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75 percent of the with-dependent utility/recurring maintenance allowance. A sharer (as defined by par. U10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes ***some*** utilities (block 7c checked on DD Form 2367): 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 APP, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member ***does not receive*** is added to the maximum rental allowance determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is ***less*** than the rental allowance 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 calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

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 dependent is stationed at a locality at which the maximum rental allowance for the member's grade is $425, 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.

Computation:

Step 1: The member's monthly rent is $450.

Step 2:** Determine the maximum rental allowance for the member from the OHA locality table ***http://www.defensetravel.dod.mil/perdiem/allooha.html. For this example the rental allowance 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 par. U10024, 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 the amount is $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: Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance of $425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the $425 as the member's maximum rental allowance.

Step 6: Add the member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The member's monthly OHA is $545. Additionally, the member receives a one-time payment of $960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependent) 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.

Computation:

Step 1: Determine each sharer's (member's) rent. IAW par. U10000-A there are four sharers, therefore each member's rent is $450 ($1,800 ÷ 4 = $450).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90 percent of the with-dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .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) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40)

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

Step 5: Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is $450.

Step 6: To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490). Each member's monthly OHA is $490. Additionally, each sharer (member) is authorized a one-time 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 $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. 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. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. IAW par. U10000-A 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 for each member from the appropriate locality table. For this example the maximum rental allowance is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90 percent of the with-dependent allowance of $500 ($500 x .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: Compare each member's rent of $550 (from Step 1) to each member's maximum rental allowance 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 5: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the member in grade O-4 is $640 and for the member in grade O-2 is $540.

Example 4

Situation: A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. U10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. U10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is $725, the utility/recurring maintenance allowance 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.

Computation:

Step 1: The member's rent is $600.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied member without dependent may receive up to 90 percent of the with-dependent amount for a maximum rental allowance of $653 ($725 x .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 x .75 = $120). The member's ***utility point score*** is 2; therefore, the member is authorized 25 percent of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is ***added*** to the member's rental allowance of $653 (Step 2) for a derived rental allowance 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: Compare the member's rent of $600 (from Step 1) to member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

Step 6: Add the member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The member’s monthly OHA allowance is $630. Additionally, the member is authorized a one-time MIHA payment of $1,225 (from Step 4).

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PART 2: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawai'i and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

*OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the PDTATAC website at ***http://www.defensetravel.dod.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 (see par. U10020-A) 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

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. U10000-A, you receive the amount of rent paid up to the set rental allowance. 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 the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. ***If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.***

4. If you are a homeowner, derive your 'equivalent 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. See par. U10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, 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

1. ***The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance 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.***

2. 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. 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.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. ***MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.***

2. 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 MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling 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 cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. U10028.***

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.

PART 3: 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

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PART 4: 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
Jordan	16 September 2005
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998
*Vietnam	1 November 2006

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.**

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APPENDIX L

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APPENDIX M

STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES

AND

COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

See *http://www.defensetravel.dod.mil/pdc-archive/cola/appm/appm.pdf*

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APPENDIX N

MOVE-IN HOUSING ALLOWANCES (MIHA)

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

Par.	Contents
A.	General
B.	MIHA/Miscellaneous
C.	MIHA/Rent
D.	MIHA/Security
E.	Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
F.	Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim
G.	Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

PART II: MIHA SECURITY LOCATIONS

Table	Contents
I.	Locations Currently Designated
II.	Locations Previously Designated

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PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The following three components comprise MIHA (see par. U10026):

   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 authorized 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 member-leased private sector housing 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. A member residing in member-leased private sector housing receives 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 APP 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. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member 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 individual 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. U10000-A), 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 the housing officer) must complete the DD Form 2556.

4. The authorizing/approving official (commander or designated official, such as the housing officer) 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 (commander or designated official, such as the housing officer) 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, a member must be assigned to an area in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see APP N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:

a. ***Responsible*** for the area's residential security: in accordance with the 1990 Memorandum between the Department of State and the Department of Defense on Overseas Security Support.

b. ***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 acting in place of the housing officer 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 MIHA/Security 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:

*Per Diem, Travel and Transportation Allowance Committee
ATTN: Division Chief
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

E-Mail Message Address: Housing.Security@dtmo.pentagon.mil

Message Address: SECDEF WASHINGTON DC//DTMO//

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member 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). A receipts for an expense 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. U10000-A), 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 (commander or designated official, such as the housing officer) 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 C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) 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 designated for that purpose' must either check box 11a(1) ***or*** 11a(2), whichever is appropriate.

3. The Housing Officer or Appropriate Official designated for that purpose 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 designated for that purpose 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 Tax or Rental Tax. 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 (commander or designated official, such as the housing officer) 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 (commander or designated official, such as the housing officer) 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 (commander or designated official, such as the housing officer) 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 delays processing and reimbursement of the MIHA/Miscellaneous allowance.

PART 2: MIHA SECURITY LOCATIONS

Table I: Locations *Currently* Designated Effective 16 Jan 2007		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
Argentina	1 Jun 1997	
Armenia	16 Dec 2001	
Bahamas – Nassau	1 May 1996	
Bahamas – Other	16 Jan 2007	**1**
Bahrain	1 Aug 2003	
Bangladesh	1 Dec 1998	
Barbados	16 Jul 2004	
Belgium – Florennes	16 Apr 2004	
Belgium – SHAPE	1 May 2000	
Belize	16 Oct 1994	
Bosnia-Herzegovina	16 Jan 2007	**1**
Brazil	18 Feb 1993	
Bulgaria	16 Jan 2007	**1**
Cambodia – Phnom Penh	16 Oct 1994	
Colombia	1 Sep 1990	
Costa Rica – San Jose	1 Aug 2003	**2**
Cote D'Ivoire	16 Jan 2007	**2**
Dominican Republic – Santo Domingo	18 Feb 1993	
Dominican Republic – Other	1 Oct 1999	
East Timor	16 Aug 2000	
Ecuador	1 Dec 1998	
Egypt	1 Mar 1994	
El Salvador – San Salvador	1 Aug 2003	
Ethiopia	16 Jan 2007	**1**
Fiji	1 Jul 2001	
Ghana	16 Jan 2007	**1**
Greece – Athens	1 Sep 1990	
Greece – Other	1 Jul 2001	
Guatemala	18 Feb 1993	
Haiti – Port-au-Prince	1 Apr 1995	
Haiti – Other	1 Oct 1999	
Honduras – Tegucigalpa	1 Sep 1990	
Honduras – Other	1 Oct 1999	
Hungary	16 Jan 2007	**1**
Indonesia	1 Oct 1999	
Israel – Tel Aviv	14 Feb 1991	
Israel – Other	16 Jul 2004	
Jamaica – Kingston	18 Feb 1993	
Jamaica – Other	1 Oct 1999	
Jerusalem (East and West)	1 Sep 1990	
Jordan	16 Dec 2001	
Kenya – Nairobi	18 Feb 1993	
Kuwait	16 Jul 2004	
Latvia	16 Jan 2007	**2**
Mexico – Mexico City	16 Oct 1994	
Morocco	16 May 1998	
Nepal	1 Sep 1998	

Table I: Locations *Currently* Designated Effective 16 Jan 2007		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
Nicaragua	16 Jan 2007	**1**
Pakistan	1 Sep 1992	
Papua New Guinea – Port Moresby	18 Feb 1993	
Paraguay – Asuncion	1 Sep 1993	
Paraguay – Other	1 Oct 1999	
Peru—Lima	1 Sep 1990	
Peru—Other	1 Jun 1997	
Philippines	1 Sep 1990	
Poland – Warsaw	1 Apr 1995	
Romania	16 Jan 2007	**1**
Russia	1 Dec 1998	
South Africa	1 Feb 2000	
Sudan	16 Jan 2007	**1**
Trinidad and Tobago	16 Aug 1998	
Turkey	1 Sep 1990	
Ukraine – Kiev	1 May 1996	
Uruguay	16 May 1998	
Venezuela	16 Jan 2007	**2**
Vietnam	1 Jul 2000	
Yemen	16 Apr 1997	
Zimbabwe	1 May 1996	

Footnotes
1 New location added to "Locations Currently Designated"
2 Reinstated as "Locations Currently Designated"

Table II: Locations *Previously* Designated		
Location (Country and/or Country/City)	**Date Established**	**Date Removed**
Angola	1 Mar 1993	16 Jan 2007
Bolivia	1 Jul 2001	1 Aug 2003
China	1 Feb 2000	1 Aug 2003
Costa Rica - San Jose	16 Apr 1997	1 Jul 2001
Costa Rica - Other	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
Djoubti	16 Jul 2004	16 Jan 2007
France – Paris	1 Feb 2000	16 Jul 2004
Hong Kong	1 Feb 2000	1 Aug 2003
Korea – Seoul	1 Feb 2000	1 Aug 2003
Latvia	16 Dec 2001	1 Aug 2003
Malaysia – Kuala Lumpur	1 Aug 2003	16 Jul 2004
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
Serbia and Montenegro	16 Jul 2004	16 Jan 2007
Slovakia	1 Feb 2000	16 Jul 2004
Syria	1 Oct 1998	16 Jul 2004
Venezuela	1 Apr 1997	16 Jul 2004

Latest locations to change from "Locations Currently Designated" to "Locations Previously Designated"
Reinstated as "Locations Currently Designated"

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Paragraph	Title/Contents
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T4005	**APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS**
T4010	**REIMBURSEMENT RATE**
T4020	**TDY TRAVEL POLICY** A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
T4025	**ARRANGING OFFICIAL TRAVEL** A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
T4030	**GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)** A. Transportation Mode B. Commercial Transportation C. Special Conveyances (Includes Aircraft) Reimbursement D. GOV'T Transportation E. POC F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended Business or Training TDY J. Voluntary Return Home during Intervening Weekend/Holidays K. Constructed Cost L. Travel to/from Transportation Terminals
T4040	**LIVING EXPENSES (PER DIEM)** A. Lodging Overnight Required - Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Miscellaneous Reimbursable Expenses F. Reimbursement for Travel Expenses at the TDY Location
T4045	**TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))** A. General B. Inactive Duty Training C. Travel for AT D. Per Diem Not Payable E. Per Diem F. Funeral Honors Duty G. Inactive Duty Training Outside Normal Commuting Distance H. Summary of Allowances for an RC Member

Paragraph	Title/Contents
T4050	**TAKING A TYPICAL BUSINESS TRIP**
	A. Before the Trip
	B. During the Trip
	C. After the Traveler Returns
T4060	**AO'S RESPONSIBILITIES**
	A. General
	B. What's Allowable and Not Allowable
T4070	**TDY GLOSSARY**

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This APP contains a summary of travel and transportation allowances for business, training and deployment TDY. This APP does not contain all of the information required. Please consult JFTR/JTR, Chs 1-4 for further details.

T4000 INTRODUCTION

A. Application. Except where differences are identified, the allowances and responsibilities in this APP apply equally to a uniformed member and a DOD civilian employee and any other non-DOD GOV'T employee working for DOD and paid travel allowances funded by DOD. In this APP, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions are in APP A.

B. Common TDY Travel Types. This APP is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DOD civilian employee and any non-DOD GOV'T employee working for DOD and paid travel allowances funded by DOD. This APP covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together via no/limited reimbursement. This APP is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. A Midshipman and cadet;
6. Patients for health care, and escorts and attendants;
7. Pre-employment travel;
8. When accompanying a member of Congress and/or Congressional Staff;
9. An employee with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action;
12. For rules that apply when emergency situations occur while TDY is being performed;
13. Rules on per diem for a uniformed member who are inpatients in a hospital (JFTR, par. U7125-D);
14. Travel of a civilian consultant or expert (JTR, par. C4975).

D. PCS Move Travel. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR/JTR Ch 4.

E. Invitational Travel Authorizations. See JFTR/JTR, APP E.

F. Evacuations. See JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails 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 member), or other personnel means (civilian employee). 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. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***) by location showing the lodging, meals and incidental expense components are provided under separate issuance by the PDTATAC. These rates also are available from the CTO/TMC.

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, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds. See JFTR, par. U2010/JTR, par. C1058.

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO/TMC or in-house travel arranger IAW TRANSCOM policy. The CTO/TMC estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is ***mandatory*** that the traveler makes the official travel and transportation arrangements through the CTO/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:

a. Who does not use a CTO/TMC or the GTCC to purchase transportation must submit the ticket receipt (if $75 or more) for reimbursement,

b. Must use coach-class for all official travel, unless premium-class accommodations are authorized/approved prior to travel by the appropriate level listed in JFTR, par. U3125-B2a or U3125-B2b.

(1) See JFTR, par. U2000-A2c/JTR, par. C2000-A2c for medical reasons**,** or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. ***See JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b***.

c. Must ***not*** use foreign flag transportation even if U.S.-certificated air flag carrier fares are higher,

d. Who uses premium-class or a foreign flag transportation presumably at GOV'T expense must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement, and

e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO/TMC was not possible.

5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC 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." ***The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

7. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the authorization/order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD, see Joint Ethics Regulation, DOD 5500.7-R, Ch 4. For Coast Guard, see COMDTINST M5370.8 (series). For NOAA Corps, see Department of Commerce Administrative Order 202-735. For Public Health Service, see Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate the seat if the GOV'T would incur additional costs or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at GOV'T expense on the funds of an agency (See definition in APP 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 GOV'T cost.

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

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in this regulation. The DOD Financial Management Regulation (DODFMR), Volume 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy. It is DOD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DOD Component/Service regulations for CTO/TMC use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO/TMC 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 member), or other personnel means (civilian employee). 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 is ***not allowed*** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

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

a. Services available under a TMS (see APP A), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DODD 4500.9 (Transportation and Traffic Management) at ***http://biotech.law.lsu.edu/blaw/dodd/corres/pdf2/d45009p.pdf***;

b. DODI 4500.42 (DOD Passenger Transportation Reservation and Ticketing Services) at ***http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf***; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must ***not*** be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C/JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO/TMC Available. When a CTO/TMC is available but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO/TMC.

2. CTO/TMC ***Not*** Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the policy-constructed airfare (see APP A) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T 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, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JFTR, par. U4326, ***NOTE 1/***JTR, par. C1060, ***NOTE 1)*** when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/ TMC per TRANSCOM policy, when the CTO/TMC is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the travel authorization/order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. Mandatory rental car insurance coverage required in foreign countries.

5. Claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Ch 4) (found at ***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service directives for the non-DOD Services).

When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See JFTR, par. U3310-A1/JTR, par. C2150, item 8.

NOTE:

1. Travelers are not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

2. The TO provides GOV'T ground transportation. (Within the Navy, GOV'T vehicles are obtained directly from the providers, ordinarily Public Works.) Use GOV'T transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use GOV'T servicing for the vehicle whenever possible. When GOV'T servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/ approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020/JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. 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/approve 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 must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS 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. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized/ approved by the AO as advantageous, travel time 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 non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see APP A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related miscellaneous reimbursable expenses (see APP G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO/TMC makes lodging reservations and reflects the cost estimate (including tax) on the Trip Record.

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

The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.

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

c. Civilian Employee

(1) ***A civilian employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.*** In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through their CTOs/TMCs), and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. ***However, if GOV'T QTRS 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 GOV'T QTRS cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DOD Component (see APP A) concerned may authorize zero per diem or a per diem rate (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in a lesser amount if 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 appropriate DOD Component's headquarters, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the authorization/order was issued), a travel authorization/order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates 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 for an employee or less than 7 days in CONUS for a member. See ***NOTE 1*** (applicable to a civilian employee) 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 TDY site or stopover location maximum. If the CTO/TMC can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% 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) if AEA for meals is not authorized. 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 the Secretary Concerned and for ***only a uniformed member*** (see JFTR, par. U4250). The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: The maximum amount allowed for lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in CONUS and non-foreign OCONUS areas does not include a lodging tax amount. Lodging tax in the U.S. and non-foreign OCONUS areas is a separate miscellaneous reimbursable expense (See APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.

NOTE 2: The maximum amount allowed for lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) in foreign countries includes a lodging tax amount. Lodging tax in foreign countries is not a separate miscellaneous reimbursable expense.

NOTE 3: ***The TDY locality per diem rate is used for computation. However, if neither GOV'T QTRS nor commercial lodgings are available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging location.***

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998.

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002.

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005.

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/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are 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 that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges,

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Ch 4, Part C/ JTR, Ch 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.***

NOTE: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005.

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve 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.***

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and $3 (in CONUS) or the locality incidental expense rate OCONUS (unless the $3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day 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. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

NOTE 1: If all three meals are provided, only the incidental expenses for that day are payable.

****NOTE 2: A continental breakfast is a deductible meal if it otherwise qualifies above.***

d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount. The maximum reimbursement for IE is $3.00 in CONUS and either the locality IE rate or $3.50 OCONUS for all full TDY days when the AO determines $3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

3. Incidental Expenses (IE). The traveler is paid an IE allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is $3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate for anticipated IE.

NOTE 1: Applicable to a civilian employee:

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.

NOTE 2: Applicable to a uniformed member:

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 GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use and/or GOV'T dining facility/mess may not be directed for a civilian employee. See par. T4040-A1c***.

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/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 dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE 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 Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase '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' authorization/order directs 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 authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must 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 the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers 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 deployed force main body, 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 authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler 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. T4040-A2b (e.g., If a TDY traveler 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 GOV'T 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 travel authorizations/orders.**

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is 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 ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

c. *Civilian Employee Only*. In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the per diem rates at http://www.defensetravel.dod.mil/perdiem/pdrates.html for the TDY locality concerned.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at ***http://www.defensetravel.dod.mil/perdiem/pdrates.html*** for the TDY locality concerned.

5. Contingency Operation Flat Rate Per Diem (***uniformed member only***). See par. U4105-I.

6.

JOINT TASK FORCE OPERATIONS TDY OPTIONS			
TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess **(In AOR only)**	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see "Subsist Ashore" (above table) for authorization/order type and payment guidelines.

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

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO/TMC, even though overnight lodging is not required.

b. If travel is in the local area (see JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.

c. See. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.

d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC 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.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination see JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B14), 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 (using the highest rate if there is more than one TDY location) for each travel day. ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority***.

NOTE*: *Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Miscellaneous Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. GOV'T vehicle/special conveyance use 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 GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an authorization/order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the ***Assigned Unit*** is an RC member's designated post of duty and the ***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 authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved 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 authorized allowances in pars. T4030 and T4040, 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 is no authorization for travel and transportation allowances; however, the member is paid TDY 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 AT. For AT travel, a member is authorized 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. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and meals are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or dining facility/mess are not available, per diem is payable under par. T4040-A;

2. An RC member on active duty without pay;

3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;

4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. An RC member 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 GOV'T housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;

3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance" is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of $300 for each round trip***.

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

b. Lodging and Meals. The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***) for the area concerned.

NOTE:

1. The maximum allowed for CONUS or non-foreign OCONUS area lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) does not include a lodging tax amount. Lodging tax in CONUS or a non-foreign OCONUS area is a separate miscellaneous reimbursable expense except when 'MALT-Plus' for POC travel is paid.

2. The maximum allowed for foreign OCONUS area lodging (http://www.defensetravel.dod.mil/perdiem/pdrates.html) includes a lodging tax amount. Lodging tax in a foreign OCONUS area is not a separate miscellaneous reimbursable expense.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
TABLE 1		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days 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 more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
TABLE 2		
Situation 2/	**Transportation 3/4/**	**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 an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/approved (see par. T4040-C) for travel days only 8/.

FOOTNOTES FOR TABLES 1 AND 2

1/ Applies to an RC member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member 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/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/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 GOV'T QTRS for purposes of this table.

7/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on active duty for training not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
TABLE 3		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
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. 4/	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.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

FOOTNOTES FOR TABLE 3

1/ For travel and transportation 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 par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate. A traveler should obtain an estimate from the CTO/TMC, or DTS Reservation Module, for the trip. It is the key to several travel and trip funding decisions. It informs the traveler and the AO in advance of the standard and actual arrangements, associated costs, and the allowance maximums. It includes costing for transportation to and from the TDY location, lodging (including tax), and rental car (if authorized) . The estimate also reflects the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC 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/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically charges reservations to an IBA or unit GTCC. Airline or rail tickets may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of $75 or more.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report within 5 working days after returning from the trip. The receipts (lodging and individual expenses of $75 or more) must be attached to the expense report. EFT is the preferred reimbursement method, permitting the traveler to select:

(a) Direct electronic transfer to the GTCC vendor of the authorized expenses charged to the IBA 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. Option (a), does not require the traveler to write a check to the GTCC vendor for official expenses charged.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. If not using the DTS, 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. The traveler or AO may be required to provide additional information to the audit team.

5. Lost/Stolen/Unused Paper Tickets. See JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

a. ***Must safeguard issued paper tickets, carefully at all times;***

b. Must immediately report a lost/stolen paper ticket to the issuing CTO/TMC;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO RESPONSIBILITIES

A. General. The AO has 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 ICW that mission and IAW this Regulation. For a civilian traveler, the AO must determine the travel purpose (see JTR/JFTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.

2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have an IBA GTCC. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

4. Adhere to policies and procedures IAW this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city-pair flight use. See APP P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Ch 103, pars. A2 and B2 available at: http://www.transcom.mil/j5/pt/dtr.html***.

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE:

1. If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T 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 (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip 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 airfares provided under the Contract City-Pair Program is mandatory.

5. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach 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 the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C/JTR, par. C2204-B. ***U.S.-certificated carriers are not "available"*** if:

a. Use of a U.S.-certificated air 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;

b. Use of a U.S.-certificated air 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.;

c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);

d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;

e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;

f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

g. Air transportation on a non-U.S.-certificated air carrier is paid in full 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 financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Ch 4, par. C4.5.12 of DOD 5105.38-M, when travel is on Security Assistance Business.***

***NOTE 1*: The 'Fly America Act' does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005)).**

***NOTE 2*: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.**

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. See JFTR/JTR, APP P, Part II, par. E.*** The official portion must be arranged through the CTO/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

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 must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. 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 savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must 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 a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO 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 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the 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, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, 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.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions 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 a civilian employee.

13. Allowable Travel Days. The CTO/TMC 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, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. 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 GOV'T property when authorizing per diem is the only method to handle the situation; and,

b. To a uniformed member 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.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve 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, Ch 7, Part J, for specifics.

17. 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, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC 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 Combatant Command, authorizes an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For an RC member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's 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 IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Ch 5, Part O.

21. 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.

22. 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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same authorization/ order (either PCS or TDY), for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/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. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

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 ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, 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 GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order 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/TMC, it is the single trip document that includes the travel authorization/order 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. This is also called an authorization/order.

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APPENDIX P

CITY-PAIR PROGRAM

PART I: CITY-PAIR PROGRAM

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E. City-Pair Travel Allowance FAQs:
1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government?
2. Can I use a contract city-pair airfare for personal travel and if so, in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/ order while on leave without knowing of the TDY prior to taking leave?
3. What Government-sponsored leave programs qualify for contract city-pair airfares?

F. GSA Points of Contact

PART I: 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://www.transcom.mil/j5/pt/dtr.cfm***. 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 GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. 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 airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. ***A GOV'T contractor is not authorized to use GSA city-pair airfares to perform travel under a contract.***

4. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. A DOD recruit traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city-pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, 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 on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in

time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. See JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DOD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, 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 airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GOV'T-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

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.

7. Requirements that must be met to use a non-contract fare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order/authorization; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DOD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should 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 airfare is not available***, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, see JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. City-Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the 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 airfares stay favorable, we encourage each Federal traveler to stick to the contract carrier.

b. **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.

c. **Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the airfares are so attractive, the airlines insist that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the 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 city-pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one-way routes permitting agencies to plan multiple destinations.

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

GSA recognizes that a contractor often sits next to a Federal employee/uniformed member, works on the same projects as a Federal employee, and travels with a Federal employee. However, a contractor is not a Federal employee. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to a contractor. GSA has made the business decision to neither jeopardize the program nor the $2 billion savings it generates for taxpayers. ***GSA advises that the purchase of contract city-pair airfare tickets on behalf of a Government contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.***

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Government traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually furnished is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, or the CTO/TMC, or the airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket) or no refund will take place. The Government and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flights of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

B. City-Pair Program Policy FAQs

1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (Government travel charge card (GTCC), either the Individual Billed Account (IBA) card issued to the traveler or a centrally-billed account (CBA) used by an organization, or a Government Transportation request (GTR)). The acceptance of GTRs is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the US in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

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

A Federal or uniformed traveler on official business is required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Government traveler to take advantage of any low commercial airfares offered by non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Government traveler (sometimes called "DG" airfares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower airfare, you still must use the contract carrier, but at the lower airfare. A traveler that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Restrictions on discounted commercial airfares usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. A non-contract carrier offers a lower airfare to the general public that, if used results in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract carrier is restricted to a Government or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous options are not available;

d. Cost effective rail service is available and is consistent with mission requirements; or

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

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO/TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Government's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.

(3) If the Government contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

3. What makes the city-pair airfare the best value? Isn't it just low bid?

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

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic and 180 minutes international) and limits on circuity (how far out of the way the carrier can take you.) Service standards change year to year based on service availability.

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

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

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

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

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

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

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

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

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

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph B.2, above, last exception listed).

C. City-Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city-pair air carrier if authorized to use a premium-class airfare (business- or first-class)?

Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for premium-class service when the contract carrier offers a premium contract airfare. Premium-class service accommodation must be authorized IAW the JFTR/JTR.

2. Can I upgrade to business-class seating to accommodate my disability at the Government expense?

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a disability or other special medical needs, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. Certifications validating the disability or other special medical need are effective up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

3. Can the air-carrier charged for premium seating and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be premium, i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'premium' seats is personal to the traveler and is not a Government requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangement are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. What happens to my changed airline ticket reservation?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City-Pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. So when the traveler checks in, that traveler's record will not show the most recent changes which may affect the ability to board that flight.

D. City-Pair Airline Airfare FAQs

1. How do I know if there is a contract city-pair airfare?

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or -CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website***, http://apps.fas.gsa.gov/citypairs/search/***

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA coach/economy class city-pair airfare which is a highly discounted unrestricted airfare. ***NOTE: Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a _CA airfare is available at a lesser price.***

b. **_CA** = Limited capacity, GSA coach/economy class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the Government.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and _CA is that there are a limited number of seats on the less-costly _CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and _CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a _CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Government discount for normal airfare city-pair airfares (_CA)?

The city-pair airfare program encourages a Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

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

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

6. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the E-GOV Travel Service or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the Government rate for my airline reservations?

The E-GOV Travel and DTS vendors' online booking engines display valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The E-GOV Travel/DTS vendors can book reservations and shows either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which E-GOV Travel/DTS vendor is used.

E. <u>City-Pair Travel Allowance FAQs</u>

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

A traveler can use the airport that best suits the needs in areas/locations with multiple airports, ***except when the AO determines in written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports) and may consider potential lost work time***. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

2. Can I use a contract city-pair airfare for personal travel and if so, taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave?

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official Government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel

cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY authorization/order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way airfare is $251.00 and round-trip is $502.00.

b. Reimbursement for the entire trip is limited to $502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Government and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** See JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

NOTE: CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What Government-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

a. **Civilian Employee**: RAT (JTR, par. C3104-D2 and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member**: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact**.** See the GSA website at ***http://fss.gsa.gov/citypairs*** or contact following POCs at, ***http://fss.gsa.gov/citypairs/forums*** below for more information on GSA's Airline City-Pair Program. ***Only those without Internet access should call***.

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Contract City-Pair Program	City-Pair Program	City-Pair Program
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APPENDIX Q

OCONUS TOUR LENGTHS/TOURS OF DUTY

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PART I: SERVICE MEMBERS

A. Tour Length Establishment
B. Tour Length Change
C. Tour Length Exception
D. Tour Lengths

PART II: NOAA

A. Tour Length Establishment
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PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

A. Standard Tours of Duty
B. Tour Length Exceptions
C. Accompanied vs. Unaccompanied Tours of Duty
D. Special Circumstance Tours of Duty
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PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations
B. Establishing a Special Circumstance Tour of Duty

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PART I: DOD MEMBERS

NOTE: For NOAA, see App Q, Part II.

A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.

B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***

C. Tour Length Exception. The tour length for a DOD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).

D. Tour Lengths. The following are OCONUS tour lengths ***for a DOD member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):***

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
All OCONUS Duty Stations Not Listed Below	**36**	**24**		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	11
Alaska (except as indicated)	36	36		1
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	10
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
***Bahrain**	24	12		*14
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	12
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
Hawai'i (except as indicated)	36	36		1
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		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	NA	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		4, 5, 6
Gwangju AB (ROK)	NA	12		4
Joint Security Area	NA	12		4
Kunsan AB (US)	NA	12		4
Mujak/Pohang	NA	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
Kuwait	24	12		9
Kyrgyzstan	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	15
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	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		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
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		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
Norway	36	24	07-07-04	
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				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
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		
Balikesir	NA	12		
Cakmakli	NA	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
Yemen, Republic of	36	24	06-30-08	15
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.

2. Dependents are permitted only when GOV'T QTRS are available.

3. A maximum 48-month tour is permitted for Navy personnel.

4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available. With a Secretarial OHA waiver, a member in a non-Key Billet accompanied tour is receives OHA for the location at which the family lives in Korea.

6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.

7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.

8. Due to threat levels, dependents are not currently authorized at this location.

9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

*14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

15. May be accompanied by adult dependents age 18 years or older.

PART II: NOAA

NOTE: For DOD Service Members see, App Q, Part I.

A. Tour Length Establishment. These tour lengths are established by NOAA/CPC.

B. Tour Length Change. Submit a tour length change proposal to NOAA/CPC. ***Do not submit a tour length change request to PDTATAC.***

C. Tour Lengths. The following are OCONUS tour lengths ***for NOAA members only*:**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***Note***
Alaska	36	36	31 Jan 2005	
American Samoa	NA	12	31 Jan 2005	
Antarctica	NA	12	31 Jan 2005	
Australia				
Learmonth	36	36	31 Jan 2005	
France	36	36	31 Jan 2005	
Hawai'i	36	36	31 Jan 2005	
Switzerland	36	36	31 Jan 2005	

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PART III: DOD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

See JTR, Ch 5, Part A for applicable regulations.

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and

2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. See JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,

2. Certain employees, and/or

3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, see APP Q, Part IV, par. A.

E. Tour Lengths

NOTE: Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.

Location	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
Afghanistan	**X**			
Alaska				
Adak				**X**
Aleutian Islands				**X**
Isolated Mainland Bases				**X**
Kodiak Island				**X**
Ascension Island				**X**
Australia				
Northwest Cape	**X**			
Azores (See Portugal)	**X**			
Bahamas				
Andros Island	**X**			
Bahrain	**X** [1 7]	**X** [2]		
Bosnia-Herzegovina	**X**			
Banja Luka	**X** [8]			
British Indian Ocean Territory				
Diego Garcia Island				**X**
Bulgaria		**X** [2]		
Burma (See Myanmar)				

Location	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
Canada				
Newfoundland & Labrador				
Gander				X
Argentia	X [1]	X [2]		X
Northwest Territories				X
St. Anthony				X
Christmas Island				X
Commonwealth of the N. Mariana Islands				
Saipan	X			
Croatia	X			
Cuba				
Guantanamo Bay	X [1]			X [2]
Democratic Republic of Congo (formerly Zaire)	X			
Diego Garcia (See British Indian Ocean Territory)				
Dominican Republic	X			
Egypt	X [1]			X [2]
El Salvador		X [2]		
Eniwetok (See Marshall Islands)				
Ethiopia				X
Finland (all locations outside Helsinki)	X			
Greece	X			
Greenland		X		
Guam	X			
Haiti	X [1]			X [2]
Honduras		X [2]		
Hong Kong	X			
Hungary ***(eff 11-25-08)***				
Papa	X [1]		X [2]	
Iceland	X [3]			X [2 5]
Indonesia				X [2]
Iran (except as indicated below)				X
Isfahan	X			
Tehran	X			
Israel	X [1]	X [2]		
Italy				
Sardinia (La Maddalena)	X [3]	X [4 5]		
Sicily (Comiso and Ragusa)	X [3]	X [4 5]		
Japan				
Iwo Jima				X
Kure	X [1]			X [2]
Ryukyu Islands	X [1]			
Wakkanai	X [1]			X [2]
Johnston Atoll	X [3]			X [2 5]
Jordan	X			
Korea	X [1]			X [2]
Kuwait	X [1]			X [2]
Kwajalein (See Marshall Islands)				
Laos	X			
Liberia	X [8]			
Libya		X		
Mahe Island (See Seychelles)				
Marshall Islands				
Eniwetok				X

Location	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
Kwajalein	X			
Mexico				
Coatzacoalcos	X [1]	X [2 5]		
Vera Cruz	X [1]	X [2 5]		
Midway Islands				X
Montenegro	X			
Morocco	X			
Myanmar	X			
Nigeria	X [1]			X [2]
Oman	X [1]			X [2]
Pakistan (except as indicated below)		X		
Islamabad				X [2]
Karachi				X [2]
Lahore				X [2]
Peshawar				X [2]
Panama	X			
Philippines	X			
Portugal				
Azores	X			
Puerto Rico	X			
Romania		X [2]		
Qatar	X [1]			X [2]
Russia				
Moscow	X			
Saudi Arabia	X [1 6]			X [2]
Serbia	X			
Seychelles				
Mahe Island				X
Somali Republic		X		
Taiwan	X			
Thailand	X [1]			X [2]
Turkey (except as indicated below)	X			
Cakmakli				X [2]
Corlu				X [2]
Diyarbakir				X [2]
Izmir				X [2]
Murs				X [2]
Ortakoy				X [2]
Sinop				X
Venezuela	X			
West Indies				
Eleuthera Island				X
Grand Bahama Island				X
Grand Turk Island				X
Mayaguana Island				X
San Salvador Island				X
St. Lucia Island				X
Yemen, Republic of				
Sanaa	X [3 8]			X [2 5]
Zaire (See Democratic Republic of Congo)				

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

4/ For an employee on an initial service agreement not authorized to have a dependent present.

5/ For an employee serving on a renewal agreement.

6/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

***7/** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

8/ May be accompanied by adult dependents age 18 years or older.

PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in APP Q, Part III.

1. DOD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DOD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DOD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Education Activity (see 20 USC §§901-907 and DODEA Regulation 5301.4-R ("Salaries and Personnel Practices Applicable to Principals and Assistant Principals" available at ***http://www.odedodea.edu/pers/emanual/***)) is the same as for any other DOD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

2. Defense Intelligence Agency (DIA) Employee. The Director, DIA, administratively fixes the tour of duty for a DIA employee.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

7. National Security Agency (NSA) Employees. Because of the nature of employment, the Director, NSA, administratively fixes the tour of duty for a NSA employee.

8. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

9. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

10. Consultants and Experts. The tours of duty prescribed in pars. D2 through D10 do not apply to a consultant or an expert.

B. Establishing a Special Circumstance Tour of Duty

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

a. A specific area within the location (ex., Bahamas: Andros Island),

b. Accompanied or unaccompanied employees, and/or

c. An employee on a renewal agreement.

2. Exception Requests. A DOD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

APPENDIX R

CONFERENCES

JFTR/JTR, APP R applies to Uniformed Members and DOD civilian employees (JFTR, par. U1000 and JTR, par. C1001-C). It is derived from the Federal Travel Regulation (FTR) and references are cited within APP R.

PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

Par.	Title/Contents
A.	Authority
B.	Policy
C.	Scope and Coverage
D.	Definitions
E.	Actions Required
F.	Cost Considerations
G.	Cost Comparisons
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
L.	Conference Administrative Costs
M.	Conference Lodging Allowance
N.	Conference Lodging Allowance Approval Authority
O.	Conference M&IE Rate
P.	Guidance for Conference Planning (FTR, §301, APP E)

PART II: CONFERENCE ATTENDANCE

A.	General
B.	Authority
C.	GOV'T Sponsored Conferences
D.	Non-GOV'T Sponsored Conferences
E.	Registration Fees and Miscellaneous Expense
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H.	Advance Payment of Discounted Conference or Training Registration Fee (FTR §301–74.25)
I.	Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference
J.	Proportional Meal Rate (PMR) Computation Examples

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PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

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

B. Policy. (FTR §301-74) The public interest requires that the Uniformed Services and DOD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DOD Agency representatives attend conferences sponsored by others, the Service/DOD Agency must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members and DOD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of GOV'T programs.

D. Definitions

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

2. Conference costs: All costs paid by the GOV'T for a conference, whether paid directly or reimbursed by a Uniformed Service or DOD Agency. See par. F. Examples include:

a. Attendee's travel costs (i.e., travel to/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/from the conference),

c. Meeting room and audiovisual costs,

d. Registration fees (with or without furnished meals other than refreshment/snacks),

e. Speaker fees,

f. Conference-related administrative fees, and

g. Similar costs.

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

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

E. Actions Required. When planning a conference, the Uniformed Service or DOD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the greatest GOV'T advantage by

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

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

c. Determining if a GOV'T facility is available at a lesser rate,

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

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

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

2. Minimize the conference administrative costs,

3. Minimize the attendees' travel costs,

4. Minimize the attendees' time costs,

5. Use GOV'T-owned/GOV'T provided facilities as much as possible,

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

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

NOTE: Individuals must have the requisite contracting authority to obligate the GOV'T ICW conference arrangements.

F. Cost Considerations. When planning a conference, the Uniformed Service or DOD Agency should consider all GOV'T-paid direct and indirect conference costs. Conference costs to be considered include:

1. Travel and per diem expenses,

2. Rent of rooms for official business,

3. Usage of audiovisual and other equipment,

4. Computer and telephone access fees,

5. Light refreshments for morning, afternoon, or evening breaks exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. For DOD policy regarding the use of appropriated funds to purchase food; see DOD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DOD policy should be referred to OSD General Counsel (Fiscal).

6. Printing,

7. Registration fees,

8. Ground transportation, and

9. Attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, Uniformed Services and DOD Agencies must do cost comparisons to ensure the GOV'T's greatest benefit. Cost comparisons include:

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

2. Overall convenience,

3. Fees,

4. Meeting space availability,

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

6. Commuting or travel distance of most attendees, and

7. Other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) The Uniformed Service or DOD Agency concerned must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Inspector General's Office or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in appropriate lodging facility selection at the most advantageous location, the established per diem rate lodging portion may be exceeded by up to 25%, if necessary. For example, if the established geographical per diem rate lodging portion is $100, then facilities with lodging rates up to $125 may be considered when selecting the conference location.

3. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

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

2. Sponsoring or funding a conference by a Uniformed Service or DOD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.

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

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DOD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part I, item I3, and

2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DOD Agency provides Federal funds.

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

1. Limit the Uniformed Service's or DOD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and

2. Provide for travel expense consideration when selecting attendees.

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

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125% 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% (e.g., locality lodging rate $100; maximum conference lodging rate can be $125), and

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

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. GOV'T Sponsored Conference. Only a sponsoring agency designated senior official may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).

2. Non-GOV'T Sponsored Conference. The AO may authorize reimbursement for lodging expenses incurred NTE the conference lodging allowance rate (FTR, §301-74.9).

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

O. Conference M&IE Rate

1. Light Refreshments. When the GOV'T furnishes light refreshments at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted.

*2. Meals Included in Registration Fee. When the GOV'T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DOD civilian employees for each day meals are furnished. See APP R, Part II, item I for PMR computation examples. Since the AO may authorize the PMR or locality meal rate when the traveler is unable to eat the deductible meal due to medical requirements or religious beliefs (JFTR, par. U4165-D and JTR, par. C4554-B4) every effort should be made to accommodate the traveler's requirements.

P. Guidance for Conference Planning. Refer to FTR, Chapter 301, Appendix E for conference planning guidance procedures. This reference may be necessary to plan a successful conference. Website address is: ***http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17113&channelId=-24568&specialContentType=FTR&file=FTR/Chapter301pAppE.html#wp1185528.***

PART II: CONFERENCE ATTENDANCE

A. General. A DOD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

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

2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee'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 APP R, Part I.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency 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. A Uniformed member and/or a DOD civilian employee may attend conferences at GOV'T expense to:

a. Further Service or DOD Agency programs;

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. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DOD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Reimbursable Expenses

1. When Travel Is Involved. Registration fees authorized in the travel authorization/order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel authorization/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 appropriate applicable PMR or TDY locality M&IE rate 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 authorization/order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the GOV'T 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 JFTR, Ch 4, Part C and/or JTR, Ch 4, Part M. 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 Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

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

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DOD Agency'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.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization/order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization/order to attend the conference has been generated. When the authorization to register early is oral, the written authorization/order must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision
Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences
File: B-300826
Date: March 3, 2005

DIGEST
The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

(1) Meals and refreshments are incidental to the conference,

(2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

(3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

*J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of $39.00 and the Standard GMR of $10.80 to compute the PMR amount. The $39.00 consists of $36.00 for meals and $3.00 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

****NOTE*: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.***

Step 1	Add the locality meal rate and GMR	$36.00 + $10.80 = $46.80
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	$46.80 ÷ 2 = $23.40 * (Rounded up to $24.00)
Step 3	Add Step 2 total to the CONUS incidental expense rate	*$24.00 + $3.00 = $27.00
Step 4	Proportional Meal and Incidental Expense Rate	*$27.00

*2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is $55/night and GMR is $10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of $27.00 for the second day. ***NOTE*: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).**

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	$55 + [($39 (M&IE) x 75 %) = $29.25] =	$ 84.25
Day 2	*$55 + $27 (PMR) =	*82.00
Day 3	$39 x 75% =	29.25
TOTAL		***$ 195.50**

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and each command-sponsored dependent; and

2. DOD civilian employee and each dependent ***(effective 2 Nov 2002),***

on permanent duty at the location.

B. Unauthorized Personnel. ***JFTR/JTR contents do not apply to contractors or their employees at FEML locations.***

C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at ***http://www.defensetravel.dod.mil/regchgs.htm***.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	28 Feb 2010
Algeria, Algiers	European	Frankfurt	***28 Feb 2009***
Angola, Luanda	European	Frankfurt	28 Feb 2010
Argentina, Buenos Aires	Southern	Miami	***30 Apr 2009***
Armenia, Yerevan	European	Frankfurt	28 Feb 2010
Australia			
*Alice Springs	Pacific	Honolulu	*31 Dec 2010
Learmouth (incl. Exmouth)	Pacific	Perth	*31 Dec 2010
Azerbaijan, Baku	European	Washington, DC	28 Feb 2010
Bahrain, Manama	Central	Baltimore	31 Jul 2010
*Bangladesh, Dhaka	Pacific	Honolulu	*31 Dec 2010
Barbados, Bridgetown	Southern	Miami	***30 Apr 2009***
Belarus, Minsk	European	Frankfurt	***31 Jul 2009***
Belize, Belmopan	Southern	Miami	***30 Apr 2009***
Bolivia, La Paz	Southern	Miami	***30 Apr 2009***
Bosnia, Sarajevo	European	Frankfurt	***31 Jul 2009***
Botswana, Gaborone	European	Frankfurt	***31 Jul 2009***
Brazil			
Brasilia	Southern	Miami	***30 Apr 2009***
Rio de Janeiro	Southern	Miami	***30 Apr 2009***
Sao Paulo	Southern	Miami	***30 Apr 2009***
Bulgaria, Sofia	European	Frankfurt	28 Feb 2010

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
*Burma (See Myanmar)			
Burundi, Bujumbura	European	Frankfurt	***30 Nov 2008***
*Cambodia, Phnom Penh	Pacific	Honolulu	*31 Dec 2010
Cameroon, Yaounde	European	Frankfurt	***31 Jul 2009***
Chad, N'djamena	European	Frankfurt	***31 Jul 2009***
Chile, Santiago	Southern	Miami	***30 Apr 2009***
*China, Beijing	Pacific	Honolulu	*31 Dec 2010
Colombia, Bogota	Southern	Miami	***30 Apr 2009***
Costa Rica, San Jose	Southern	Miami	***30 Apr 2009***
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Washington, DC	28 Feb 2010
Croatia, Zagreb	European	Frankfurt	28 Feb 2010
Cuba			
Guantanamo Bay	Southern	Jacksonville	***30 Apr 2009***
Havana ***(for USCG uniformed members only)***	USCG	Miami	31 Jan 2010
Cyprus, Nicosia	European	Frankfurt	28 Feb 2010
Democratic Republic of Congo, Kinshasa	European	Frankfurt	***31 Jul 2009***
Djibouti	Central	Baltimore	31 Jul 2010
Dominican Republic, Santo Domingo	Southern	Miami	***30 Apr 2009***
Ecuador, Quito	Southern	Miami	***30 Apr 2009***
Egypt, Cairo	Central	Baltimore	31 Jul 2010
El Salvador, San Salvador	Southern	Miami	***30 Apr 2009***
Estonia, Tallinn	European	Frankfurt	***31 Jul 2009***
Ethiopia, Addis Ababa	Central	Baltimore	31 Jul 2010
*Fiji, Suva	Pacific	Honolulu	***31 Dec 2010
Gabon, Libreville	European	Paris	***31 Jul 2009***
Georgia, Tbilisi	European	Frankfurt	28 Feb 2010
Ghana, Accra	European	Frankfurt	28 Feb 2010
Greece			
Athens	European	Frankfurt	***31 Jul 2009***
Larissa	European	Frankfurt	28 Feb 2010
Greenland, Thule **1/**	European	Baltimore	***31 Oct 2008***
Guatemala, Guatemala City	Southern	Miami	***30 Apr 2009***
Guinea, Conakry	European	Paris/Frankfurt	***31 Jul 2009***
Guyana, Georgetown	Southern	Miami	***30 Apr 2009***
Haiti, Port au Prince	Southern	Miami	***30 Apr 2009***
Honduras, Tegucigalpa	Southern	Miami	***30 Apr 2009***
*Hong Kong	Pacific	Los Angeles	*31 Dec 2010
Iceland	European	Frankfurt	***30 Sep 2007***
*India, New Delhi	Pacific	Honolulu	*31 Dec 2010
*Indonesia, Jakarta	Pacific	Honolulu	*31 Dec 2010

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Israel, Tel Aviv	European	Frankfurt	28 Feb 2010
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	***30 Apr 2009***
Jordan, Amman	Central	Baltimore	31 Jul 2010
Kazakhstan, Astana	Central	Baltimore	31 Jul 2010
Kenya, Nairobi	Central	Baltimore	31 Jul 2010
Kuwait	Central	Baltimore	31 Jul 2010
Kyrgyzstan, Bishkek	Central	Baltimore	31 Jul 2010
Laos, Vientiane	Joint POW/MIA	Honolulu	***31 Oct 2006***
Latvia, Riga	European	Frankfurt	***31 Jul 2009***
Lebanon, Beirut	Central	Baltimore	31 Jul 2010
Libya, Tripoli	European	Frankfurt	***31 Mar 2009***
Lithuania, Vilnius	European	Frankfurt	***31 Jul 2009***
Macedonia, The Former Yugoslavia Republic of, Skopje	European	Frankfurt	***31 Jul 2009***
*Madagascar, Antananarivo	Pacific	Frankfurt	*31 ***Dec*** 20***10***
*Malaysia, Kuala Lumpur	Pacific	Sydney	*******31 Dec 2010
Mali, Bamako	European	Frankfurt	***31 Jul 2009***
Mauritania, Nouakchott (eff 28 Apr 2005)	European	Frankfurt	***31 Mar 2009***
Mexico, Mexico City	Northern	San Antonio	***31 Aug 2008***
Moldova, Chisnau	European	Frankfurt	***31 Jul 2009***
*Mongolia, Ulaanbaatar	Pacific	San Francisco	*******31 Dec 2010
Montenegro, Podgorica	European	Frankfurt	28 Feb 2010
Morocco, Rabat	European	Frankfurt	31 Jul 2009
Mozambique, Maputo	European	Frankfurt	28 Feb 2010
*Myanmar, Rangoon	Pacific	Honolulu	*31 Dec 2010
Namibia, Windhoek	European	Frankfurt	28 Feb 2010
*Nepal, Katmandu	Pacific	Honolulu	*31 Dec 2010
Nicaragua, Managua	Southern	Miami	***30 Apr 2009***
Niger, Niamey	European	Frankfurt	***31 Jul 2009***
Nigeria			
Abuja	European	Frankfurt	28 Feb 2010
Lagos	European	Frankfurt	28 Feb 2010
Oman, Muscat	Central	Baltimore	31 Jul 2010
Pakistan, Islamabad	Central	Baltimore	31 Jul 2010
Panama, Panama City	Southern	Miami	***30 Apr 2009***
Paraguay, Asuncion	Southern	Miami	***30 Apr 2009***
Peru, Lima	Southern	Miami	***30 Apr 2009***
*Philippines, Manila	Pacific	Honolulu	*31 Dec 2010
Poland, Warsaw	European	Washington, DC	28 Feb 2010
Qatar, Doha	Central	Baltimore	31 Jul 2010

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Romania, Bucharest	European	Frankfurt	***31 Jul 2009***
Russia, Moscow	European	Frankfurt	***31 Jul 2009***
Rwanda, Kigali	European	Frankfurt	***31 Jul 2009***
Saudi Arabia			
Dhahran	Central	Baltimore	31 Jul 2010
Jeddah	Central	Baltimore	31 Jul 2010
Jubail	Central	Baltimore	31 Jul 2010
Khamis	Central	Baltimore	31 Jul 2010
King Khalid Military City	Central	Baltimore	31 Jul 2010
Riyadh	Central	Baltimore	31 Jul 2010
Tabuk	Central	Baltimore	31 Jul 2010
Taif	Central	Baltimore	31 Jul 2010
Senegal, Dakar	European	Frankfurt	***31 Jul 2009***
Serbia, Belgrade	European	Frankfurt	28 Feb 2010
*Singapore	Pacific	Honolulu	***31 Dec 2010
South Africa, Pretoria	European	Frankfurt	***31 Jul 2009***
*Sri Lanka, Colombo	Pacific	Frankfurt	*31 Dec 2010
Suriname, Paramaribo	Southern	Miami	***30 Apr 2009***
Syria, Damascus	Central	Baltimore	31 Jul 2010
*Taiwan, Taipei	Pacific	Sydney	***31 Dec 2010
*Tajikistan, Dushanbe	Central	Baltimore	31 Jul 2010
Tanzania, Dar Es Salaam	European	Baltimore	28 Feb 2010
*Thailand, JUSMAGTHAI (eff. 21 Jan 09)			
Bangkok	Pacific	Honolulu	***21 Jan 2011
Chiang Mai	Pacific	Honolulu	***21 Jan 2011
Trinidad and Tobago, Port of Spain	Southern	Miami	***30 Apr 2009***
Tunisia, Tunis	European	Frankfurt	***31 Jul 2009***
Turkey, Ankara	European	Frankfurt	***31 Jul 2009***
Turkmenistan, Ashgabat	Central	Baltimore	31 Jul 2010
Uganda, Kampala	European	Frankfurt	***31 Jul 2009***
Ukraine, Kiev	European	Frankfurt	***31 Jul 2009***
United Arab Emirates, Abu Dhabi	Central	Baltimore	31 Jul 2010
Uruguay, Montevideo	Southern	Miami	***30 Apr 2009***
Uzbekistan, Tashkent	Central	Baltimore	31 Jul 2010
Venezuela, Caracas	Southern	Miami	***30 Apr 2009***
*Vietnam, Hanoi	Pacific	Honolulu	*31 Dec 2010
Yemen, Sanaa	Central	Baltimore	31 Jul 2010
Zambia, Lusaka	European	Frankfurt	***31 Jul 2009***
Zimbabwe, Harare	European	Frankfurt	***31 Jul 2009***

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

Table Contents

I. Traveler Identification
II. Commercial Transportation Information
III. Travel Expense Information
IV. Accounting and Certification

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APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

Table I: Traveler Identification		
Group Name	**Data Elements**	**Description**
Travel Authorization/Order	Authorization/Order 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	
	Conference attendance	
	Relocation	Same as change of official station.
	Between Tours Travel	
	Special Mission Travel	
	Emergency Travel	
	Other 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.
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.

Table II: 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.
	GTCC - Central Billing Account	A contractor GTCC centrally billed account.
	GTCC – Individually Billing Account	IAW 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.

Table III: 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.

Table IV: 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

A. R&R Leave Transportation. See JFTR, par. U7300 (uniformed member) and JTR, par. C7750 (DOD civilian employee) for regulations concerning Funded Rest and Recuperative (R&R) Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DOD Executive Agent for the USCENTCOM Rest and Recuperation Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized Rest and Recuperation (R&R) locations/destinations ***for a Uniformed Services member and for a DOD civilian employee:***

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination
Afghanistan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Albania	European	Frankfurt, Germany	Baltimore, MD
Bahrain **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, MD
Croatia	European	Frankfurt, Germany	Baltimore, MD
*Cuba, Joint Task Force–GITMO ***only***	Southern	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk
Djibouti **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Hungary	European	Frankfurt, Germany	Baltimore, MD
Iraq **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Joint Task Force - South West Asia (JTF-SWA) **1/**	Central	Frankfurt, Germany	Baltimore, MD
Jordan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Kuwait **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Kyrgyzstan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Macedonia, The Former Yugoslavia Republic of	European	Frankfurt, Germany	Baltimore, MD
Montenegro	European	Frankfurt, Germany	Baltimore, MD
Oman **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Pakistan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Qatar **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Saudi Arabia **2/**	Central	Airport closest to the leave point	Airport closest to the leave point

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination
*Serbia (includes Kosovo)	European	Frankfurt, Germany	Baltimore, MD
Slovenia	European	Frankfurt, Germany	Baltimore, MD
Somalia	Central	Airport closest to the leave point	Airport closest to the leave point
Syria	Central	Airport closest to the leave point	Airport closest to the leave point
Tajikistan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
United Arab Emirates **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Uzbekistan **2/**	Central	Airport closest to the leave point	Airport closest to the leave point
Yemen **2/**	Central	Airport closest to the leave point	Airport closest to the leave point

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD (P&R) memo dated 21 June 2004, as of that date, **a *member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO/TMC and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (see APP A) (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to a civilian employee***.

APPENDIX V

CROSSWALK BAH FROM DODFMR TO JFTR

DODFMR, Chapter 26 to JFTR, Chapter 10 in MAP 70-06 -- Transfer BAH from DODFMR to JFTR
Effective 1 October 2006

DODFMR old par. #	JFTR new par. #
2601	
260101	U10002-A
260101.A	U10002-A
260101.B	U10012, U10416-A, U10416-B
260101.C	U10300
260101.D	U10100-A
260101.E	U10002-B1
260101.F	U10002-B2
260102	U10100-A1a
260103	U10100-A1b
260104	U10100-F
260105.A-C	U10302A-C
260106	U10304
260107	
260107.A	U10002-B1
260107.B1	U10004
260107.B2	U10400-B & U10402-B1
260107.B3	U10402-B2
260107.B4	U10412-B7
260108	U10424
260109	
260109.A	U10006-A
260109.B	U10006-B
260109.C	U10006-C
260109.D	U10006-D
260109.E	U10006-E
260109.F	U10028
2602	
260201	
260201.A	U10400-A
260201.B	U10400-C & D
260201.C	U10400-E
260202	Based on 10 USC 7572 which was repealed
260203.A-C	U10428A-C
260204	U10418-A
260205	
260205.A	U10010-A
260205.B	U10010-B Item 7 deleted (see par. 260202 above) and item 8-14 renumbered 8-13
2603	
260301	
260301.A	U10402-A
260301.B	***Navy doesn't need***
260301.C	U10306-I
260301.D	U10306-J

DODFMR old par. #	JFTR new par. #
260301.E	U10306-K
260302.A-.H	U10306-A-H
260303.A-G.	U10308-A-G
260304	
260304.A	U10102-B
260304.B	U10102-C
260304.C	U10100-B
260304.D	U10100-C
260304.E	U10100-D
260304.F	U10100-E
260305	U10402-C
260306	U10002-E
2604	
260401	U10100-A last sentence
260402	U10102-A, U10204-A
260402.A	U10204-B
260402.B	U10204-A
260402.C	U10204-C
260402.D	U10204-D
260403	U10104-A
260403.A	U10104-B
260403.B	U10104-C
260403.C	U10104-D
260403.D	U10104-E
260403.E	U10104-F
260403.F	U10104-G
260404	U10104-H
260405 Reserved	
260406.A-F	U10106-A-F
260406.G	U10206-C
260406.H-J	U10106-G-I
260407.A	Deleted – too old – 1992
260407.B	U10206-A
260408.A-B	U10120-A-B
260409.A-B	U10122-A-B
260410	U10124
260411	U10126
260412	U10118-A
260412.A	U10118-B
260412.B	U10118-C
260413	U10108
260413.A	U10108 item 1
260413.B	U10108 item 2
260414	U10110
260415.A-B	U10112-A-B
260416	U10008
260416.A	U10008-B1
260416.B	No longer needed – Dec 4, 1991 too old
260416.C	U10008-B2
260417.A-D	U10114-A-D
260418.A-G	U10116-A-G

DODFMR old par. #	JFTR new par. #
2605	
26501.A-C	U10422-A-C
TABLES	
Table 26-1	Table U10B-1
Table 26-2	Table U10B-2
Table 26-3, rules 1-22	Table U10E-1
Table 26-3, rules 23-25	Table U10E-17
Table 26-4	Table U10C-1
Table 26-5	Table U10E-2
Table 26-6	Table U10A-1
Table 26-7	Table U10A-2
Table 26-8	Table U10A-3
Table 26-9	
Rule 1	U10402-B
Rule 2	Table U10E-6, rule 1
Rule 3	Table U10E-6, rules 3 and 4
Rule 4	Table U10E-6, rule 7
Rule 5	Table U10E-6, rule 8
Rule 6	Table U10E-6, rule 9
Rule 7	Table U10E-6, rule 10
Rule 8	No separate rule for AK & HA – included in Table U10E-6, rule 1 and Table U10E-8, rules 1-3
Rule 9	U10402-B
Rule 10	Table U10E-12, rule 9
Rule 11	Table U10E-12, rules 10 & 11
Rule 12	Table U10E-12, rule 15
Rule 13	Table U10E-12, rules 3 & 4
Rule 14	deleted – not IAW new transit rules
Table 26-9 cont.	
Rule 15	U10416-A
Rule 16	Table U10E-12, rule 16
Rule 17	Table U10E-13, rule 1
Rule 18	Table U10E-13, rule 2
Rule 19	Table U10E-13, rule 3
Rule 20	Table U10E-15, rules 1-4
Rule 21	Table U10E-14, rules 2 & 4
Rule 22	Table U10E-12, rules 5 & 6
Rule 23	Table U10E-6, rule 10
Table 26-10	
Rule 1	U10400-B
Rule 2	U10400-B
Rule 3	Table U10E-12, rule 9
Rule 4	Table U10E-12, rules 10 and 11
Rule 5	Table U10E-12, rule 15
Rule 6	Table U10E-12, rules 3 and 4
Rule 7	Table U10E-12, rule 2
Rule 8	U10416-A-B
Rule 9	Table U10E-12, rule 16
Rule 10	Table U10E-12, rules 1 and 2
Table 26-11	Table U10E-16 and U10E-17
Table 26-12	PDTATAC website
Bibliography	Not included

DODFMR old par. #	JFTR new par. #
Part A: Definitions	
U10000	
U10000-A	No longer needed
U10000-B	No longer needed
U10000-C	U10000-A
U10000-D	U10000-B
U10000-E	U10000-C
U10000-F	U10000-D
Part B: General Info	
U10100	U10020
U10100-A	U10020-A
U10100-B	No longer needed
U10100-C	U10020-C
U10100-D	U10020-D
U10102	
U10102-A	U10022-A
U10102-B	U10022-B
U10102-C	U10022-C
U10102-D	U10022-D
U10103	
U10103-A	U10024-A
U10103-B	U10024-B
U10104	
U10104-A	U10026-A
U10104-B	U10026-B
U10105	
U10105-A	U10028-A
U10105-B	U10028-B
U10105-C	U10028-C
U10105-D	U10028-D
U10106	U10002-B2c
U10107	U10030
U10108	U10032
U10109	U10202
U10110	U10424
U10111	U10422
U10112	U10428
U10113	U10002-C, U10300
U10114	U10416-E2a
Part C: OHA Start/Stop	
U10200	
U10200-A	U10002-E1
U10200-B	U10002-E2
U10200-C	U10400-B, U10402-B
U10201	U10400-B, U10402-B
U10202	
U10202-A1	U10400-A, U10002-E1
U10202-A2	U10400-C
U10202-A3	U10400-D
U10202-B	
U10202-B1	U10400-E
U10202-B2	U10400-E1

DODFMR old par. #	JFTR new par. #
U10202-B3	U10400-E2, U10400-E3
U10202-B4	U10400-E4
U10202-C	U10400-B, U10402-B
U10203	
U10203-A	U10402-A
U10203-B	U10402-A Note
U10203-C	U10402-B3
U10203-D	U10402-B4
U10203-E	U10400-B, U10402-B1
U10204	
U10204-A	U10404-A
U10204-B	U10404-B
U10205	
U10205-A	U10406-A
U10205-B	U10406-B
U10206	
U10206-A	U10408-A
U10206-B	U10408-B
U10207	
U10207-A	U10410-A
U10207-B	U10410-B
U10207-C	U10410-C
U10208	
U10208-A	U10412-A
U10208-B	U10412-B
U10208-C	U10412-C
U10208-D	U10412-D
U10208-E	U10412-E
U10209	
U10209-A	U10426-A
U10209-B	U10426-B
U10209-C	U10426-C
Part D: Family Separation Housing Allowance	
U10300	
U10300-A	U10414-A
U10300-B	U10414-B
U10300-C	U10414-C
U10300-D	U10414-D
U10300-E	U10414-E
U10300-F	U10414-F
U10300-G	U10414-G
Tables	
U10C-1	U10E-3
U10C-2	U10E-4
U10C-3	U10E-7
U10C-4	U10E-8
U10C-5	U10E-9
U10C-6	U10E-10
U10C-7	U10E-14
U10D-1	U10E-11

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