THE JOINT TRAVEL REGULATIONS

VOLUME 2

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

Published by:
The Per Diem, Travel and Transportation Allowance Committee
Department of Defense
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000
www.defensetravel.dod.mil

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

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

SUBJECT: Change to Joint Travel Regulations

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

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references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.

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

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

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 564

1 OCTOBER 2012

A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 October 2012 unless otherwise indicated.

C. Civilian Principals. The following are the current Civilian Principals**:**

SAMUEL B. RETHERFORD
Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND
Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

FRANCINE BLACKMON
Deputy Assistant Secretary of the Air Force
(Air Force Management Integration)

D. Applicable CAP Items and Brief of Revisions. This change includes all material and revisions written in the following CAP Items:

CAP 70-12(E)/MAP 81-12(E) -- GTCC Chip/Pin Card Fee Reimbursement. Adds provision to reimburse fees associated with the issuance of a Chip/PIN GTCC for use in select Countries. Affects APP G.

CAP 81-12(E)/MAP 93-12(E) -- Dual Lodging from 14 to 7 Days. Reduces the number of days the AO may authorize/approve dual lodging from 14 to 7 days and require dual lodging over 7 days be authorized/approved by the Secretarial Process. Affects par. C4555-F.

CAP 82-12(E)/MAP 95-12(E) -- Add Equipment for Contingency Operations. Authorizes equipment required for Contingency Operations to be shipped as excess accompanied baggage. Affects par. C3105-D, and APP G.

CAP 87-12(E)/MAP 100-12(E) -- Add Breathalyzer as a Reimbursable Expense. Adds a breathalyzer test kit to APP G as a reimbursable expense when purchased ICW an AO authorized/approved Special Conveyance/Rental Vehicle.

CAP 94-12(I) -- Reimbursement of MEA due to Household Relocation. Adds CBCA decision 2701-RELO, dated 26 July 2012 to JTR, par. C5310-D4 indicating that a non-transferrable education enrollment contract is similar to other types of costs listed in the non-exclusive lists of costs, such as some types of medical or dental contracts that are reimbursable where losses cannot be recovered by transfer or refund and are incurred due to early termination of a contract. An enrollment contract fee is a reimbursable miscellaneous expense. Affects par. C5310-D4.

CAP 97-12(I)/MAP 121-12(I) -- Move par. C4735 (POC Tax & License Fee) to APP G. Moves all information on reimbursable POC tax and license fee to APP G. Affects APP G.

CAP 98-12(I) – Chs 2E and 5E, Section 2 Updates. Deletes all erroneous information on page 2 of Ch 2, Part E.

CAP 101-12(I)/MAP 118-12(I) -- APP S. Recertifies Latvia (Riga) and Greenland (Thule) as authorized FEML locations. Affects APP S.

CAP 104-12(I)/MAP 122-12(I) -- When Per Diem is Authorized. Moves information in par. U4101 to pars. U2170 and C2170.

CAP 106-12(I) -- Correct References in Ch 5, Part S. Corrects references in Ch 5, Part S.

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 564

1 OCTOBER 2012

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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

FOREWORD

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

PURPOSE AND AUTHORITY

JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees and civilians who travel using DoD funding.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances IAW Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DoD components.

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

The JTR is issued under the following authorities:

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

2. The USC, primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;

3. Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and

4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA), the GSA Civilian Board of Contract Appeals (CBCA), and the OSD General Counsel (OSD(GC)).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Comptroller General of the U.S. settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA (Section 847 of P. L. 109-163) and the claims settlement function was transferred from GSBCA to CBCA.

A civilian employee appealing a travel voucher settlement must submit the appeal to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office (i.e., the office that made the payment), which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: http://www.cbca.gsa.gov

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

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

PARAGRAPH NUMBERING SYSTEM

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

Paragraph: C1052-B2b(3)

JTR . . . . . .
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JTR references and citations should be in the following format:

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

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

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

The most specific reference should be used.

CHANGES

Civilian Travel Determinations (CTDs) make changes to the JTR. A CTD is effective on the indicated date. It may be effective on the JTR publication date, on the PDTATAC Chair's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law or an FTR amendment or DSSR change, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the DTMO website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on that change's cover sheet.

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

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS per diem rates.

FEEDBACK REPORTING

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

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060.

2. Navy. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps. - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force. Air Force Civilian Advisory Panel Member, HQ AF/A1PA,1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

*5. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

HOW TO GET THE JTR

JTR materials may be downloaded and printed from the following website:
http://www.defensetravel.dod.mil/site/travelreg.cfm

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For current per diem rates, please see the Defense Travel Management Office website at:
http://www.defensetravel.dod.mil/site/perdiem.cfm.

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DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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C3520-C5		C2204-B4d
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C3520-C9		C2204-B4g
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PART A: ADMINISTRATION AND GENERAL PROCEDURES

C1000 APPLICATION

A. Personnel Covered. The JTR applies to:

1. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;

2. Dependent(s) of an employee/individual covered by JTR (unless eligible for separate Allowances;

3. A civilian official and/or employee of another GOV'T department and/or AGENCY who performs an official assignment for and at DoD's expense;

4. A DoD personal services contract employee (27 Comp. Gen. 695 (1948));

5. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, Civilian Marine Personnel Instruction (CMPI) Instruction 4650;

6. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);

7. A National Guard technician employed pursuant to 32 USC §709;

8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T;

9. A new appointee to the SES, and

10. Certain Presidential appointees.

B. Personnel Not Covered. The JTR does ***not*** apply to:

1. A Uniformed Service member;

2. Dependent(s) of an individual /employee covered by the JFTR;

3. A NAF official and/or employee traveling on NAF business (JTR may be adopted and interpreted by NAF activities for NAF employees.);

4. A contractor's representative and/or contractor's employee under a contract with DoD;

5. A DoD employee appointed under 22 USC §2385(d); or

6. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD AGENCY and who is subject to the funding AGENCY's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America' always applies to DoD personnel).

C. Statutory Regulations. JTR:

1. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at GOV'T expense.

2. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the GOV'T

1. The JTR:

a. Addresses allowances paid/reimbursed by the GOV'T, and

b. Does ***not*** address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

*3. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C5025 for policy on travel at GOV'T expense.

4. Employee Status

a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status.

b. If the employee is in a duty status, a funded travel order ***must*** be issued.

c. If the employee is in a leave/other non-duty status, a travel order must ***not*** be issued.

5. Travel Documentation. Travel documentation provided to the traveler must indicate all of the following:

a. Travel is at the traveler's request.

b. Attendance at the event is in the DoD's interest.

c. Travel is at no expense to the GOV'T (i.e., no accounting information may be placed on the travel authorization).

d. No per diem or other reimbursement is authorized.

e. The traveler may choose, without penalty, not to perform the travel.

E. FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

C1005 PROHIBITION NOT STATED

The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR. There may be circumstances when travel and transportation allowances are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (e.g., the philosophy of "It doesn't say I can't therefore I can." does not apply to JTR.).***

C1015 IMPLEMENTATION

A. Regulatory Authority. Under DoDD 5154.29 the provisions of and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. ***The JTR requires no further allowances implementation.***
C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.

2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below cites allowances that do/should be implemented by Service/Agency issuances. The following list may not be all inclusive:

*a. Completion and submission of travel vouchers (Ch 2, Part K);

*b. Appropriate authority/approval level for business-class air travel (par. C3500);

*c. Authorization/order endorsement related to foreign flag carrier use (par. C3525-F);

d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets;

e. Procedures and conditions under which advance payments are authorized including those in:

*(1) PDT (Ch 5);

(2) Evacuation Allowances (Ch 6);

*(3) Recruiting expenses (parking expenses only);

*(4) TQSE (Ch 5, Part H,)

f. Appropriate separation or retirement activities;

g. Claims for personally procured HHG transportation;

*h. Traveler financial responsibility (pars. C2000, C3105-B, C5576-B, C5154, C5190, C5204, C5208, C5234-E, C5270-B, C5450 and C5576);

*i. Personal emergency determination (pars. C7365 and C7602;

j. Establishing dependency (See APP A definition of DEPENDENT),

*k. CTO use policy (par. C2400);

l. Procedures for extending evacuation safe haven allowances; and

m. Transportation of the remains of a deceased employee and/or a deceased dependent (Ch 5, Part R).

C1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

A. Requirement. DoDD 5154.29 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. Application. The review process applies to all DoD COMPONENTS.

C. Procedure. A WORD document of the written material should be forwarded, via the Service/Agency CAP representative found in the Introduction Feedback Reporting section to:

1. Email: pdtatac@dtmo.pentagon.mil; or

2. Mail:

   Per Diem, Travel and Transportation Allowance Committee
   Attn: Policy & Regulations Branch
   4800 Mark Center Drive
   Suite 04J25-01
   Alexandria, VA 22350-9000

3. Fax: (571) 372-1301 DSN (312) 372-1301

C1025 EXPENDITURE AUTHORITY

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

C1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

2. ***Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the GOV'T.***

3. A non-deductible meal provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.

5. The Improper Payments Information Act of 2002, Public Law 107-300 may apply.

C1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

*A Service/Agency is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Action must ***not*** be through refusal to reimburse. See par. C2400-E for exceptions when reimbursement is ***not*** allowed.

C1040 REGULATION CHANGE EFFECTIVE DATE

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

C1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JTR (and FTR), and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a DoD civilian employee). OSD GC, DOHA, CBCA, GSBCA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. ***Other interpretations are strictly advisory in nature.***

C1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See APP A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with APP A to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other GOV'T regulations.

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PART B: DTS

C1100 GENERAL

At locations at which DTS has been fielded, most TDY vouchers are paid using DTS. The Services/Agencies must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and economy /coach-class accommodations, whenever possible along usually-travelled routes.

C1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

1. Covers individual TDY travel for business, travel for schoolhouse training, deployment, or personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.

2. Does ***not*** cover PCS (Ch 5), or evacuation (Ch 6).

B. TDY as Part of a PCS. TDY performed as part of a PCS move (i.e., TDY en route) is not paid using DTS.

C1110 AUTHORITY AND RESPONSIBILITY

A. General. Information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute the AO's responsibilities.

B. AO Authority. The AO has broad authority to:

1. Determine when TDY travel is necessary to accomplish the unit's mission,

2. Authorize travel,

3. Obligate unit travel funds,

4. Approve trip arrangements, and

5. Authorize travel expenses incurred ICW the mission and IAW JTR.

See par. U4405 for justification.

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see APP H) for notation on the Trip Record.

2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:

   a. GOV'T negotiated airfares,

   b. Lodging, and

   c. 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.

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.

4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.

5. Adhere to policies and procedures IAW JFTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW JFTR.

6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:

a. Travel was taken,

b. Charges are reasonable,

c. Phone calls authorized for reimbursement are in the GOV'T's best interest, and

d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

D. Official Travel Combined with Leave/Personal Travel. The AO may permit a traveler to combine official travel with leave/personal travel, provided:

1. Contract city pair airfare travel (or travel using other airfares limited to official GOV'T business) is never used for personal travel (APP P2, par. E).

2. The official transportation is arranged through the CTO.

3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.

4. The traveler arranges personal travel at personal expense with the transportation reimbursement being limited to the official travel cost and no excess costs for travel or M&IE are borne by the GOV'T.; and

5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

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

2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

C1115 A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate

a. A traveler should obtain a "should cost" estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, their associated costs, and the allowance maximums.

b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.

c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.

d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:

a. Decides if the traveler should use non standard arrangements for mission reasons.

b. May authorize certain changes for the traveler's convenience (e.g., using a POC instead of flying). The standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Travel Authority. The AO:

a. Authorizes the TDY,

b. Authorizes the arrangements,

c. Determines the fund cite, and

d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.

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

5. Paying for Arranged Service and Obtaining Cash to Pay Expenses while Traveling

a. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.

b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.

c. 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.

d. ***An advance on a unit GTCC is not allowed.***

B. During the Trip

1. Changing Plans

a. If travel plans change the traveler should call the CTO toll-free number (if possible) to modify the itinerary.

b. The CTO must update the traveler's Trip Record. Although the AO may approve changes after trip completion, the traveler should obtain the AO's authority in advance, and update the Trip Record.

c. The traveler is reimbursed AO approved Trip Record changes.

2. Receipts

a. Receipt Requirement. The DoDFMR 7000.14-R, Volume 9 based on an IRS requirement, requires that each traveler produce each receipt(s) for:

(1) Lodging, and

*(2) Individual official travel expenses of $75 or more(****NOTE: A receipt must be submitted for each transportation ticket of $75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted***.).

b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

1. Completing the Expense Report. IAW DoDFMR 7000.14-R, Volume 9requirement:

a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.

b. Required receipts (lodging, and individual expenses of $75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

3. Submitting the Expense Report

a. If using the DTS, the expense report is automatically routed to a disbursing office for payment.

b. If ***not using*** the DTS, a finance office or an office contractually arranged by the traveler's Service/ Agency may provide this service.

c. 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 par. C2715.

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

C1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.

2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See DoD Instruction 1342.25, par. 5.4.5,, dated 30 October 1996 "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);"concerning eligibility for reimbursement for official travel.

C. Funding and Orders. DDESS funds and issues necessary orders.

C1205 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. Title 5 USC, Chapter 45, Subchapter 1 provides authority for a Gain-Sharing Program for a civilian employee, but there is no authority for such a program for a uniformed member. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR/JTR for a uniformed member or a DoD civilian employee.

C1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

A. Policy. GOV'T policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging.

B. GOV'T Responsibility. Each Service/DoD COMPONENT must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved public accommodations.

C. GOV'T Requirements. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at ***http://www.usfa.fema.gov/hotel/index.htm***.

D. Service/Agency Compliance. Services/agencies are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (APP A definition) whenever possible (5 USC §5707a).

C1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. Registered and/or trusted traveler programs (i.e., Fly Clear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

B. Participation. Participation in this program is not required by the GOV'T. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.

C. Enrollment Fee. Enrollment fees in this program are not reimbursable. See APP G.

C1220 RECRUITER-RELATED PARKING EXPENSES

A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of $25, but NTE $200.

B. Reimbursement. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site at which assigned to duty:

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

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

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

C. Example. Monthly parking expenses of $135 warrant reimbursement of $110 ($135 - $25 = $110) while monthly parking expenses of $320 would warrant reimbursement of $200 ($320 - $25 = $295 but NTE $200).

D. Limitations. Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.

***C1225 FOREIGN MILITARY TRAVEL**

*A. Authority. The JFTR is not the authority for payments for foreign military and an ITA is not used to support payments.

*B. Defense Personnel of Developing Countries (10 USC §1051). See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10.

*C. Liaison Officers (10 USC §1051a). See DoDFMR, Volume 12, Chapter 18.

*D. Foreign Students at Service Academies. See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10.

*E. Foreign Military Sales Related Travel of Foreign Personnel. See DoD 5105.38-M, Security Assistance Management Manual (SAMM).

C1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

See DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.

C1255 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)

An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living QTRS Allowance (LQA) under the provisions in the DoDI 1400.25, Volume 1250 and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1260 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under JTR, Ch 5, Part G but ***not*** the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/ non-foreign OCONUS area PDS may be authorized TQSE under JTR, Ch 5, Part H1 but ***not*** the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. The FTA/HSTA are DoS allowances 5 USC §§5924(2)(A) and 5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. ***A new appointee is not eligible for any portion of the HSTA.***

3. The FTA and HSTA are composed of four elements:

a. Miscellaneous Reimbursable Expense. This portion ***only*** is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

b. Wardrobe Expense. ***This portion is not allowable for a DoD civilian employee***.

c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.

(1) FTA. This portion is allowable for a DoD civilian employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

(2) HSTA. ***This portion is not allowed for a DoD civilian employee.***

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD civilian employee (including a new appointee) PCSing to/ between a foreign area PDS.

2. HSTA. This portion is allowed ***only for a reassigned employee (not a new appointee)*** PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: See JTR, Ch 5, Part B for other allowances relevant to first duty station travel.

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

C1300 RETAINING PROMOTIONAL ITEMS

A. General

1. The JTR addresses "reimbursable" allowances funded by the GOV'T.

2. Non-reimbursable expenses, for goods/services obtained:

   a. Through personal purchase, or

   b. Under the same conditions as those offered to the general public and at no additional GOV'T cost,

do not require authorization/approval, and are not reimbursable regardless of the AO's authorization or approval.

B. Promotional Materials/Benefits

1. A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities).

2. Promotional material must be:

   a. Obtained under the same terms as those offered to the general public, and

   b. At no additional GOV'T cost.

3. Examples of promotional materials include:

   a. Vendor-provided complimentary upgrades to room/transportation accommodations, and

   b. Upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

4. ***Promotional benefits/materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.***

5. Promotional materials received for travel using other than Service/Agency funds are not covered by this rule. The traveler should seek guidance from the funding authority.

C. Seat Relinquishing

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

2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

D. Lost, Delayed, or Damaged Accompanied Baggage

1. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier.

2. If the traveler intends to make a claim against the GOV'T for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation.

3. See 31 USC §3721 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.

C1305 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

1. Standards of Conduct and Accommodating non-Federal sources for Travel and Transportation Expenses. See the Joint Ethics Regulation (JER), DoD 5500.7-R.

2. Acceptance of Gratuities, Favors, Payments in Cash or in Kind, Contributions, or Awards ICW Official Travel. See the Joint Ethics Regulation (JER), DoD 5500.7-R.

*PART E: COMPUTATION RULES

*C1400 GENERAL

Computation rules in the JTR may be unique to the JTR. Consult the relevant Chapters and Parts to determine the correct computation process for specific travel and transportation allowances.

*C1405 TDY MILEAGE, MALT, TQSE AND PER DIEM COMPUTATION

Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

*C1410 AEA AND PMR COMPUTATION

A. AEA

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate.

2. AEA computation is rounded up to the nearest dollar. Example: $29.25 = $30.

3. When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount, and add the extra cents to the AEA lodging rate. Example: Reduce an AEA M&IE of $76.50 to $76.

B. PMR. PMR computation is rounded-up to the nearest dollar.

*C1415 CONFERENCE LODGING ALLOWANCE

1. A conference lodging allowance is:

   a. A pre-determined allowance of up to 125% of the applicable lodging per diem rate (rounded to the next highest dollar), and

   b. Usable only ICW conference attendance.

2. Example: The locality lodging rate of $100 may be increased to $125.

3. A conference lodging allowance is ***not an AEA*** and must not be used with an AEA. See APP R2, par. M.

*C1420 AEA LIMITATIONS

A. CONUS. The AEA limit is 300% of the maximum locality per diem rate.

B. OCONUS. The AEA limit for a DoD civilian employee, or other person traveling IAW the JTR, is 300% of the maximum locality per diem rate.

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PART A: GENERAL

C2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

A. General. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense.

B. Receipts. IAW DoDFMR 7000.14-R, Volume 9, a traveler must maintain records/receipts for:

1. Individual expenses of $75 or more, and

2. All lodging costs.

Travelers are encouraged to retain all receipts in the event questions arise about expenses.

C. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

C2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.

2. Use of lodging facilities in these programs often results in cost savings to the GOV'T.

3. The FedRooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.

4. Not all programs are available to all official travelers.

B. Not Considered GOV'T QTRS. The following are ***not*** GOV'T QTRS:

1. Army Lodging Success Program,

2. Navy Elite Lodging Program,

3. GSA's Fed Rooms Lodging Program,

4. GOV'T contracted lodging not located on an Installation to which the traveler is assigned.

See DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010.

C2010 TRAVEL OFFICIAL RESPONSIBILITIES

An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

C2015 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES

*A. General. Applicable Service/Agency written material and (for DoD) the DoD Foreign Clearance Guide (FCG) located at https://www.fcg.pentagon.mil/fcg.cfm govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport. The necessary passport, visa (including green card) when required (see APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

C2020 TRAVEL JUSTIFICATION (FTR §301-71.101)

A. Directed Travel. GOV'T-funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JTR.

C. Limited Travel Funds. Limited travel funds are not a basis for:

1. Denying official travel reimbursement, or
2. Reducing allowances.

C2025 STANDARD CONUS PER DIEM RATE

A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.

B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.

C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

Effective 1 October 2010		
LODGING	**M&IE**	**TOTAL**
$77	**$46**	**$123**

C2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. A traveler under an official order may be able to use GOV'T:

1. QTRS,

2. Food services,

3. Exchanges, and

4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use Determination

1. The local commander determines if GOV'T facilities may be used.

2. The conditions and limitations relating to facilities availability/use are in:

a. AR 215-8/AFI 34–211(I); AAFES Operations;

b. DoDI 1330.09, dated 7 December 2005, Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy; and

c. DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations.

C2040 IDENTIFICATION CARD

A. General. When an employee is authorized OCONUS TDY travel or a PCS assignment, identification card issuance is provided in:

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

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

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

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PART B: TRAVEL POLICY

C2100 GENERAL

JTR applies to each traveler whose travel and transportation allowances are governed by the JTR.

C2105 ECONOMY CLASS ACCOMMODATIONS

A Traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in par. C3500, C3600, C3650 or C7460.

C2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

A. Definition. See APP A, Part 1 for definitions of PREMIUM, FIRST, and BUSINESS CLASS accommodations.

B. Authority. See par. C3510-A, C3510-B, or C3620 for GOV'T funded 'other than economy/coach' accommodations authority.

C. First Class Decision Support Tool. See APP H, Part 2C, for a first class decision support tool.

D. Business Class Decision Support Tool. See APP H, Part 3B for a business class decision support tool.

E. Travel Order

1. The travel order MUST include the cost difference shown in APP H, Part 2A ('Other than economy/coach' Accommodations Reporting Data Elements and Procedures) items 13 and 14, and the information in items 16 and 17.

2. **Example**: Business/First class travel is justified and authorized/approved based on par. C3520. The cost difference between the business and coach class fare is $765. The authorization/approval could state something similar to "LtGen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

F. Advance Authority. Requests for 'other than economy/coach' accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.

G. Extenuating/Emergency Circumstances

1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.

2. A travel order authorizing 'other than economy/coach' accommodations due to extenuating/emergency circumstances must:

a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;

b. Include the cost difference between 'other than economy/coach' and economy/coach fares;

c. Include the authority and authorization source (memo/letter/message/etc.);

d. Include the date and position identity of the signatory for 'other than economy/coach'; and

e. Annotate appropriate GOV'T transportation documents with the same information.

H. 'Other than Economy/Coach' Accommodations Not Approved. If 'other than economy/coach' accommodations are not approved after the fact, the traveler is responsible for the cost difference between the 'other than economy/ coach' transportation used and the cost of the transportation class for which the traveler was eligible.

I. Authorizing/Approving Official. Only a person senior to the traveler may authorize/approve 'other than economy/coach' accommodations for the traveler (DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. C3510.

J. Medical and Special Needs

1. See APP A, Part 1 for SPECIAL NEEDS definition.

2. 'Other than economy/coach' accommodations may be authorized/approved by the 'other than economy/ coach' AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/ special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.

3. The 'other than economy/coach' AO must be able to determine that, at the time of travel, 'other than economy/coach' accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower cost economy accommodations (e.g., 'bulkhead' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.

4. An attendant authorized transportation under par. C7460 may be authorized/approved 'other than economy/ coach' accommodations only when the attended traveler is authorized 'other than economy/coach' accommodations use and requires attendant services en route.

5. Authority for a family member to use 'other than economy/coach' accommodations due to a disability or special need does not authorize the entire family to use 'other than economy/coach' accommodations. 'Other than economy/coach' authority is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

K. 'Other than Economy/Coach' Accommodations Not Authorized. Unless authorized/approved for medical reasons/physical handicap in par. C2110-J., 'other than economy/coach' accommodations use is not authorized during:

1. PCS;

2. Emergency leave;

3. R&R;

4. FEML;

5. Personnel evacuations;

6. RAT leave;

7. EVT; or

8. FVT.

C2115 UNUSUAL ROUTE JUSTIFICATION

Travel other than by a usually traveled route must be justified for any excess cost to be GOV'T funded.

C2120 PERSONAL CONVENIENCE TRAVEL

A traveler may not be provided contract city pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a route traveled for personal convenience.

C2125 TRAVELER FINANCIAL RESPONSIBILITY

The traveler is personally financially responsible for any expense accrued by not complying with the JTR.

C2130 LEAVE

Personnel directives dictate if/how leave is charged for workday time not justified as official travel.

C2135 SUBSTANDARD ACCOMMODATIONS

A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler's or Service's needs require use of these accommodations. Involuntary acceptance of substandard accommodations is not required.

C2140 U.S. CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION

A traveler generally may not be reimbursed for travel on non U.S. certificated transportation modes if U.S. certificated transportation is available for the transportation mode. For exceptions, see the specific transportation mode.

C2145 DEPENDENT TRANSPORTATION SEATING

Each dependent traveling at GOV'T expense is allowed a seat.

C2150 SERVICE RESPONSIBILITY

Each Service/DoD COMPONENT must:

1. Only authorize/approve travel necessary to accomplish the GOV'T's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the GOV'T's needs is authorized.

C2155 AIRPORT SELECTION

A. Multiple Airports

1. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office 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).

2. Potential lost work time may be considered.

3. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York City, San Francisco, and Washington, DC.

4. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

B. Servicing Airport

1. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/ office has a written policy after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).

2. Potential lost work time may be considered.

3. **Example**: The servicing airport for 29 Palms, CA, is Palm Springs, CA. Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp Lejeune, NC, is Jacksonville, NC, Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

C2160 TDY CANCELED OR CHANGED

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

C2165 TDY TRAVEL INVOLVING NON PDS LOCATION

A. General. A traveler on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used, NTE the constructed transportation cost between the traveler's PDS and TDY location.

B. Limitations. When TDY travel is to/from a ***non PDS*** location:

1. The traveler is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the non capacity controlled city pair airfare, if available (not the capacity controlled city pair, if both airfares are available).

C. Travel Order Received while on Leave. See par. C4564 for TDY travel/transportation allowances when a TDY order is received while a traveler is on official leave.

***C2170 WHEN PER DIEM IS AUTHORIZED**

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order,

4. Delays to qualify for reduced travel fares (par. C4485-E).

PART C: TRAVEL ORDER

C2200 GENERAL

A. Travel Order. An order used to document official travel and transportation and expense reimbursement is an order issued/approved by the Secretarial Process directing travel to/from/between designated points. ***See APP I for more information on travel orders.***

B. Official Travel Conditions. The order establishes conditions for GOV'T funded official travel and transportation, and provides the reimbursement basis for the traveler.

C. Issuance Prior to Travel. An order should be issued before travel is performed.

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.

2. Expenses incurred before travel was contemplated/directed are not reimbursable.

E. Travel Order Necessity

1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.

2. An order is ***not*** necessary when:

a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and

b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.

3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

C2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:

a. May be retroactively corrected to show the original intent, and

b. ***Must not be revoked/modified retroactively to create/deny/change an allowance*** (24 Comp. Gen. 439 (1944)). **Example**: After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.

2. A TDY location can be changed to a PDS but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

B. Allowances. Some allowances (because of law) may be:

1. Authorized only in advance of travel, or

2. Approved after travel is completed, or

3. Authorized and/or approved.

See APP A for definitions of "AUTHORIZE" and "APPROVE".

C. Approval after the Fact. When an allowance may be approved after the fact, that approval, after the fact, does ***not*** constitute 'retroactive modification' of an order to create/change/deny an allowance.

D. Deductible Meals. See par. C4554-B regarding the effect of deductible meals on meal rates.

C2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

1. Issued by competent authority is required for expense reimbursement ICW official travel.

2. That quotes/references an authority initiating the order is competent.

3. That does not have a box to check for a particular allowance should include a statement authorizing the allowance. **Example**: DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in an order to expedite processing at rental location.

4. May only contain authority for travel and transportation allowances provided in the JTR (i.e., other allowances cannot be 'created' by AOs).

5. Should include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, ***the AO must promptly issue a confirmatory written order***.

2. An oral order:

a. Given in advance of travel,

b. Subsequently confirmed in writing giving the date of the oral order, and

c. Approved by competent authority

meets the requirement for a written order.

C. Order Not Originated by Competent Authority. An order issued under unusual conditions and not originated by competent authority must be approved by the AO before travel expense reimbursement.

C2215 ITINERARY VARIATION

A. Variation Authorized in the Order. An order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,

2. Change the named destinations travel sequence,

3. Change the specified time for remaining at a named destination, and/or

4. Travel to additional destinations.

B. Variation ***Not*** Authorized in the Order. Itinerary variation:

1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.

2. Must not be substituted for inadequate advance preparation.

3. Does not grant a blanket order.

C2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER

A. Effective Date of Order. When determining the travel and transportation allowances under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:

1. When received by the traveler for travel performed by the traveler/dependents, or

2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

B. Retroactive Modification. See par. C2205 for retroactive modification and authorization/approval.

C2225 BLANKET/REPEAT TDY ORDER

A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:

1. Time limit contained in the order,

2. Automatic cancellation upon PCS,

3. End of the fiscal year, or

4. Revocation.

B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.

1. Identification as a “blanket/repeat” TDY order;

2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;

3. The specific geographic area limitations (e.g., continents, countries, states, etc.);

4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);

5. The reason(s) the blanket/repeat TDY order is necessary;

6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;

7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the GOV’T’s advantage, if appropriate;

8. Excess accompanied baggage authorization, if necessary; and

9. Other conditions, limitations, and instructions as appropriate.

C. Not Used in DTS. ***The blanket/repeat TDY order is not used in DTS.***

D. 'Other than Economy/Coach' Accommodations Not Authorized. A blanket/repeat TDY order must ***never*** authorize 'other than economy/coach' transportation. If 'other than economy/coach' accommodations are necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.

E. AEA

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.

2. AEA ***must not be authorized*** as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.

3. See par. C4606 for AEA limitations.

C2230 TDY TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY (68 Comp. Gen. 465 (1989)):

a. The duties to be performed are temporary in nature,

b. The assignment is for a reasonable time duration, and

c. TDY costs are lower than round trip TCS or PCS expenses.

2. The traveler's PDS is where the traveler spends, and is expected to spend, the most time.

3. The "temporary" designation of a traveler's duty station on an order is not necessarily controlling.

4. Long term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C2230-C (36 Comp. Gen. 757 (1957)).

2. Extensions

a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.

b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;

3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of180 days when the initial order was issued.

C. TDY Periods in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).

2. Authorizing/Approving Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

a. The Secretary Concerned,

b. Service Headquarters, if delegated,

c. DoD COMPONENT Director,

d. The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent),or

e. Commander/Deputy Commander of a Combatant Command.

This authority must not be re-delegated, except as stated for Service Headquarters.

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

a. Approve the order as written, or

b. Direct that the order be amended to:

(1) Terminate the duty and return the traveler to the old station or assign a new station,

(2) Change the assignment from TDY to a PCS,

(3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or

(4) Authorize a TCS (C2230-E), ***and***

c. Ensure the tax information in par. C2230-E is in the TDY order remarks section.

5. Per Diem

a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. C5083.

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

6. Civilian Employees Deployed to Afghanistan/Iraq Supporting Ongoing Contingency Operations. The requirements in par. C2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (APP A).

b. The USD (P&R) memo, '***Building Increased Civilian Deployment Capacity***' of 12 February 2008 recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months.

c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.

d. The waiver authority does not require USD (CPP) review; however, the authority must be in the GOV'T's interest.

e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1000-A).

f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. C5191).

7. Previous Long-Term TDY Assignment

a. Taxable TDY Period. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment (within a 7 month time frame after return to the PDS); this second TDY period could be considered, by the IRS, to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period.

b. 7-Month Period Requirement

(1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.

(2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the IRS.

8. Agency Liability for Employment Taxes. Approving officials and Agencies must be aware that sending a traveler on TDY to one location for a year or more may result in Agency liability for employment taxes related to the TDY because the IRS considers such duty as a permanent move.

D. Temporary Change of Station (TCS) Instead of Extended TDY

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.

2. Discretionary TCS allowances, authorized in the GOV'T's interest and IAW par. C5715-B, expire when the TCS mission is completed (see Ch 5, Part O).

E. Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the traveler of the potential federal, state, and local income tax obligations if the TCS/ TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***

2. A traveler who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. C5650 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.

4. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for ITRA.

5. An IRS statute, (26 USC §162(a)) and the implementing IRS regulations in 26 CFR 1.162 do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.

6. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. TDY Assignment ***Initially*** Expected to Last Less than 1 Year

*1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) (CBCA 2594-TRAV, 13 April 2012).

2. When an AGENCY has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time). See the IRS website. See par. C4715 for ITRA.

a. **Example 1**: An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the AGENCY learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. All time at the TDY location preceding the time that the decision is reasonably known is considered temporary and probably will not be taxed by the IRS.

b. **Example 2**: An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.

3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the IRS.

Example: Traveler's PDS is Alexandria, VA. The traveler performs a long-term TDY assignment in Atlanta, GA, for 179 days. The TDY ends and the traveler returns to the PDS in Alexandria, VA. The traveler remains at the PDS for 6 months and then returns to the previous TDY location in Atlanta, GA, to perform another 179-day TDY. The second TDY may be considered by the IRS to be a part of the previous TDY assignment and taxable because the traveler did not remain at the PDS in Alexandria for more than 7 months before returning to Atlanta to perform another TDY.

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PART D: TRAVEL STATUS

C2250 GENERAL

A. Authorized Allowances. A traveler is authorized travel and transportation allowances only while in a "travel status". See APP A1 for TRAVEL STATUS definition.

B. Conditions. Travel status is:

1. Time spent away from the PDS on public business under competent travel orders, including necessary delays en route.

2. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;

3. PCS travel; and

4. Necessary delay(s) while awaiting further transportation after travel status has begun.

C. Starting and Ending Travel. Travel status starts when the traveler leaves the PDS, residence, office, detaches from the agency, or other departure point, and ends upon return to the residence, office, PDS; arrival at the new PDS, reports for duty to the new agency, or other arrival point at the trip conclusion.

D. Exclusion. Travel status does not include excused absences or administrative leave.

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PART E: TRAVEL ADVANCE

C2300 AUTHORITY

A. Authorization. A travel advance, as allowed by the authorizing statute:

1. May be paid when authorized on a travel order, and

2. Is not the same as authorizing GTCC IBA use for an ATM advance.

B. Regulations. A travel advance is paid IAW the **DoDFMR, Volume 9**.

C2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

A. Traveler Responsibility. A traveler on official business:

1. Is responsible for travel expenses, but

2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).

B. Service/Agency Responsibility. The Service/Agency:

a. May issue travel advances for certain authorized expenses, and

b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

C2310 AUTHORIZED TRAVEL ADVANCES

A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference/Training Registration Fee (APP R2-H);

2. TDY travel (Ch 4);

3. Advance Lodging deposit (par. C4555-K);

4. Reimbursable expenses (APP G);

5. HHG transportation and SIT using the commuted rate method (pars. C5160-C2 and C5190-E);

6. Mobile home transportation (par. C5295);

7. House hunting Trip (HHT) (par. C5632);

8. Temporary QTRS Subsistence Expenses (TQSE) (Ch 5, Part H);

9. Attendants/escorts for military dependents (par. C5850 or C7105); and

10. Transportation and Emergency Storage of POV (par. C5238).

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PART F: ARRANGING OFFICIAL TRAVEL

C2400 CTO USE

A. Policy

1. It is mandatory policy that all DoD travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.

2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official travel.

B. Command Responsibility. A command must not permit a CTO to issue:

1. A YCA airfare purchased at GOV'T expense to a traveler when a -CA airfare is available and the AO determines that a -CA airfare meets mission needs. This **does not** establish the -CA as the basis for POLICY CONSTRUCTED airfare. ***The basis for POLICY CONSTRUCTED airfare is the YCA***.; and

2. Other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense, without prior proper authority.

C. DoD Component Regulations. See DoD COMPONENT issuances for CTO use information.

D. Failure to Follow Regulations

1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. C1035.

2. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a _CA airfare available that meets mission needs (CBCA 1511-TRAV, 7 May 2009).

3. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non judicial action, or other appropriate means.

4. Disciplinary action must ***not*** be through refusal to reimburse.

5. See par. C2400-E for the exceptions when reimbursement is ***not*** allowed.

E. Reimbursement Not Allowed. ***Reimbursement is not allowed*** when the traveler does not follow the regulations for non U.S. certificated carriers. See par. C3005-H.

C2405 TRAVEL ARRANGEMENT REQUIREMENTS

A. Making Travel Arrangements. When making travel arrangements, travelers should use the following in priority order:

1. A CTO (see APP A definition and par. C2400), or

2. In house travel offices.

B. Authority. All travel arrangements must be made IAW:

*1. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007, and

*2. Service regulations.

C2410 NON U.S. CERTIFICATED AIRCRAFT OR SHIP TRANSPORTATION

Transportation on a non U.S. certificated aircraft or ship must ***not*** be authorized/approved unless the conditions in, par. C3525 are met.

C2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED

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

B. Transaction Fee Reimbursement. ***When an available CTO 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 ***may be reimbursed*** as long as the total reimbursable amount for the transaction fee and transportation cost ***does not exceed the GOV'T/GOV'T procured transportation cost***.

C2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE

A. General. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual authorized/approved transportation cost NTE the POLICY CONSTRUCTED airfare (see APP A1 definition) that meets mission requirements.

B. Non Availability Limitations. CTO service not being available should be an extremely rare occurrence. Each event of non availability should lead to correction(s) that make CTO service available should the same situation arise again.

C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is a Reimbursable Expense. See APP G.

PART G: GOV'T TRAVEL CHARGE CARD (GTCC) USE

C2500 DoD POLICY

A. General. "It is the general policy of DoD that the (GTCC) be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card); and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

B. Program Policies and Procedures. The GTCC program policies and procedures (including central billing and unit cards) are found in the DoDFMR 7000.14-R, Volume 9, "Travel Policy and Procedures".

C2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS

A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA, or using a GTCC IBA. ***This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.***

C2510 GTCC PURPOSE AND INFORMATION

DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 indicates the purposes for which a DoD GTCC may be used.

C2515 GTCC USE AND RESTRICTIONS

A. General. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action.

B. Restrictions. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement.

C. Exceptions. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.

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PART H: GOV'T QTRS USE/AVAILABILITY

C2550 GENERAL

An employee may not be:

1. Directed/required to use GOV'T QTRS, or
2. Limited to the GOV'T QTRS cost for lodging reimbursement (44 Comp. Gen. 626 (1965)), or
3. In virtually all circumstances, told what lodging to use.

C2555 CONSERVING FUNDS

IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through the CTO/TMC), and is encouraged to use available adequate GOV'T QTRS when TDY to a U.S. INSTALLATION. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

C2560 LODGING REIMBURSEMENT

Unless a reduced per diem rate is authorized on the travel order, the AO must authorize/approve reimbursement for the cost of commercial lodgings used NTE the locality per diem lodging rate (unless an AEA is authorized/ approved). See CBCA 2291-RELO, 20 April 2011.

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PART I: MILEAGE AND MALT RATES

C2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile	Effective Date
Airplane	*$1.31	*17 Apr 2012
Automobile (If no GOV is available)	*$0.555	*17 Apr 2012
Motorcycle	*$0.525	*1 7Apr 2012
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	*$0.23	*17 Apr 2012

B. Non-Motorized Transportation Mode

1. Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions B-184641, 11 September 1975; B-196484, 19 February 1980 and B-201654, 12 January 1981.

2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

C. Helicopter and Privately-owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately-owned boat use are not reimbursed on a TDY mileage basis. See pars. C5905 and C5915

D. POC Use Instead of GOV. See par. C4785 for POC use instead of a GOV.

C2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JTR provisions.

B. MALT Rate

1. ***Effective 1 January 2012***, the MALT rate per authorized POC is $.23/mile. The MALT rate in effect from 1 July – 31 December 2011 was $.235/mile.

2. The $.23/mile rate is effective for all PCS travel that commences on or after 1 January 2012 (i.e., the initial travel is started).

3. PCS travel that commenced prior to 1 January 2012 must be paid at the old rate ($.235/mile) even if the travel was not completed until after 1 January 2012.

4. Par. C5050 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par.C2615), this is the PCS travel MALT rate. See par. C2650 for official distance determination.

6. See par. C5050-A2 if there is more than one authorized traveler in a POC.

C2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).

B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

C2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. C2600 for the official distance between authorized points.

PART J: OFFICIAL DISTANCE DETERMINATION

C2650 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The Defense Table of Official Distances (DTOD):

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

2. Replaces all other sources used for computing distance (except for airplanes see par. C2650-B).

3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations).

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

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

   a. In and around the PDS or TDY sites,

   b. Between home/office and transportation terminal, or

   c. For short distance moves, within the same city.

B. Privately Owned Airplane

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

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

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

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. C3035.

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

E. Missing Location

1. Each DoD INSTALLATION (CONUS and OCONUS) should be listed in the DTOD.

2. If a facility is not listed, contact DTOD at ***https://dtod.sddc.army.mil/default.aspx.***

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PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

C2700 TRAVEL VOUCHER SUBMISSION

Travelers should submit a travel voucher IAW Service administrative and/or procedural directives. Use DoDFMR, Vol. 9 except when official assignments (TDY, TCS or PCS) are funded by a non-DoD agency.

C2705 FRAUDULENT CLAIMS

A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see DoDFMR, Vol. 9.

B. Suspicious Expenses. When there is reasonable suspicion of a falsified expense for:

1. ***Other than*** the cost of lodging, meals or incidentals, the suspicious expense is not allowed.

2. Lodging, meals or incidentals, the applicable per diem/AEA is denied for the entire day on which the suspected expense is claimed.

C. GOV'T Reimbursement. IAW DoDFMR, Vol. 9, if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the GOV'T (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

C2710 RECEIPT REQUIREMENTS

A. General

1. DoDFMR, Vol. 9 requires a receipt for each:

   a. Lodging expense, regardless of the amount, and

   b. Individual expenditure of $75 or more.

2. A receipt must show:

   a. When specific services were rendered,

   b. When articles were purchased, and

   c. The unit price.

3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. C2705.

4. Travelers are advised to retain ALL receipts for tax/other purposes.

5. A 'lost receipt' statement (see par. C2710-B) ***is not a substitute*** for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.

2. For lodging, a statement must include:

   a. The lodging facility name and address,

b. Dates the lodging was obtained,

c. Whether or not others shared the room (and the sharer's status as an official traveler), and

d. The cost incurred.

C. Review and Administrative Approval

1. The AO must determine if claimed expenses are reasonable.

2. Expenses must not be approved if they are:

a. Inflated/inaccurate, or

b. Higher than normal for similar services in the locality.

C2715 LOST/STOLEN/UNUSED TICKET

A. General. The traveler:

1. ***Must safeguard tickets carefully at all times***;

2. Must immediately report a lost/stolen ticket to the issuing CTO;

3. Is financially responsible for purchasing a replacement ticket;

4. Must not be reimbursed for the replacement ticket purchase until the GOV'T has received a refund for the lost/stolen ticket;

5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and

6. Must return unused tickets to the CTO.

B. Turning in Unused Tickets. **SF-1170, Redemption of Unused Tickets**, is usable, if authorized in Service regulations ICW turning in unused tickets.

C2720 LOST/STOLEN/UNUSED GTR

A. General. A traveler/other accountable person:

1. ***Must safeguard a GTR carefully at all times***.

2. Must immediately notify the proper official, IAW Service procedures, if a GTR is lost/stolen.

3. Must immediately notify the named carrier and other local initial carriers, IAW Service procedures, if the lost/stolen GTR shows the carrier service desired and origin point.

4. Must send (***and not use***) a recovered GTR that has been reported as lost, to the activity specified IAW Service regulations.

5. May be held liable for any GOV'T expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

1. May be issued and used ***only for official travel***; and

2. ***Must not be issued/used for personal travel,*** regardless of the reason, even on a reimbursable basis.

C2725 TRAVELER WITHOUT SUFFICIENT FUNDS

A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service regulations. See DoD 4500.9-R, DTR, Part 1.

B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.

C. Financial Responsibility. The traveler remains financially responsible to the GOV'T for the lost/stolen ticket cost, regardless of fault or negligence.

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PART L: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION

C2800 GENERAL

A. Authority. DoD COMPONENT-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.

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

1. Classification. The local area is:

a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. ***An arbitrary distance radius must not be established to define a local commuting area (59 Comp. Gen. 397 (1980)***; or

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

2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These designated officials also are responsible for:

a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: The Service/ Agency must specify the business practice for managing and safeguarding such items, if applicable),*** and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.

D. Reimbursable Expenses. See APP G.

E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:

1. Is ***not*** covered in the JTR;

2. Is intended only for transportation from home to work site and return to home;

3. Is not intended for use to pay for travel to/from/between alternate work site(s); and

4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

C2805 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel during usual official duty hours, between:

1. Office/duty point and another place of business;

2. Places of business; or

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

B. Commercial Transportation

1. 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.

2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

a. Local public transit system (when tokens, tickets or cash fares are not furnished);

b. Taxicab fares plus transportation-related tips; and

c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (par. C2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.

c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. See par. C4925 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/ PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When POC and/or commercial transportation use is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

2. The actual cost of necessary POC parking; and

3. The cost of local public transit system when tokens, tickets or cash fares are not furnished ***(NOTE: The Service/Agency must specify the business practices for managing and safeguarding such items, if applicable).***

E. Examples

1. **Example 1**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles (50 + 25 + 10 - 70 = 15).

2. **Example 2**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. **Example 3**. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of $7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the $7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus $7.

4. **Example 4**. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of $10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost ($10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus $10.

5. **Example 5**. The traveler's one-way commuting cost to the PDS is $3 ($6 round trip) by bus. The traveler uses the bus to the PDS ($3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of $2. The traveler ***is not*** authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. **Example 6**. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler ***is not*** authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. **Example 7**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of $7.50. The traveler is reimbursed the entire $7.50 (no deduction is made for the ordinary POC commute).

F. Transportation Expense Reimbursement Tax

1. Conditions. Local taxable travel exists when:

a. There is a reasonable expectation that an employee will work at a temporary/alternate location for more than one year, and for more than 35 workdays in a calendar year. The 35 Day Rule applies ***only*** for local taxable travel.

b. An employee travels:

(1) Daily to a temporary/alternate work location within the general commuting area, and

(2) To and from the residence within a day.

2. Reimbursement Taxable as Wages. Only reimbursement for travel to/from the employee's residence and the alternate work location are taxable as wages.

3. Federal, State, and Local Income Tax Obligations. The AO must advise the employee of potential federal, state, and local income tax obligations for transportation expense reimbursement, in the PDS area, if there is a reasonable expectation that the employee will work at a temporary location for more than one year, and for more than 35 workdays in a calendar year. Tax rules may differ by state and locality.

4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. C4715):

a. Applies only to extended TDY assignments, and

b. May not be applied to local travel.

5. Examples

a. **Example 1**. An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.

b. **Example 2**. An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35 Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

C2810 TRAVEL AT THE TDY LOCATION

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

1. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.

2. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved.

3. The traveler may be reimbursed for:

a. Daily round trips between lodging and place of duty; and

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

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;

2. Taxicab fares plus transportation-related tips ***(when to the GOV'T's advantage)***; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility ***(when to the GOV'T's advantage)***.

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. C2805-C.

C2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's**,** regular working hours, and

2. Dependent on public transportation for travel, and

3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis is to the GOV'T's advantage be written separately or be placed on the reimbursement voucher.

D. POC Mileage. ***There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours*** (58 Comp. Gen. 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).

C2820 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 2, Part K.

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CHAPTER 3

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PART A: GENERAL

SECTION 1: POLICY AND RULES

C3000 SCOPE

A. General. This Chapter applies to worldwide TDY and PCS travel by any transportation mode. It prescribes rules for accommodations a GOV'T funded traveler may use on a specific transportation mode, U.S. certificated carrier use, travel agency use, transportation expense reimbursement, travel in and around the TDY/PDS, and baggage transportation authority.

B. CTO Use. It is MANDATORY that a traveler:

1. Uses an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements, or

2. Must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.

C3005 TRAVEL/TRANSPORTATION POLICY

A. General. The least expensive, unrestricted economy/coach class accommodation is the standard for all passenger transportation modes.

B. Travel Prudence/Stewardship of GOV'T Funds. ***A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business at personal expense.***

C. GSA City Pair Program/Airfares. See APP P. Contract city pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2.

D. Official Travel. Transportation procured and/or paid for by the GOV'T may be used only for the portion of a trip properly chargeable to the GOV'T. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. Transportation professionals are typically aware of the 'usual routing' by which travelers are routed between locations.

1. The AO must justify travel other than by a usually traveled route.

2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.

4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

5. Examples

a. **Example 1**. A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must document that the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city pair airfares are authorized.

b. **Example 2**. A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city pair airfares nor other airfares restricted to official GOV'T business may be used to or from Miami since Miami is not an official location.

F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel related regulations.

G. Accommodations (FTR §301-72.2)

1. Common Carrier Accommodations. Common carrier accommodations ICW official travel, are in Ch 3, Parts F, G, and H.

2. Medical Reasons. See par. C2110-J for medical reasons/justification for 'other than economy/coach' accommodations

3. Physical Characteristics. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom).

4. Special Needs. See APP A for SPECIAL NEEDS definition.

5. Less than Minimum Standards. A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler/Service needs require use of these accommodations.

H. Non U.S. certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on a non U.S. certificated aircraft/ship, except as in par. pars. C3525 and C3665.

I. Dependent Seating. Each dependent, traveling at GOV'T expense, is authorized a seat.

J. Interlining

1. General. When interlining (automatic baggage transfer between airlines) is unavailable the traveler must go to the baggage area, pick up the luggage, go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/ failure.

2. Interlining Unavailable. If a traveler must change airlines to get to a destination, and one/both airlines do not interline baggage, the traveler is not required to use that airline even if it is less expensive.

3. Restrictions. This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.

C3015 COMMON CARRIER TRANSPORTATION PROCUREMENT

*A. Passenger Movement. See DTR 4500.9-R, Part I - Passenger Movement.

B. City Pair Program. See APP P for policy and FAQs regarding the City Pair Program.

C3020 UNUSED GOV'T PROCURED TRANSPORTATION

A. General

1. A traveler who returns unused GOV'T procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.

2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.

3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.

4. All adjustments ICW official transportation must be promptly processed to prevent loss to the GOV'T.

5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local CTO/TMC.

6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.

7. See par. C2715 or C2720 for lost/stolen/unused ticket/GTR reimbursement.

B. GOV'T Cost Involved. When GOV'T cost is involved, the cost for:

1. Sleeping/parlor car accommodations furnished and used, and/or

2. Shipping UB on tickets without the passenger,

must be deducted from the amount otherwise payable to the traveler.

C3025 TRAVEL TIME

A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T Procured Transportation. Travel time for travel by:

1. GOV'T conveyance (except GOV'T automobile), and/or

2. Common carrier obtained by ***GOV'T procured transportation***

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. C3025-C.

B. Travel by other than Authorized Mode. A traveler who elects to travel by other than the authorized transportation mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

a. POC, if to the GOV'T's advantage, and

b. Special conveyance (vehicle) as an authorized TDY transportation mode, and

c. GOV'T conveyance (vehicle).

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. C3025 for the authorized commercial transportation for the official ordered travel distance.

4. Driving Distance per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When a travel order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, NTE the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C3025-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C3025-C for commercial transportation for the official distance of the ordered travel.

F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. C3025-C.***

C3030 SCHEDULING TRAVEL

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

B. Factors. Consideration should be given to all of the following:

1. Duty hours;

2. Duty requirements;

3. Lodging availability at origin, destination or intermediate stops;

4. The need for onward transportation;

5. The traveler's comfort and well being;

6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;

7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination.

9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange economy/ coach accommodations; and

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

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

C3035 SEPARATE JOURNEYS

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

1. PDS,

2. TDY station,

3. Passenger POE,

4. Passenger POD,

5. First duty station,

6. Last duty station,

7. HOR,

8. Last move home location (SES),

9. A designated place,

10. A RAT leave location,

11. Safe haven location,

12. POV loading port/VPC,

13. POV unloading port/VPC, and

14. POV storage facility.

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PART A: GENERAL

SECTION 2: TRANSPORTATION REIMBURSEMENT

C3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;

2. Transportation to/from carrier terminals; and

3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

C3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.

2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.

3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.

4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.

*5. Par. C1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see par. C5108-A), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. C3045-D, C3045-E, C3045-F, C3045-G, and C3045-H.

2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.

3. See Ch 4, Part K when the transportation is partly by POC.

4. If a traveler uses GOV'T procured transportation for part of a journey (see par. C3035), the limits in pars. C3045-D and C3045-E must be reduced by its cost.

C. Transaction Fee

1. The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.

2. A CTO transaction fee incurred by a traveler is a miscellaneous reimbursable expense under APP G.

3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a miscellaneous reimbursable expense under APP G.

D. GOV'T/GOV'T-contracted Transportation/'In House' or CTO/TMC Is Available

1. General. When GOV'T/GOV'T contracted transportation/'in house' or CTO (APP A) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points.

2, Constructed Cost Basis. For air transportation, constructed costs are based on the non capacity controlled city pair airfare, not the capacity controlled city pair airfare, if both are available. Otherwise, the POLICY CONSTRUCTED airfare (APP A definition) is used.

3. Constructed Cost Limitations

a. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY CONSTRUCTED airfare (with the par. C3520-A6 exception).

b. **Example**: There is often no city pair airfare connecting origin and destination. Several policy airfares (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare.

c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

E. GOV'T/GOV'T Contracted Transportation/'In House' or CTO/TMC Is Not Available

1. When GOV'T/GOV'T contracted transportation/'in house' or CTO service is not available and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.

2. CTO service not being available should be an ***extremely rare occurrence***.

3. Each event of non availability should lead to correction(s) that make CTO/TMC service available should the same situation arise again.

F. Transoceanic Travel - GOV'T/GOV'T Procured Transportation Is Available

1. When GOV'T/GOV'T procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV'T/ GOV'T procured transportation. See par. C5110 for PCS transoceanic travel.

2. If both GOV'T and GOV'T procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When GOV'T/GOV'T procured transportation is ***not available***, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. C3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV'T's advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)). See par. C3665 for non U.S. certificated ferries.

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

C3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE (FTR, §301-10.6, Subparts B, C, D, and E)

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 477 (1938); 21 id. 116 (1941)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T Procured Air Transportation Available

1. When GOV'T/GOV'T procured air transportation use is required under pars. C3500-O, C3530, C3530-B, and C3530-C, but a traveler elects to travel by a different transportation mode, at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T procured air transportation.

2. Constructed costs are based on the non capacity controlled city pair airfare, not the capacity controlled city pair airfare, if both are available.

3. If a city pair airfare is not available between the origin and destination, the constructed cost is limited by the POLICY CONSTRUCTED airfare (APP A definition) (with the exception noted in par. C3520-A6).

4. Non capacity controlled city pair airfare transportation is presumed available if there is 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.

5. GOV'T/GOV'T procured air transportation is not available when:

a. An AO determines that GOV'T and/or GOV'T procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. GOV'T and/or GOV'T procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

6. The lower priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T procured transportation are both available.

7. If only GOV'T procured transportation is available, its cost is the reimbursement limit.

C. GOV'T/GOV'T procured Air Transportation Not Available

1. When GOV'T/GOV'T procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.

2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Non U.S. certificated Air Carriers or Non U.S. Registry Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/ unapproved non U.S. certificated/registry carrier (or ship) service is used.

2. If U.S. certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non U.S. certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non U.S. certificated/registry carrier or ship is ***not payable*** (FTR §301-10.143).

E. Computation

1. Except as prohibited in pars. C3525 and C3660, reimbursement for travel by other than that authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. The traveler is paid whichever (actual or constructed) is less.

2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.

3. Constructed reimbursement for taxicab fares, plus tip or public transit system fares, must not exceed the amount that would have been incurred by the authorized transportation mode.

4. Per diem is limited to the amount that would have been paid for travel by the authorized transportation mode.

5. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. C3500-O.

PART B: BAGGAGE

C3100 ACCOMPANIED BAGGAGE

A. General

1. This par. prescribes transportation authority for:

a. Accompanied baggage transported free on a transportation ticket, and

b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.

2. See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.

3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.

4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed.

5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.

6. See par. C1300-D for lost, delayed, or damaged accompanied baggage claims.

7. See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.

2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the ticket at the time of transmitting the unused ticket for redemption.

3. ***Failure to observe this rule results in any excess cost to the GOV'T being the traveler's financial responsibility.***

C3105 EXCESS ACCOMPANIED BAGGAGE

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and

2. May include the first piece of accompanied baggage, ***if there is a charge for the first piece***.

B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage.

C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

D. Expense Reimbursement (APP G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

a. Family size; and/or

b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or

*c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. ***An individual traveler may be reimbursed only for carrying articles/ material/equipment needed by that traveler.***

2. Reimbursement Not Allowed. ***Excess accompanied baggage reimbursement is not for:***

a. Pets; and/or

b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or

c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or

d. The traveler's preference, personal convenience or if contrary to the GOV'T's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in GOV'T procured transportation documents, and/or

2. Reimbursed to the traveler, and/or

3. Paid for with a MCO.

C3110 UNACCOMPANIED BAGGAGE (UB)

UB is also commonly referred to as "Hold Baggage" by some Services/Agencies.

A. General

1. Definition. See APP A, **BAGGAGE**.

2. HHG Weight Allowance. UB weight is part of the traveler's authorized HHG weight allowance.

3. Weight Limitation. The maximum weight of UB transported by any mode, at GOV'T expense is 2,000 lbs. (net).

4. Weight Limit Example: Traveler's HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.

5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler's financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/ dependent.

2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Service regulations.

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PART C: TRANSPORTATION MODE

C3200 MANDATORY DoD POLICY

It is ***MANDATORY*** policy that travelers use an available CTO for all official transportation requirements. See Ch 2, Part F regarding mandatory CTO use.

C3205 REQUIRED USE OF MILITARY AIRCRAFT

For the limited number of senior officials designated by SECDEF as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of GOV'T Aircraft and Air Travel, Enclosure 2.

C3210 AUTHORIZED TRANSPORTATION

A. General

1. Travel should be by the most expeditious practicable transportation mode that meets mission requirements.

2. The AO is responsible to select the transportation mode.

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

1. GOV'T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),

2. Commercial (including GOV'T contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***

3. POC,

4. Special conveyance,

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

6. Airport limousine, or courtesy conveyance.

C. Transportation Mode Exception

1. A traveler is not required to travel via a particular transportation mode if there is a ***valid reason*** for excluding that mode. **Example**: Travel by air may be excluded if travel by that mode is precluded for medical reasons.

2. A statement on the travel order must indicate the reason for nonuse of a particular transportation mode. The statement provides travel reimbursement justification based on the authorized transportation mode, including the constructed cost based on the authorized mode if needed.

3. **Example**: Air transportation is to the GOV'T's advantage but air travel is medically precluded. The travel order must contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail (or whatever other form of) transportation is authorized."

D. Arranging and Determining Transportation Modes

1. CONUS. Determination to use one, or a combination, of transportation modes for travel within CONUS must be based on the following factors:

a. Urgency and purpose of the travel;

b. Ability to provide necessary service to meet mission requirements;

c. Amount of accompanied baggage, or working equipment, necessary to accompany the traveler;

d. Savings in the traveler's productive time (workdays only);

e. Availability of adequate accommodations;

f. Any special facilities or schedule that aids in maintenance of necessary security, when applicable; and

g. Savings to the GOV'T ICW a PCS order and dependent's transportation.

2. OCONUS

a. Transportation must be arranged through an available CTO. See Ch 2, Part F.

b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The transportation officer/CTO makes the transportation mode determination if the AO does not.

c. The transportation officer/CTO must not provide transportation via a mode that has been prohibited by the AO.

d. Travel may be approved for:

(1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;

(2) MSC, when available; or

(3) Commercial transportation.

e. Except for ferries, travel by ship is not to the GOV'T's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.

f. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process.

g. Reimbursement for ship transportation must be IAW the use of ships of U.S. registry.

h. When a traveler, authorized to use available AMC/MSC facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. C3045-B. All travel must be made IAW Ch 2, Part F.

C3215 AO DETERMINATION

A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.

B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

C3220 DIRECTING TRANSPORTATION MODE

A. General

1. A traveler ***may not be directed*** to use a POC or a special conveyance.

2. Dependent travel ***may not be directed*** by a particular mode.

3. A traveler may select POC for overland PCS travel.

4. A traveler must comply with all regulations ICW the directed/selected transportation mode.

B. Reimbursement. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.

C. Reimbursable Expenses. Reimbursement is allowable for additional TDY transportation expenses (e.g., taxicab, bus, subway fares) as authorized in Ch 3, Part D.

C3225 TRANSPORTATION MODE SELECTION

A. Contract Air Service

1. City-Pair Airfare Available. Discount airfare use offered by a contract air carrier between certain cities (city-pairs) is generally to the GOV'T's advantage. These airfares should be used for official air travel between those cities. If the city-pair carrier offers both a YCA airfare and a 'Dash'CA airfare and the 'Dash'CA airfare is available when the traveler makes the reservation, the 'Dash'CA airfare (which is less expensive than the YCA airfare) must be selected.

2. City-Pair Airfare Not Available. If a city-pair airfare is not available, the policy-constructed airfare (See the APP A definition) should be used. This includes a lower airfare offered by a non-contract U.S.-certificated carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares.

3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S.-certificated airline.

4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city-pair air service, see:

a. APP P (City Pair Program);

b. The FTR, §301-10.107; and

c. DoD 4500.9-R, Part I Chapter 103, pars. A2 and E.

5. Grantees. A grantee (civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.

B. Non-contract Air Service

1. The use of non-contract U.S.-certificated air service – when city-pair service is available - may be authorized only when justified under the conditions noted in par. C3225-A.

2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.

3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non-contract U.S.-certificated air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

C. Rail or Bus Service

1. Rail/bus service may be used when it is:

a. To the GOV'T's advantage (with cost, energy, and other factors considered); and

b. Compatible with official travel requirements.

2. The use of discount fares offered to the GOV'T by rail/bus carriers is advantageous.

3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

D. Automobile

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.

2. GOV'T Furnished Automobile. A traveler may use a GOV'T furnished automobile if practical.

3. Cost Consideration. If cost consideration is used in determining whether a GOV'T contract rental or a GOV'T furnished automobile should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the automobile.

4. Traveler's Cost Liability when Selected Mode Not Used

a. The traveler should use the transportation mode authorized/approved by the AO as being to the GOV'T's advantage.

b. Any additional cost resulting from use of a transportation mode other than specifically authorized/ approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

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

F. Non-motorized Transportation. The AO may authorize/approve:

1. A non-motorized transportation mode (e.g., bicycle, etc.), but a mileage allowance is not authorized for the official travel.

2. Reimbursement of transportation related expenses ICW non-motorized transportation, in the GOV'T's interest, NTE the most advantageous transportation mode cost, per the AO determination.

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

C3300 GENERAL

A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.

B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.

C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

C3305 MISCELLANEOUS REIMBURSABLE EXPENSES

A. Allowable Reimbursement. A traveler may be reimbursed for transportation-related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. C3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.

B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.

C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See APP G.

C3310 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal

1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares plus tip between:

   a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;

   b. Transportation terminals if a free transfer is not provided;

   c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler’s control; and

   d. A transportation terminal and limousine service terminal.

2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares plus tip from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and

2. PDS to the residence on the TDY return day.

C3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

   a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;

   b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or

   c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.

2. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the traveler's residence to the PDS on the traveler's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the traveler's residence on the return day from TDY.

C3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the GOV'T's advantage.

2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;

2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:

   a. To, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or

   b. When special conveyance use is determined to be advantageous to the GOV'T.

2. Reimbursement is authorized for the total expense incurred in the conveyance use.

D. In and around PDS/TDY Station. See Ch 2, Part L for special conveyance use reimbursement in and around the PDS/TDY station.

E. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

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

F. Reimbursement

1. General. See APP G for special conveyance reimbursement (including aircraft).

2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. C3310-A

G. Special Conveyance Receipts. See par. C2000-B, and DoDFMR 7000.14-R, Volume 9.

H. Special Conveyance Use for PCS Travel

1. A special conveyance:

a. May be used for PCS travel when other transportation modes are not to the GOV'T's advantage,

b. Must be authorized in a PCS travel order,

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

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

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

3. A traveler is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

C3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See DTMO rental car agreement, and DTR, Part I, Passenger Movement, Chapter 106, Policy for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is ***mandatory policy that a traveler use an available*** CTO to obtain a rental vehicle. It is ***not mandatory*** to use a CTO when renting an airplane or bus.

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.

2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T.

2. To view DTMO approved rental car companies and rates see rental cars, or rental trucks .

3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel.

4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel unless a similar vehicle is not otherwise available.

5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.

6. Example: Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

E. Additional Rental Car Cost. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed, or will be financially responsible for the cost difference.

F. Motor Pools and Commercial Rental Companies. See DTR, Part I, Chapter 106, and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. DTMO vehicle rental agreements apply to all DoD COMPONENTS and activities.

H. Domestic and Foreign Rental Car Information. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained by:

1. Mail:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Program Management Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

2. Fax: (571) 372-1301, or

3. The DTMO website.

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

C3335 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.

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PART E: GOV'T CONVEYANCE USE ON TDY

C3400 GOV'T AUTOMOBILE USE ON TDY

A. Requirements

1. When common carrier transportation use is not to the GOV'T's advantage and an automobile is required for official travel, a GOV'T furnished automobile must be used, when available.

2. Per diem for travel by GOV'T automobile is computed as for TDY POC travel to the GOV'T's advantage.

3. Travelers are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a GOV'T-owned or contract rental vehicle.

B. Exceptions

1. A POC or special conveyance may be used when a GOV'T-furnished automobile is unavailable or its use would interfere with official business.

2. If a GOV'T-furnished automobile is not available, a GOV'T contract rental or other commercially rented automobile may be used.

C. Personal Preference. Personal preference/minor inconvenience is not a basis for authorizing/approving POC/ special conveyance use instead of a GOV'T-furnished automobile.

D. Limited to Official Purposes. Use of a GOV'T automobile is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

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

C3405 AERO CLUB AIRCRAFT USE ON TDY

A. Policy. A personal preference to use Aero Club owned or GOV'T loaned aircraft use does not take precedence over normal GOV'T conveyance use.

B. Authorization. Aero Club aircraft travel must be authorized IAW Service/DoD component's administrative regulations.

C. Allowable Travel Time for Per Diem or Actual Expenses Computation. See par. C3025-D.

D. Reimbursement Limitations

1. When the use of these aircraft is authorized/approved, reimbursement is authorized for the necessary expenses, NTE the GOV'T's commercial transportation cost.

2. Accompanying passengers receive no payment for transportation in the Aero Club aircraft.

3. When two or more official travelers are authorized to travel together in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the GOV'T's total commercial transportation costs for the pilot and accompanying travelers.

E. Allowable Expenses. Necessary expenses incurred include:

1. The hourly fee imposed by the Aero Club,

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

3. Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

C3410 GOV'T AIRCRAFT USE ON TDY

A. Air Mobility Command (AMC)

1. Travel may be authorized by AMC aircraft IAW Service written issuances.

2. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel order.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC IAW Service written issuances.

C3415 REIMBURSABLE EXPENSES

See **Conveyance, Government** in APP G except for Aero Club aircraft (see par. C3405).

C3420 ALLOWABLE TRAVEL TIME FOR COMPUTATION OF PER DIEM OR ACTUAL EXPENSES

When TDY travel is directed and performed by GOV'T conveyance, allowable travel time is computed under par. C3025.

PART F: COMMERCIAL AIR TRANSPORTATION

C3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is generally the most cost efficient and expeditious way to travel.

B. Arranging Transportation. Arranging official transportation through a DTMO-contracted or GSA-contracted TMC (when a DTMO-contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. C3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/ GOV'T procured transportation under this Part.

D. Grantee Status. A grantee cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy-/coach-class accommodations.

2. See Ch 2, Part F ICW scheduling travel.

3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy-/coach-class accommodations for all official business travel, including PCS, TDY, RAT leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. C4485 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. C3510:

1. May authorize/approve business/first class travel, and

2. Must consider each request for business/first class service individually, carefully, and consider Command/ Agency finances and mission requirements.

H. Decisions Support Tool

1. Business Class. See APP H3B.

2. First Class. See APP H2C.

I. Documentation Requirements. See APP H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.

2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,

3. The cost difference between 'other than economy/coach' and economy-/coach-class.

4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.

5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/ coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.

2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/ from personal destinations (par. C2000).

L. Advance Seat Assignment. For all ***official*** travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.

M. Blanket Travel Order. See APP A, BLANKET ORDER for 'other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. C3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.

2. Air is the usual transportation mode to/from OCONUS.

3. GOV'T/GOV'T-procured air transportation should be used for travel to/from, and between OCONUS areas.

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

5. Par. C3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.

6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.

7. A traveler must make transportation arrangements IAW Ch 2, Part F.

8. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402**.**

9. Travel by GOV'T/GOV'T-procured air transportation (unless medically inadvisable) is required for an:

a. Employee on TDY travel:

(1) To and from CONUS, or

(2) Between OCONUS duty points; and

b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

P. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.

2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. C3660 for stateroom standards and required U.S. registry ship use.

4. Family Member's Medical Travel. Non-availability of GOV'T/GOV'T-procured air transportation does not apply for directing a traveler to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

C3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

A. Cabins Equipped with Same Seating. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full fare economy class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. Qualifying for 'other than economy/coach' travel is not required to purchase a non restricted economy fare seat in the front of the aircraft as the entire aircraft is 'economy'.

B. Business-/First-Class Airfare Costs Less than Least Expensive Unrestricted Economy-/Coach-class Airfare. When a business-/first-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the business-/first-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized.

C. No Cost Upgrades. Upgrades to business/first class at no cost to the GOV'T, do not require authorization/ approval.

C3510 AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. C3515 or C3520 are met. See DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 and OMB Bulletin 93-11, 19 April 1993.

	FIRST CLASS	**BUSINESS CLASS**
OSD and Defense Agencies	Administration and Management Director. ***No further delegation.***	Administration and Management Director. May be delegated no lower than three-star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star vice/deputy commanders. ***No further delegation***.	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four-star major commanders, three-star deputy/vice commanders, or two star/civilian equivalent level. ***No further delegation***.

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval ***for their own business class travel*** from the next higher approval authority. See par. C2110-I.

C3515 ECONOMY PLUS/COACH ELITE SEATING

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the GOV'T's interest and/or necessary because the traveler and/or dependent is limited by a special need (see APP A) such that lesser cost economy-/coach-class accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the GOV'T's interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is ***not*** 'other than economy/coach' travel.

C3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at GOV'T expense, if a/an:

a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or

b. En route rest stop is authorized, or

c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. 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 including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

a. The 14-hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.

b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEML, personnel evacuation,, RAT leave, EVT, or FVT since arrival/reporting time in these cases is not mission critical.

6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class.

B. Exceptional Circumstances. Use of business-/first-class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business-class is available, the traveler may not be moved into first-class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.***

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
1. Lower Class Accommodations Are Not Reasonably Available a. Reasonably available: (1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler's proposed departure time, and scheduled to arrive within 24 hours before the traveler's proposed arrival time. (2) Does not include a scheduled arrival time later than the traveler's required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. b. When 'lower class accommodations are not reasonably available' is used to justify business/first class, the authorizing/approving official must state on the order: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach and business class or first class (as appropriate).	**X**	**X**
2. Mission Essential a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed. b. When TDY travel in business/first class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business/first class accommodations may only be authorized for the out bound flight to the TDY location. c. Economy-/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work. ***Business class should be used, if available.***	**X**	**X**
3. Medical Reasons. See par. C2110-Jfor medical reasons. First-class may be considered for use when business class is not available.	**X**	**X**
4. Exceptional Security Circumstances. These include:	**X**	**X**

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
a. A traveler whose use of other than business class or first-class service would endanger the traveler's life, or GOV'T property. b. A protective detail agent accompanying an individual authorized to use business class or first class service. c. A courier or control officer accompanying a controlled pouch/package. ***Business class should be used, if available.***		
5. Required by the Mission for Selected Personnel. This is exclusively for use ICW: a. Federal advisory committees, b. Special high level invited guests, and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials. This is not applicable to NOAA. ***Business class should be used, if available.***	**X**	**X**
6. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.	**X**	**X**
7. Transportation Payment by a Non-Federal Source. When a non Federal source pays, in advance, for the transportation service. a. At least one of the circumstances in this table must ***also*** be met. b. The travel order must state that transportation services have been paid, in advance, by a non federal source. c. See the Joint Ethics Regulation (JER), DoD 5500.7-R.	**X**	**X**
8. Congressional Travel. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).	**X**	**X**
9. Adequate Sanitation/Health Standards a. Economy-/coach accommodations on non-U.S.-certificated carriers do not provide adequate sanitation/health standards. b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act. c. See par. C3525 for rules governing U.S. certificated carrier use.	**X**	**X**
10. Overall Saving to GOV'T. When business class use results in overall saving to	**X**	

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
the GOV'T that would be incurred while awaiting economy-/coach-class service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order**.**		
11. Flight Time in Excess of 14 Hours **(TDY Travel Only).** a. ***All*** of the following criteria must be met: (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and (2) Origin and/or destination is OCONUS, and (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and (4) A rest period cannot be scheduled en route, or at the TDY site before starting work. b. The authorizing/approving official must state on the order: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach class and business class.	**X**	
12. Required by Foreign Government Regulations, MOU/MOA/SOFA. Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.	**X**	

C3525 U.S.-CERTIFICATED AIR CARRIER USE

A. Code Share Flights

1. When using code share flights involving U.S.-certificated and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S.-certificated air carrier.

2. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non U.S.-certificated air carrier and a non availability of U.S.-certificated air carrier document is needed.

B. Non-U.S.-Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S.-certificated carriers for all official commercial air transportation as indicated in par. C3500.

2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non-U.S.-certificated air carrier if a U.S.-certificated air carriers is available.

3. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated 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, DoD civilian employee, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate 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).

2. 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).

D. Requirements

1. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118(d) and B-138942, 31 March 1981).

2. Except as provided in par. C3525-F, U.S.-certificated air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less, or

(2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,

(3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S.-certificated air carrier service available (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S.-certificated carrier is available over the direct route.

2. U.S.-certificated air carrier service is not available when one of the following exceptions exists:

a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/ multilateral air transportation agreement to which the U.S. GOV'T and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No Service on a Flight Segment. No U.S.-certificated air carrier provides service on a particular flight segment, in which case non-U.S.-certificated air carrier service may be used, but only to/from the ***nearest*** interchange point on a usually traveled route to connect with a U.S.-certificated air carrier service.

c. Involuntarily Rerouting. A U.S.-certificated air carrier involuntarily reroutes a traveler on a non U.S.-certificated air carrier. If given a choice to substitute service, the traveler should select a U.S.-certificated air carrier, if it does not unduly delay the travel (59 Comp. Gen. 223 (1980)).

d. Transportation Paid for by non U.S. GOV'T Source. Air transportation on a non-U.S.-certificated air

carrier is paid in full directly, or later reimbursed, by:

(1) A foreign GOV'T (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);

(2) An international agency; or

(3) Another organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)).

NOTE: See the Security Assistance Management Manual, DoD 5105.38-M, Chapter 4, par. C4.5.12, when travel is on Security Assistance Business.

e. Travel Time

(1) Non-U.S.-certificated air carrier service would be 3 hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

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

(3) If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

(a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or

(b) Extend travel time by at least 6 hours or more; or

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

(4) Examples

(a) **Example 1**. A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S.-certificated carrier that goes from Guyana to NY City, and then another U.S.-certificated carrier from NY City to Miami, and finally a non-U.S.-certificated airfare from Miami to Belize. Alternatively, there is a non-U.S.-certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non-U.S.-certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.

(b) **Example 2**. A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S.-certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non-U.S.-certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

(c) **Example 3**. If there is no U.S.-certificated carrier, the general rule for DoD is to use a non-U.S.-certificated carrier to the CLOSEST point at which a U.S.-certificated carrier can be found and then use a U.S.-certificated carrier for the remainder of the trip. In the reverse, use a U.S.-certificated carrier to the farthest distance possible and then use the non-U.S.-certificated carrier for the remainder. If there is a code share airline available that uses the U.S.-certificated air carrier's flight number, that is considered to be the same as using a U.S.-certificated carrier, as long as the U.S.-certificated carrier's flight number is used.

f. AO Determination. The AO determines that a U.S.-certificated air carrier cannot provide the needed air

transportation, or cannot accomplish the mission.

g. Medical Reason. Non-U.S.-certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

h. Traveler Safety

(1) Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

(2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.

(3) Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against GOV'T employees/other travelers must be supported by threat evidence.

i. Only First Class Available. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first class accommodations are available on a non-U.S.-certificated air carrier (60 Comp. Gen. 34 (1980)).

j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non-U.S.-certificated service was used (56 Comp. Gen. 216 (1977)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S.-certificated air carrier service between foreign OCONUS points requires:

(a) Boarding/exiting the carrier between midnight and 6 a.m., or

(b) Travel between midnight and 6 a.m.,

and a non-U.S.-certificated carrier is available that does not require travel at those hours.

(2) The traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier (56 Comp. Gen. 629 (1977)).

l. Transportation Paid by a non Federal Source. A non-U.S.-certificated carrier may be used when transportation is paid for by a non Federal source, IAW the Joint Ethics Regulation (JER), DoD 5500.07-R, or service regulations for non DoD Services.

F. Non Availability Documentation

1. Non-U.S.-certificated air carrier use may be authorized/approved when the AO determines a U.S.-certificated air carrier is unavailable based on par. C3525-E criteria.

2. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler.

3. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable.

4. The documentation should include the:

   a. Traveler's name,

   b. Non U.S.-certificated air carrier(s) used,

   c. Flight identification number(s),

   d. Origin, destination and en route points,

   e. Date(s),

   f. Justification, and

   g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

   a. Schedules maximizing U.S.-certificated air carrier use must be selected.

   b. Schedule selection is made using the following guidelines when:

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

      (2) U.S.-certificated air carrier service is not available at origin/interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;

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

*2. Schedule Selection. The following example applies par. C3525-G1a when selecting a schedule.

3. Example

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

Schedule 1				**Schedule 2**			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	City	Time	Air Carrier		City	Time	Air Carrier
Depart:	Ankara	0830	Non U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non U.S.	Depart:	Rome	1650	Non U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
Schedule 3				**Schedule 4**			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	City	Time	Air Carrier		City	Time	Air Carrier
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non U.S.	Depart:	Frankfurt	1650/2120	Non U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. C3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service.

c. Schedule 3 provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S.-certificated air carrier travel than schedule1. 55 Comp. Gen. 1230 (1976).

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

C3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any type of aircraft that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and

2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;

2. Be aboard an aircraft to make repairs/observe aircraft performance;

3. Use air travel for expeditious duty performance in different geographical locations; and/or

4. Be aboard any type of GOV'T aircraft on scheduled /nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.

2. An employee may be required to travel on scheduled commercial aircraft or on transport-type GOV'T aircraft operated on scheduled/semi-scheduled flights.

3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.

2. Employee Medical Transportation. See par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.

3. Dependent Medical Transportation. See par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.

4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a Defense Attaché Office and/or DIA Liaison Office.

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PART G: TRAIN TRANSPORTATION

C3600 GENERAL

A. Policy. A traveler must:

1. Use economy-/coach-class accommodations, unless 'other than economy-/coach' is authorized IAW this Part and APP H.

2. Use adequate reserved economy-/coach-class accommodations when available, and

3. Be provided slumber economy-/coach-class sleeping accommodations, for overnight travel.

B. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.

2. Upgrades at no cost to the GOV'T.

C3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.

2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

C3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or

2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

C3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.

2. Business Class. Business class is above economy-/coach-class on AMTRAK Acela/Metroliner extra fare train, but is lower than first class.

3. No Economy-/Coach-Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

C3620 AO AUTHORITY

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. CONUS Train Service

a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.

b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train.

c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.

d. No further agency authority is needed.

e. If the lowest class available is first class, the AO must comply with par. C2110 requirements for 'other than economy/coach' travel.

f. "Coach" class is the lowest available class on Amtrak Regional trains.

g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. C3625 (CBCA 2046-TRAV, 20 October 2010).

3. OCONUS Train Service

a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/ approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.

b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.

c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. C2110 requirements for 'other than economy/coach' transportation annotation on the travel order.

d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.

e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. C3625.

C3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS

A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. C3510 may authorize/approve the 'other than economy/coach' train accommodations.

B. Requirements. See par. C2110-F.

C. Decision Support Tool and Procedures. See APP H.

D. Authorization/Approval (OMB Bulletin 93-11, 19 April 1993). 'Other than economy/coach' may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. "Reasonably available":

a. Means available coach class accommodations scheduled to:

(1) Leave within the 24-hour period before the traveler's proposed departure time, or

(2) Arrive within the 24-hour period before the traveler's proposed arrival time.

b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.

c. ***Does not include*** accommodations with a scheduled:

(1) Arrival time later than the required reporting time at the duty site, or

(2) Departure time earlier than the traveler is scheduled to complete the duty.

2. Medical Disability/Special Need

a. Authorization/Approval. See par. C2110-J and APP H4.

b. Disability/Special Need

(1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. C2110-J and APP H.

(2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.

(3) If the disability/special need is a lifelong condition, a certification statement is required every two years.

(4) A certification statement must include:

(a) A written statement by a competent medical authority stating special accommodation is necessary;

(b) An approximate duration of the special accommodation need; and

(c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.

c. Attendant. If an accompanying attendant is authorized IAW par. C7530 and the attendant's services are required en route, the attendant may be authorized/approved to use the same 'other than economy/ coach' accommodations.

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum ‘other than economy/coach’ accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or GOV’T property,

(2) A protective detail agent accompanying an individual authorized ‘other than economy/coach’ accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, ‘other than economy/coach’, is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/ approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Mission Requirement. When required because of agency mission.

PART H: COMMERCIAL SHIP TRANSPORTATION

C3650 GENERAL

A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. C3655-A.

B. Car Ferry Travel. See par. C3700.

C. Reimbursement without Authorization/Approval. Reimbursement for unauthorized/unapproved transoceanic ship transportation is based on constructed air transportation costs.

D. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized.; and

2. Upgrades at no cost to the GOV'T.

C3655 AUTHORITY

A. General. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.

2. Performed more economically or efficiently by ship.

B. Medical. See par. C2110-Jfor medical authorization/approval exceptions.

C3660 ACCOMMODATIONS

A. General. A traveler and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly accommodations at GOV'T expense must be authorized/approved IAW par. C3660-C.

B. Room Rate. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.

C. More Costly Ship Accommodations Use (OMB Bulletin 93-11, 19 April 1993)

1. Authorization/Approval. More costly accommodations at GOV'T expense may be authorized/approved:

a. Under the circumstances specified in par. C3660-C1 and IAW par. C3510-A.

b. When less costly accommodations are not available.

c. When medical reasons require the more costly accommodations. See par. C2110-J.

d. When there are exceptional security requirements. Examples are:

(1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or GOV'T property.

(2) Protective detail agent accompanying an individual authorized to use more costly

accommodations.

(3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.

2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. C2110.

C3665 U.S. REGISTRY SHIP

A. General

1. A U.S. registry ship must be used except as in par. C3665 (46 USC §55302). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)).

2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).

B. U.S. Registry Ship Use Impracticable

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.

2. Required documentation explaining why a U.S. registry ship is impracticable (par. C3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

C. U.S. Registry Ship Unavailable

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.

2. Documentation required by par. C3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

D. Determination Required. The authorizations/approvals referred to in par. C3665 must not be based on:

1. Inconvenience in securing transportation on a U.S. registry ship,

2. Short delays in awaiting transportation,

3. Arranging circuitous routes for traveler convenience, or

4. Similar reasons.

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PART A: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

*1. A TDY assignment may be authorized/approved only when necessary for official GOV'T business.

*2. Travel must be planned and scheduled to accomplish multiple objectives with minimum non official disruptions and transportation delays whenever possible.

*3. Service/Agency procedures (see par. C2020) must be in place to evaluate TDY requests to ensure that the:

*a. Purpose is essential official business in the GOV'T's interest;

*b. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means ***(NOTE: This completed consideration must be certified in a statement on the order.)***;

*c. Duration is no longer than required to complete the official TDY assignment. The traveler is financially responsible for all non official expenses resulting ICW official TDY travel; and

*d. Number of persons assigned is held to the minimum. The number of eligible traveler(s) selected for a TDY must be based on official necessity and travelers' qualifications to best perform the mission. TDY assignment must not consider or be based on a person/persons who is not authorized to travel at GOV'T expense accompanying or joining an eligible traveler ICW the official travel; and

*e. Determination of whether ITRA applies has been accomplished and if ITRA applies, the traveler has been informed of the tax implications (par. C4715).

*4. TDY travel should not be authorized/approved for administrative personnel when such services are available at the TDY site unless sending the administrative person is essential for mission accomplishment.

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the employee's PDS that is not so frequent or lengthy that the location is, in fact, the employee's PDS;

2. Participation in civil defense activities authorized under department/agency regulations;

3. Witness duty to testify or provide information on the GOV'T's behalf or on matters of official DoD concern;

4. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal reemployment, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the GOV'T's interests;

5. Training course attendance conducted or sponsored by GOV'T agencies or approved under department/ agency regulations IAW 5 USC §§4101-4118;

6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non Federal organizations;

7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to a GOV'T employee);

8. Assignment as an attendant to an employee with a special need/disability when the agency determines that the employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and

9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DoD COMPONENT head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for a TDY assignment must be based on official necessity and qualifications of the individual to best perform the service required.

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice. A TDY assignment to a DoD activity or other GOV'T agency installation should be cleared in advance with the activity involved IAW department/agency regulations. When an assignment involves visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.

2. Special instructions about foreign countries in a travel itinerary include:

a. Advance notification for submission of clearance requests before travel begins, and

b. Duty and travel restrictions for an employee who possesses highly sensitive information.

3. Security Clearance

a. An employee on TDY must follow all departmental security regulations.

b. An AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.

c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.

d. When pertinent, an employee's current security clearance must be stated in the order.

e. The AO must ensure security clearance designation correctness.

C. Employee Requirements. The employee is responsible for carrying out the mission for which travel is undertaken. An employee who does not report to the TDY location, or who, upon arrival there, refuses to perform the mission or resigns, is financially liable to the GOV'T for the GOV'T paid TDY travel and transportation allowances.

D. Other Requirements. Departmental regulations require DoS notification when high level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; & 1 FAM 013.2b(a)(2) & (b).

C4435 TDY PRIOR TO REPORTING TO THE FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized transportation expenses and per diem while performing the assigned duties.

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

A. General. ***Par. C4440 applies only if the need for the TDY is unknown to the employee prior to the employee's departure on leave.*** If the TDY is known by the employee before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location. ***City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun (APP P2).***

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

C. TDY at Other than Leave Point

*1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (par.C2165-A). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

*a. Leave address (or the place at which the order is received, whichever applies) to the TDY station (par.C2165-A); and

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to a New PDS upon TDY Completion. An employee directed to proceed to a new PDS after TDY completion is authorized PCS travel and transportation allowances for travel performed from the:

a. Old PDS to the leave address or to the place at which the order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and

b. Leave address or place at which the order is received, as applicable, to the TDY station; and

c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip POC TDY travel may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Frequent TDY assignment to the same OCONUS locale by the same employee must be evaluated periodically to determine necessity and if there are alternatives. If evaluation indicates significant expenditures (ICW TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4460 TDY ASSIGNMENT TO A SUBMARINE

An employee must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignment at ***http://www.public.navy.mil/bupers-npc/officer/Detailing/rlstaffcorps/engineering/Documents/6420.1.pdf***.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Ch 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Ch 7, Part H, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM/RETURN TO DEPENDENTS' RESIDENCE

A. Authorization/Approval. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

B. Starting/Ending Travel. If to the GOV'T's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),

2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or

3. Place near the traveler's residence where the POC is garaged/stored.

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

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

C4480 POC TRAVEL TO AND FROM A CARRIER TERMINAL

*For travel to and from a carrier terminal, reimbursement is authorized IAW par.C4760.

C4485 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (par. C2204-B4i), the first choice is always to use economy class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option which should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts.

A. Starting and Ending Travel

1. General

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

b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).

c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:

(1) Ship staterooms, and

(2) Train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. C4485 -C and C4485 -D).

d. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours, if there is a more reasonable schedule that meets mission requirements.

e. A prudent AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

f. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.

g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C4485-C and C4485-D.

h. Require each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.

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

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

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

Example 2. A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus

lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant, and should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C3030 about scheduled travel and the ***NOTE*** before par. C4485-A on rest periods. A ***rest stop en route/rest period at a TDY destination may not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See the ***NOTE*** following par. C4485-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

a. The origin or destination is OCONUS; and

b. Travel is by a usually traveled route; and

c. Travel is by less than first/business-class accommodations; and

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

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

3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:

a. Travel is authorized by first- or business-class service.

b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.

c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

a. May be authorized/approved at any intermediate point; and

b. Should be as near to midway in the journey as authorized carrier scheduling permits; or

c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) is recommended before the traveler reports for duty when:

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

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

2. An en route rest stop is not authorized/approved;

3. The traveler is not authorized first- or business-class accommodations; or

4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See the ***NOTE*** following par. C4485-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

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

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the GOV'T; and

2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

C4490 UB ICW EXTENDED TDY ASSIGNMENTS

UB may be authorized/approved ICW a 30 or more day TDY assignment, when justified. The allowable weight, NTE 350 lbs., must be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the mission's purpose and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage must not be authorized ICW/in addition to a shipment effected under par. C2309.

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PART B: PER DIEM

C4550 PER DIEM RATE

A. General. Per diem prescribed in this Part is applicable for all TDY periods except when an AEA, authorized under Part C, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** See par. C4555-A if neither GOV'T QTRS nor commercial lodging is available at the TDY location.

NOTE 1: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, 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. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

NOTE 2: When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website at http://quickfacts.census.gov/cgi-bin/qfd/lookup which can help determine in which county a destination is located.

NOTE 3: If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for all cities and towns in the county. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location (par. C4550-F3).

B. Responsibility for Authorizing/Approving a Per Diem Rate. Each DoD COMPONENT head, or a designee, is responsible to ensure per diem for a traveler is sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid an excessive authorized/approved amount (beyond the amount needed), consideration must be given to the following factors that tend to reduce an employee's necessary expenses:

1. Actual arrangements or established cost experience at a TDY location showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;

2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;

3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly to which repetitive travel or extended stays are involved;

4. GOV'T furnished lodging availability, such as GOV'T QTRS, or other lodging procured for the employee using a purchase order (par. C4552-H).

C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality per diem rate. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E authorizes a lower per diem rate to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. ***The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued).*** See CBCA 2291-RELO, 20 April 2011. ***Except as indicated in pars. C4554-D and C4558-C, a DoD***

COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

Effective 23 November 2011
D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD COMPONENT head or Secretary Concerned may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in http://www.defensetravel.dod.mil/site/perdiem.cfm when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. ***This authority may be delegated*** to a chief of an appropriate bureau or staff agency of the headquarters of the DoD COMPONENT concerned ***and may not be re-delegated***. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing a per diem rate different from those in ***http://www.defensetravel.dod.mil/site/perdiem.cfm*** is without effect. See CBCA 2291-RELO, 20 April 2011. 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.

NOTE: An increase to the zero or reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. C4600.

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060;

2. Navy and Marine Corps. Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072;

3. Air Force. HQ USAF/A1PA,1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

4. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

C4551 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060.

2. Navy. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force. Air Force Civilian Advisory Panel Member, HQ AF/A1PA,1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

5. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

NOTE: Ch 4, Part C to cover one time necessary expenses in excess of the prescribed per diem rate.

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

CONUS Locations	Non Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management 1275 First Street NE 1 Constitution Square, 6th floor (685C) Washington, DC 20417-0001 ATTN: Jill Denning jill.denning@gsa.gov	**Defense Travel Management Office (DTMO)** ATTN: SP&P/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 Fax: (571) 372-1301	**Department of State** Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. ***Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).***

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (APP A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009.

b. Except as indicated in par. C4552-C2, per diem is not authorized or payable at the old or new PDS for TDY en route that is part of PCS travel.

c. Non payment of per diem applies even if the traveler vacated the permanent dwelling at the old PDS and lodged in temporary lodging during the TDY period.

2. Per Diem Allowed

a. After PCS. An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967).

Example: An employee departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

b. During TDY. Per diem at the PDS must be paid if an employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing

back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), ***and*** the employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

c. Return to the PDS. Per diem ICW transportation delays at the PDS may be paid in certain extremely limited weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location, See CBCA 2371-TRAV, 18 May 2011.

D. TDY at Nearby Places outside the PDS. Per diem is not authorized when an employee performs TDY in the vicinity of, but outside, the PDS, unless overnight lodging is required. If the travel period is more than 12 consecutive hours (par. C4552-F), the AO may authorize per diem if overnight lodging is required.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12 Hour Rule). ***Per diem is not allowed when the official travel period is 12 or fewer hours.*** This also applies to PDT. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment under pertinent written material provisions while on the detail or TDY, per diem payment is authorized concurrent with differential payment.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, meals, and IE is NTE the applicable per diem rate authorized in Ch 4, Part B. See par. C4655 for a training course exception. Ch 4, Part C for AEA information. ***NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Personnel Traveling Together. 'Personnel traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers. ***No per diem is payable on days travelers travel when the order directs limited or no reimbursement for personnel traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. A civilian employee pays the food cost and operating expense and is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with limited or no reimbursement must never be done simply to save travel funds.***

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged that involves the attendee' travel from other DoD COMPONENTS, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. APP R regarding attendance at a meeting and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. Per diem terminates at the end of the calendar day for on which the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGING PLUS' PER DIEM METHOD COMPUTATION

NOTE: The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodging Plus' Computation.

A. General. Per diem for all official travel, including PCS, must be computed under the 'Lodging Plus' method except when:

1. A reduced per diem rate is authorized for the TDY under par. C4550-C;

2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;

3. A per diem rate prescribed in par. C4558 for travel by ship applies;

4. The per diem prescribed in par. C4556 applies because meals and lodging is furnished without cost to the employee;

5. Per diem is not payable as indicated in par. C4554-C when TDY is performed in support of a military unit while on field duty;

6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or

7. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodging Plus' computation method, the per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B through F apply in the specific situations described.

B. Maximum Per Diem Rate

1. Rates. GSA, DoD, and Department of State are responsible for travel per diem rates. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates (par. C4550-F3). Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

2. Per Diem when the TDY 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, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. C2710 and DoDFMR 7000.14-R, Volume 9).

NOTE: The locality per diem lodging ceiling in CONUS and in a non foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. M&IE Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days.

NOTE: The cost for clothing laundry, dry cleaning and pressing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry/dry cleaning/ pressing clothing is not a separate reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/ approved for OCONUS travel.

D. Computation

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When the entire trip for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, M&IE of 75% of the M&IE rate for the TDY location is paid for each travel day. No meals deduction is made. If more than one TDY point is involved and lodging is not required, the highest M&IE rate prescribed for any of the TDY locations is used (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2). See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate (par. C5120-C, Example 1). If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

NOTE: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a); verify possible state and local implications).

2. Travel of More than 24 Hours. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required (and the traveler is still en route), the applicable per diem rate is the TDY location per diem rate, or a stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations. See par. C4553-B for maximum per diem rates and par. C4555-A for lodging location. ***Only one per diem rate can be applicable to a calendar day.*** Pars. C4553-D2a through C4553-D2d; C4555-C (lodging obtained after midnight), and C4558-C (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

NOTE: This is the departure day from the PDS, home, or other authorized point.

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies. ***NOTE: Lodging reimbursement at the destination (e.g., the school location) is not allowed for a student dependent and the school location M&IE applies for the arrival day.***

(2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem is the next destination (TDY/stopover point) M&IE rate. For student dependent travel, the school location M&IE rate applies.

b. Full Calendar Travel Days

(1) Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling ***(NOTE: The destination (e.g., the school location) lodging cost is not allowed for a student dependent.)***, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

c. Returning from Travel

(1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning to the PDS, home, or other authorized point, the per diem is the actual lodging cost, NTE the applicable stopover point or TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem is the M&IE rate applicable to the preceding calendar day (for a student dependent, the rate applicable to the preceding calendar day is the M&IE rate for the student dependent's school location unless lodging en route was required).

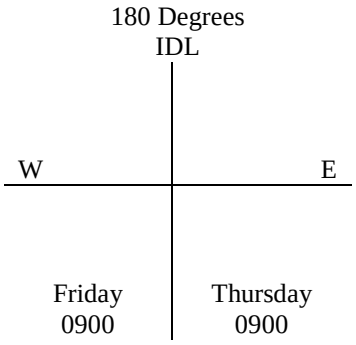
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required. See par. C4553-D2d. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodging is required.

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

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route stopover (i.e., a location at which the traveler remained overnight) site.

d. Departure Day from and Return Day to the PDS. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***The GMR, PMR, $3.50 IE, or reduced per diem rate do not apply on days of departure or return to PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate***.

E. Computing Per Diem when Crossing the International Date Line (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to per diem payment under the 'Lodging Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D applies.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

(1) Applicable locality per diem rate,

(2) Standard GMR, plus $5 for IE on any day the GMR rate is prescribed IAW par. C4554-A1c ***NOTE***, or

(3) PMR, plus $5 for IE on any day the AO specifies the PMR rate.

b. OCONUS. The:

(1) Applicable locality per diem rate, (plus the locality IE rate or $3.50 if the AO determines $3.50 to be adequate for anticipated expenses (***NOTE*** below on IE));

(2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (***NOTE*** below) on any day the GMR rate is prescribed IAW par. C4554-A1c NOTE, or;

(3) PMR plus the IE rate (***NOTE*** below) on any day the AO specifies the PMR rate.

NOTE: The IE rate OCONUS is the applicable locality per diem rate, or $3.50 when the AO determines $3.50 to be adequate for anticipated expenses. Regardless of at what location the traveler is lodged, the $3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009 . The $3.50 IE rate does not apply on any day the employee is traveling.

c. Joint Task Force (JTF) Operations. See Ch 4, Part I.

NOTE: For formal training (par. C4554-A3) and deployments (par. C4990) the schoolhouse or COCOM/ JTF commander (not the AO) may specify the GMR or PMR based on GOV'T dining facility/mess availability. The schoolhouse or COCOM/JTF commander may only specify the GMR for a day when all 3 meals are available. The schoolhouse or COCOM/JTF commander may only specify the PMR when at least one meal a day is available. 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 GOV'T dining facility/mess on that U.S. INSTALLATION has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on an interim travel day except when traveling within the AOR IAW par. C4990-E2a(3).

2. Partial Days. ***On the days of departure from and return to the PDS, the GM, PMR, $3.50 IE, or reduced per diem rate do not apply.***

3. Schoolhouse Training (Formal Courses of Instruction). ***The schoolhouse commander is authorized to determine the appropriate meal rate (GMR, PMR or locality meal rate) regardless of what the AO may put in a TDY order to the contrary*** (See pars. C4554-A1a for CONUS and par. C4554-A1b for OCONUS)**.** If there is information about the course that provides the appropriate meal rate, that information, and its source should be documented in the order. If that information is not available prior to order issuance, it must be provided to the traveler by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher. ***GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).***

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day (except travel days to and from the PDS) when one or two deductible meals is/are provided (APP R2, par. J). The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). ***A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.***

2. A deductible meal is a meal:

a. Made available pursuant to an agreement between a DoD COMPONENT or AGENCY and any organization, if the order indicates the facility providing the meal(s) is available;

b. Included in a registration fee ultimately paid by the GOV'T;

c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;

d. Furnished by the GOV'T at no cost to the traveler;

e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

f. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an AGENCY arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging ceiling, or if a conference lodging ceiling has been declared (APP R) within the conference lodging ceiling. If the negotiated rate exceeds the locality (or conference) lodging ceiling, an AEA should be provided to cover the higher lodging cost that includes the meal(s).***

NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

3. The following is not a deductible meal:

a. Box/'bagged' meal from a GOV'T dining facility/mess (to include such things as C Rations, K Rations, MREs) -- except when the GOV'T dining facility/mess provided box/'bagged' meal is the ***only method*** of providing an adequate meal to a traveler. ***NOTE: See Ch 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force AOR***,

b. In-flight meal,

c. Rations furnished by the GOV'T on military aircraft,

d. GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess,

e. Meal furnished on commercial aircraft,

f. Meal provided by private individuals, or

g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost $75 with or without breakfast).

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only, the IE for that day is payable ($5 in CONUS); or the locality IE or $3.50 OCONUS).

4. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:

a. is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and

b. attempted to make, but was unable to make, alternative meal arrangements for a substitute meal, and

c. must purchase a meal that satisfies the medical requirements or religious beliefs.

The AO may authorize/approve the locality meal rate or PMR, as applicable, when the traveler is unable to eat the deductible meal due to mission.

C. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit (APP A). The per diem payment prohibition applies when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for that meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a GOV'T dining facility/mess (including field rations). Reimbursement is authorized for any charges incurred for meals or lodging cost necessarily procured during the TDY assignment.

D. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. Pars. C4554-B2e and C4554-B2f when a charge for meals is added to the lodging cost. (CBCA-1900-TRAV, 3 May 2010.)

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee

obtains lodging outside the area covered by the TDY location per diem rate for personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location and must be obtained in an adjacent locality at which the prescribed maximum per diem rate is higher, a DoD COMPONENT may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum lodging amount for the TDY locality. TDY lodging when utilized for official travel is always based on the GOV'T interest. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4. ***The traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. C1707). TDY lodging accommodation at GOV'T expense is not intended for an individual who is an ineligible traveler ICW an official travel order (i.e., a family member or friend is not expected to routinely share the TDY lodging). While a lodging availability situation may require a traveler to accept lodging that is more spacious than is needed for the official traveler, the official traveler is expected not to purposely accept more spacious lodging simply because the official traveler desires to provide lodging for other non-official travelers.***

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. See par. C4555-Il for double occupancy. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. GOV'T QTRS. A fee or service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the traveler for GOV'T QTRS use may not exceed the maximum locality lodging ceiling.

3. Lodging with a Friend or Relative (FTR §301-11-12) . ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative in the friend's/relative's residence - with or without charge – the official 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 Service/AGENCY cannot direct the official traveler to lodge with a friend or relative.*** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement (See JFTR par. U4129-E for Uniformed Services).

Example 2: A DoD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized NTE the single room rate and room tax on the single rate if applicable limited to applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process or equivalent authority annotated on the TDY travel order for lodging rental/lease at other than a daily rate. See par. C4430, if the civilian employee's TDY duration exceeds 30 days. The lodging cost is split equally among the named people indicated on the signed lodging agreement/contract.

Example 3: A DoD civilian employee is TDY to Location A and stays in commercial lodging. Multiple family members later join the member at personal expense with no additional lodging expense incurred by the GOV'T. The non-GOV'T travelers are reflected as occupants on the lodging receipt. The official traveler is authorized up the single room rate and room tax on the single rate limited to the applicable locality rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. See par. C4430, if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the lodginginvolved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply (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 at which 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 (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 was to run 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 TDY days, 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.

4. Lodging in Non Conventional Facilities. The cost of non conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD COMPONENT.

5. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures), reserve a room directly with the hotel/chain (including the hotel's online website). ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

a. Daily hotel room costs;

b. Daily hotel taxes; and

c. Daily miscellaneous fees, if applicable.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 (midnight) of that day.

D. Apartment, House, or Recreational Vehicle Reimbursement While TDY. When an employee on TDY rents an apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled

mobile recreational vehicle) for use as lodging, per diem is computed IAW par. C4553. Lodging cost reimbursement includes the below allowable expenses.

Par. C4555-B applies for lodging with a friend/relative at the friend's or relative's residence; par. U4555-I for multiple occupancy involving official travelers; and par. C4555-K for multiple lessees of rented/leased TDY lodging.

1. Apartment, house, or recreational vehicle rent;

2. Parking space rental for the recreational vehicle;

3. Appropriate and necessary furniture rental, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE 1*: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995). When a dwelling of any kind becomes purchased under some form of rent-to-buy provision, all associated mortgage interest and property taxes previously claimed must be repaid. (See FTR 301-11.12(b) dated 14 Oct 2011.)**

***NOTE 2*: An employee who 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 TDY lodging, even if shipment/purchase was less expensive than rental would have been (GSBCA 16699-TRAV, 17 August 2005)**.

***NOTE 3*: Some furniture rental agreements may require a damage waiver fee for damage protection as part of the rental cost. A traveler may be reimbursed for the cost of such a fee as part of the cost of the furniture rental while on TDY if the traveler has no other choice but to enter into such an agreement. (CBCA 1961-TRAV, 20 July 2010).**

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. APP G for official communications.***);

9. Special user fee costs such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in a hotel/motel room price in the area concerned; and

10. Exchange fee (but not the annual maintenance fee) paid by a traveler to use timeshare lodging at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items that do not accrue on a daily basis such as cost for connection/ disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

Effective 14 October 2011, mortgage interest and property taxes associated with the purchase of any dwelling may not be claimed as substantiation for payment of per diem while TDY. (See FTR 301-11.12(b) dated 14 Oct 2011.) An employee who purchases and occupies a residence at a TDY location may not be reimbursed for any cost associated with the rental, purchase, or shipment of furniture.

Effective 14 October 2011
E. Residence Is Purchased and Used for TDY Lodging. ***An employee may not be reimbursed any lodging expenses for a purchased/personally owned residence.***

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

F. Dual Lodging Reimbursement on a Single Day

*1. General. Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. ***Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Except as provided in par. C4555-F2b, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher.*** Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved (after travel) by the Secretarial Process. ***No blanket authorizations may be given at the beginning of the TDY.***

*2. AO Considerations. The AO must verify that the traveler acted reasonably and prudently. Dual lodging may only be authorized/approved when:

****NOTE: Dual lodging must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional costs or the traveler does not check to see if the GOV'T QTRS would be available upon return).***

*a. The inability to occupy lodging at the first TDY location was due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981)) (e.g., traveler TDY to another location intending to return that night, but was forced to remain overnight due to mechanical problems);

*b. Economical impact (daily, weekly, monthly room rate, availability, storage charges, or shipment costs) (GSBCA 15321-TRAV 26 October 2000; GSBCA 15482-TRAV 18 October 2001) (e.g., traveler told if she checked out of GOV'T QTRS for 2 nights, no room would be available upon return); or

*c. Practicality of checking out (B-257670, 10 January 1995) (e.g., traveler staying in recreational vehicle (RV) forced to move to motel due to extreme weather).

*3. Lodging Cost

*a. Per Diem. The lodging cost incurred at the second TDY location (Location B) at which the traveler remained overnight is used for computing the member's per diem for TDY at that location (Location B) for that day.

*b. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is reimbursable as a reimbursable expense (APP G), if approved by the AO (60 Comp. Gen. 630 (1981)).

4. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the amount of per diem or AEA plus lodging tax that would have been paid had the traveler remained at Location A overnight. Receipts are required for dual lodging claims.

*5. Long-term Dual Lodging Occupancy. ***Long-term reimbursement for dual lodging is not permitted and an order may authorize long-term dual lodging.***

*6. Example. An order is prepared for TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. ***Using par. C4555-F to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized. The known TDY locations must be named in the order.***

***Example 1**
NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

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

Per Diem Rates

Location	Max Lodging	M&IE	Total
A	$130	$46	$176
B	$119	$46	$165

Reimbursement for the Location A Apartment for 5 days

Lodging Cost	Number of Days	Total
$45	5	$225

Per Diem for the TDY Assignment in Location B

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

Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (***NOTE***)

Second thru Fifth Day
(Lodging cost + M&IE)/day x 4 days

Lodging	M&IE	Total
$95	$46	$141/day x 4 days = $564 plus lodging tax (***NOTE***)

Return day to Location A
(Lodging cost + M&IE)

Lodging	M&IE	Total
$45	$46	$91

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

G. Lodging Rented/Leased on a Weekly, Monthly, or Longer Term Basis. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate. ***NOTE*: This does not apply when a residence is purchased. See par. C4555-E.**

Example
1. A traveler is TDY at a location at which the per diem is $136 ($80/ $56).
2. Lodging (apartment & utilities) are obtained on a long-term basis for $900/month.
3. The daily lodging cost per month is $30 ($900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $80/day locality lodging ceiling, the traveler is reimbursed $45/day for 20 days of lodging in June.

H. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Single and Multiple Occupancy of a Room

1. Single Occupancy. ***An official DoD civilian traveler cannot be required to share lodgings.*** Each official traveler is authorized individual lodging.

2. Official Travelers Choose to Share a Room

a. Each official traveler is:

(1) Allocated the appropriate percentage of the room rate charged (e.g., 2 official travelers –are each allocated 50% of the room cost; 3 official travelers–each is allocated 33%) of the actual rate charged if a room is shared with another/ other official traveler(s), and

(2) Responsible for their share of the applicable room rate (e.g., 2 official travelers - each is responsible for 50% of the room rate; 3 official travelers - each is responsible for 33% of the room rate.

b. ***Multiple occupancy of a single room does not limit a traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a $100/night lodging area have $200 with which to pay for a room.***

c. Examples of Room Charge Allocation:

(1) Locality per diem lodging ceiling is $100/night. Two official travelers share a $250/night room. Each official traveler is allocated $125/night (but without an AEA, each only receives $100 reimbursement since the locality maximum lodging ceiling is $100/night).

(2) Locality per diem lodging ceiling is $100/night. Two official travelers share a $170/night room. Each official traveler is allocated $85/night – which is payable since it is below the locality lodging ceiling rate of $100/night.

3. Official Traveler Shares a Room with a Non-GOV'T Traveler(s). If the official traveler shares a room with a person(s) who is not a GOV'T traveler on official travel, then the official traveler is allowed the single room rate.

J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the GOV'T reimbursing the employee, is required to pay applicable lodging tax while traveling on GOV'T business. Exemptions from tax for a Federal traveler and the form required to claim the exemption vary from location to location. The GSA Travel Homepage at ***www.gsa.gov/statetaxforms*** lists jurisdictions in which lodging tax-exemption may be offered.

K. Multiple Lessees Involving Leased or Rented Lodging. Even though a daily lodging rate is computed for TDY reimbursement, the long-term (i.e., not daily) lodging cost is split equally among the lessees indicated on the signed lease or rental agreement/contract before the daily reimbursement rate is computed. The prorated lodging cost reimbursement per person is limited to the applicable locality, or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. The applicable daily M&IE rate of the official traveler is not prorated. AEA authority must be in the GOV'T's interest IAW par. C4602 per the AO determination. ***TDY lodging accommodation is not intended for individual(s) who are ineligible traveler(s) ICW an official travel order. The traveler must adhere to the prudent traveler rules for official travel funded by the GOV'T.***

L. Advance Lodging Deposits. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.

2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On a day that all meals and lodging are provided without cost to a traveler incident to a TDY or training assignment, the per diem is:

1. $5 incident to an assignment in CONUS; and

2. The IE rate for the locality concerned unless the AO determines $3.50 to be adequate for anticipated expenses. The OCONUS IE of $3.50 must be stated in the order.

However, the applicable amount, plus the cost of meals - and lodging furnished without cost to the traveler - may not exceed the applicable maximum per diem rate. See par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the debarkation/embarkation port rates and computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first/last travel day by GOV'T ship when it departs from the port that is the employee's PDS/returns to the port that is the PDS.***

B. GOV'T Ship

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. 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. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB).

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the Standard CONUS M&IE rate (see par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

C. Commercial Ship

1. Employee Not Charged for Meals. An employee is not authorized per diem when traveling aboard a commercial ship when meals are furnished without charge, (or are part of the accommodations cost), except on embarkation and debarkation days if otherwise authorized.

2. Employee Charged for Meals. An employee traveling aboard a commercial ship, other than an oceangoing ferry, for 24 or more hours as a passenger who is charged for meals is authorized the meals portion of per diem equal to the furnished meals cost, except on embarkation and debarkation days if otherwise authorized. The AO should set the meals portion of per diem equal to the anticipated expenses and state in the order the circumstances warranting the rate.

D. POC Travel Involving a Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), the employee is authorized per diem. See par. C4765for transportation allowances.

1. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized (par.C3660).

2. M&IE When Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the rate applicable for the employee's location at 2400 on that day (par. C4550-F).

3. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the employee's location at 2400 on the debarkation day (par. C4553).

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4560 LODGING WHEN TDY AT ONE LOCATION FOR MORE THAN 30 DAYS

If a traveler is 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. Follow Service/Agency procedures for making lodging arrangements. See pars. C4555-D, C4555-E, and C4555-G.

C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE

A. General. An individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis, and an individual serving without pay or at $1 a year, do not have a PDS within the meaning of that term. The individual is authorized per diem as prescribed in par. C4562-B through E while traveling on official business for the GOV'T away from home or the regular place of business and while at a place of GOV'T employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DoD 5500.7-R.

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the GOV'T, with or without compensation, while in an official travel and duty assignment status as described in par. C7905, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Most individuals performing invitational travel (APP E), are authorized per diem/AEA (see pars. C4553 and C4600).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the

educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Absence due to Illness or Injury. See par. C7370 for per diem authority when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. An employee is authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workday

1. General. ***An employee is authorized per diem for days leave is taken (other than as provided in Ch 7, Part H) for only part of the workday, but is not authorized per diem when leave is taken for the whole workday.*** For purposes of par. C4563-C1, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal GOV'T holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. An employee is not authorized per diem for a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

b. Leave between Non-workdays. An employee is authorized per diem for not more than two non-workdays if leave is taken for all workdays between the non-workdays.

D. Return to PDS on Non-workday. An employee who voluntarily returns home on a non-workday from TDY is reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workday to Location other than PDS. An employee on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or PDS is authorized per diem or AEA for the non-workday NTE the amount payable had the employee remained at the TDY site. There is no authority for transportation cost reimbursement (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. ***An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600***. Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.

G. Permanent Duty Travel. An employee is not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip that exceed those that the employee otherwise would have incurred if

the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY places (except no per diem while at PDS) and return to the place at which leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the employee in traveling to the leave location made it unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed only to the extent they exceed the constructed per diem and transportation expenses for return direct from the leave location to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Leave Status Termination. An employee on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place at which the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. TDY Order Cancellation after Travel Commencement and while on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

NOTE*: *If the TDY requirement is known before departure on leave, the employee is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. City-pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave is begun.

C4565 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include a lodging tax amount.

2. Lodging tax in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense.

3. The maximum amount allowed for lodging in foreign OCONUS locations includes a lodging tax amount.

4. Lodging tax in foreign OCONUS locations is not a reimbursable expense.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes current TDY mileage rates and par. C2605 prescribes the current MALT.

C. Per Diem Rates. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current Standard CONUS per diem rate.

D. Examples. The following are per diem computation examples for specific circumstances:

1. Example 1-TDY Travel

Example 1: TDY Travel

An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid $40/night for 6 nights of lodging in a hotel, $4 for 2 nights spent in GOV'T QTRS, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows:

Day 1 (departure day)	$40 (lodging) + 75% x $46 (M&IE) =	$ 74.50
Day 2 to 6	($40 (lodging) + $46 (M&IE))/day x 5 days =	$430.00
Day 7 to 8	($4 (lodging) + $46 (M&IE))/day x 2 days =	$100.00
Day 9	$0 (lodging) + $46 (M&IE) =	$ 46.00
Day 10 (return day)	75% x $46 (preceding calendar day M&IE rate) =	$ 34.50
	AMOUNT DUE EMPLOYEE	**$685.00**

Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum per diem rate for the locality concerned. This example uses the Standard CONUS per diem rate of $123 ($77/ $46).

Day 1 (departure day) - the applicable per diem rate is the lodging cost ($40) plus 75% of the M&IE rate ($46) ($34.50) for that day; pay $74.50.

Days 2 - 6 - the applicable per diem is lodging cost ($40) plus the M&IE rate ($46) x the number of days (5); pay $430.

Days 7 - 8 - the applicable per diem is the lodging cost ($4) plus the M&IE rate ($46) x the number of days (2); pay $100.

Day 9 - the applicable per diem is the M&IE rate ($46) plus the lodging cost ($0), pay $46.

Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate ($46); pay $34.50.

The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.

2. Example 2-TDY Travel

Example 2: TDY Travel		
DEPART	Residence	1st Day
ARRIVE	Goteborg, Sweden	2nd Day
TDY	Goteborg, Sweden	3rd - 7th day
DEPART	Goteborg, Sweden	8th Day
ARRIVE	Residence	8th Day
GOV'T QTRS were occupied (not on a U.S. INSTALLATION) for 6 nights at Goteborg, Sweden at $4 per night. The per diem rate for Goteborg, Sweden at the time the employee traveled was $256 maximum ($143/ $113).		

PER DIEM COMPUTATION			
1st Day	Travel day with no lodging expense	$113 x 75% (M&IE for Goteborg) =	$ 84.75
2nd Day	Arrival day	$4 (GOV'T QTRS charge) + $113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) =	117.00
3rd-7th Day	TDY at Goteborg $23 (incidental rate for Goteborg)	$4 (GOV'T QTRS charge) + $23 (3 deductible meals furnished each day without charge (par. C4554-B) = $27/day x 5 days =	135.00
8th Day	Travel day with no lodging expense	$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	$ 84.75
		AMOUNT DUE	**$421.50**

3. Example 3-TDY Travel Involving IDL with a 'Lost' Day

Example 3: TDY Travel Involving IDL with a 'Lost' Day

TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY

Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT
(Actual and Constructed Cost Comparison)

18 Aug Wednesday	$90 x 75 % =	$67.50
20-24 Aug (Friday-Tuesday)	$135 (lodging) + $90 (M&IE) = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	$90 x 75 % =	$67.50
	TOTAL	**$1,350.00**

4. Example 4-TDY Travel Involving IDL without a 'Lost' Day

Example 4: TDY Travel Involving IDL without a 'Lost' Day

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/ $72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY

Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thurs-Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT
(Actual and Constructed Cost Comparison)

18 Aug Wednesday	$72 x 75 % =	$54
19-24 Aug (Thurs-Tues)	$140 (lodging) + $72 (M&IE) = $212/day x 6 days =	$1,272
25 Aug Wednesday	$72 x 75 % =	$54
	TOTAL	**$1,380**

5. Example 5- AOR Per Diem/TDY Travel Overnight – No Lodging Required

Example 5: AOR Per Diem/TDY Travel Overnight – No Lodging Required

An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.

The employee stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan.

The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.

The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.

The employee departed the stopover point and arrived at the residence on 2 Feb.

Per diem is computed as follows:

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		$15 ($0/ $15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	$15 ($0/ $15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	$15 ($0/ $15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	$15 ($0/ $15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	$190 ($126/ $64) Stopover Point
2 Feb	Arr Residence	PA	MC	$190 ($126/ $64) Preceding calendar day's M&IE rate

REIMBURSEMENT		
2 Jan	$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)	$11.25
3 Jan	$15/day x 1 day = (TDY destination M&IE, no lodging required)	$15.00
4 Jan	$15/day (TDY destination M&IE, lodging $0)	$15.00
5-30 Jan	$3.50/day x 26 days = (AOR M&IE, lodging $0)	$91.00
31 Jan	$3.50/day (En route AOR to AOR M&IE, lodging $0)	$3.50
1 Feb	$70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70)	$134.00
2 Feb	$64/day x 75% = (75% of preceding calendar day's M&IE rate)	$48.00
	PER DIEM REIMBURSEMENT	**$317.75**

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

The following tables are for reference purposes only. Ch 4, Part B for applicable rules. Ch 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem
TDY Travel of More Than 12 Hours
Footnotes: See Table # 4

(1) Departure Day from PDS

	A	B	C	D	E	F
	Arrived at a TDY location (not a U.S. INSTALLATION) on the same day as departed the PDS.	**Arrived at a TDY location (U.S. INSTALLATION) on the same day as departed the PDS. The traveler occupied GOV'T QTRS.**	**Arrived at a TDY location (U.S. INSTALLATION – GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS.**	**Traveled overnight – no lodging required.**	**Overnight lodging required at a stopover en route to a TDY location.**	**Arrived at a the TDY location at which per diem at a lesser amount than rate prescribed for the TDY location as authorized under par. C4550-C on same day as departed the PDS.**
Per Diem for the Departure Day from the PDS [5/]	75% of the TDY locality M&IE rate [1/], plus the lodging cost NTE the maximum TDY locality lodging ceiling. [2/, 4/]	75% of the TDY locality M&IE rate [1/], plus the GOV'T QTRS cost [11/]ceiling.	75% of the TDY locality M&IE rate [1/], plus the lodging cost NTE the TDY locality maximum lodging ceiling. [8/]	75% of the next destination locality M&IE rate (TDY/ stopover point) [1/] for the departure day.	75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. [2/, 4/]	75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location.

(2) Whole Days of Travel in CONUS

	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	**Traveled overnight & arrived at a CONUS TDY locality (U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS.**	**Each whole day at a CONUS TDY locality (not a U.S. INSTALLATION).**	**Each whole day at a CONUS TDY locality (U.S. INSTALLATION) when traveler occupies GOV'T QTRS.**	**Each whole day at a CONUS TDY locality (U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS.**	**Each whole day at a CONUS location at which the employee is authorized a reduced per diem rate.**
Per Diem for Whole Days of Travel [5/]	M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling [2/6].	M&IE plus the GOV'T QTRS cost [11/]. M&IE may be at the TDY locality rate, or PMR plus $5 if the AO specifies the PMR for deductible meals[6/]. See par. C4554-A for M&IE rate determination.	M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling [2/.] If one or two deductible meals are provided, M&IE is PMR plus $5[2/6].). See par. C4554-B.	M&IE, plus the GOV'T QTRS cost[11/]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8/]plus $5, or, (3) PMR[/6/9/10/].plus $5. There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling [2/ 7/]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8/] plus $5, (3) PMR[/6/9/10/] plus $5. There is no per diem when field duty is involved (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. [2/ 5/7/]

Quick Reference - Per Diem
TDY Travel of More Than 12 Hours
Footnotes: See Table # 4

(3) Whole Days of Travel – OCONUS

	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS.	**Traveled overnight & arrived at OCONUS TDY locality (U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS.**	**Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION).**	**Each whole day at an OCONUS TDY locality (U.S. INSTALLATION). Traveler occupied GOV'T QTRS.**	**Each whole day at an OCONUS TDY locality (U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS.**	**Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate.**
Per Diem for Whole Travel Days [5/]	The OCONUS TDY locality M&IE [3/] (unless the AO specifies the PMR based on deductible meals), plus the lodging [4/] cost NTE the TDY locality maximum lodging ceiling.	M&IE plus the GOV'T QTRS cost[11/]. M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meal(s) is/are provided [1/6/]. See par. C4554-A for M&IE rate determination.	The OCONUS TDY locality M&IE [3/,] plus lodging [4/] cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or $3.50 IE [3/] if one or two deductible meal(s) is/are provided [6/]. [2/6].). See par. C4554-B.	M&IE plus GOV'T QTRS cost[11/]. M&IE may be at (1) TDY locality meal rate, (2) Standard GMR[8/], (3) PMR[/6/9/10/]. Add the locality IE or $3.50 IE[3/,] There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling.[4/7/] M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR[8/], (3) PMR[/6/9/10/]. Add the locality IE or $3.50 IE [3/] There is no per diem for field duty (pars. C4554-C and C4990-E). See par. C4554-A for M&IE rate determination.	Per diem at the rate authorized under par. C4550-C. [4/ 5/7/]

(4) Day(s) of Return to PDS

	A	B	C	D	E
	Arrived at the PDS on the same day as departed the TDY location.	**Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.**	**On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS.**	**On the day travel ended lodging was required en route to the PDS.**	**Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized.**
Per Diem for the Return Day to the PDS [5/]	75% of the last TDY locality M&IE rate. [1/]	For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. [1/]	For departure day from the TDY location, M&IE, plus lodging [2/, 5/] cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. [1/]	The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. See par. C4553-D2c(4).	75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS.

FOOTNOTES

1/ A reduced per diem rate IAW par. C4550-C and the $3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.

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

3/ The TDY locality IE rate. OCONUS, the AO can determine that an IE of $3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. Regardless of at what location the traveler is lodged, the $3.50 IE rate may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.

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

5/ Cost of laundry/dry cleaning/pressing of clothing when travel ***within CONUS*** is reimbursable under the conditions in par. C4553-C2. The laundry/dry cleaning/pressing of clothing cost ***is not*** separately reimbursable when travel is ***OCONUS*** because an amount is provided in the OCONUS per diem IE for laundry.

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

7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

8/ The GMR applies if the ***schoolhouse or COCOM/JTF commander (not an AO)*** specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).

10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).

11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

C4567 PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

A. Purpose. Per diem is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. 'Lodging-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is/are authorized a safe haven allowance computed using the 'Lodging-Plus' per diem computation method for each day in an evacuation status. ***Actual expense allowances described in Ch 4, Part C, do not apply to an evacuation.*** The 'Lodging-Plus' per diem computation method consists of a lodging ceiling and an M&IE allowance. For an explanation of the items of expense the per diem is intended to cover, PER DIEM (APP A definition) and Ch 4, Part B. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent concerned. Since an evacuated employee and/or dependent may stay with a friend/relative while at a safe haven, the rule in par. C4555-B3 applies. ***That is, if an evacuated employee or dependent stays with a friend/relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend/relative.*** This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodging) from a friend/relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. Example in par. C4567-C. GOV'T dining facility/mess or open mess availability/use has no effect on per diem for an employee/dependent(s) even though such facilities may be or are used without charge to the employee/dependent. Per diem payable under par. C4567 may be paid in advance IAW Ch 6, Part D, §550-403(d).

C. Per Diem Computation Example

1. The following example illustrates the method used for computing per diem incident to evacuation.

2. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.

3. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem.

4. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense.

5. Tax is part of the lodging cost.

6. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax.

7. CONUS per diem rates do not include laundry/dry cleaning/pressing of clothing.

8. OCONUS per diem rates include laundry/dry cleaning/ pressing of clothing.

COMPUTATION EXAMPLE

An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was $95 plus $7.60/day for lodging tax (8%). The maximum per diem applicable at that location was $146 ($85/ $61).

(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($146) ($85/ $61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.

	M&IE	**Max Lodging**	**Total**
Employee:	**$61**	**$85**	**$146**
Employee's spouse	**$61**	**$85**	**$146**
Child (age 12 or older)	**$61**	**$85**	**$146**
Child (under age 12)	**$30.50** ($61 x 50%)	**$42.50** ($85 x 50%)	**$ 73**
Max daily amt that may be paid for costs incurred by employee and 3 dependents	**$213.50**	**$297.50**	**$511**

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($213.50 for M&IE and NTE $297.50 for lodging), as follows:

M&IE:	$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($297.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$308.50 (Daily amount that is payable to the employee and dependents (within the maximum $511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	$7.60/day
Total:	$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:

	M&IE	Max Lodging	Total
Employee	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Employee's spouse	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (age 12 or older)	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (under age 12)	**$18.30** ($61 x 30%)	**$25.50** ($85 x 30%)	**$43.80**
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	**$128.10**	**$178.50**	**$306.60**

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($128.10 for M&IE and NTE $178.50 for lodging), as follows:

M&IE:	$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$223.10 (Daily amount payable to the employee and dependents within the maximum $306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60/day
Total:	$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

PART C: AEA

C4600 GENERAL

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of Ch 4, Part B per diem, or the per diem rates. ***An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.***

C4602 JUSTIFICATION

A. Authorization/Approval. An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment.

B. Reasons for authorizing/approving AEA:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,

2. Of special duties, or

3. Costs for items in par. C4608-A2 have escalated temporarily due to special/unforeseen events.

C4604 AUTHORITY/APPROVAL

A. General. The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar).

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed;

2. Should be stated in the travel order/trip record when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);

4. Should be uniform (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

C4606 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited.

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request for a per diem rate review IAW par. C4551.

4. The definitions and rules applicable to the traveler's authority for per diem under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

B. Personal Preference/Convenience. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENT THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

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

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:

   a. Missile launch,

   b. Summit Meeting,

   c. Sports event,

   d. World's fair,

   e. Convention,

   f. Natural or man-made disaster (including the disaster aftermath) or

   g. Similar event;

3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to/from the less expensive lodging facility would consume most/all savings achieved from occupying less expensive lodging;

4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations);

5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and

6. In similar situations.

B. Travel with Certain Dignitaries. Without further unusual/extraordinary requirements demonstration, AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. Cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;

11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and

12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C4610 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (APP A).

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

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the GOV'T;

2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends (B-189622, 24 March 1978); or

3. Purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity to which the traveler is accustomed is a personal preference matter and is not a "justifiable reason". B-193504, 9 August 1979 and B-192246, 8 January 1979.

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% cannot be authorized for a traveler covered by JTR.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. Incidental Expenses (IE). The maximum reimbursement for IE is:

1. CONUS. $5 in CONUS, and

2. OCONUS

a. The locality IE, or

b. $3.50 OCONUS for all full TDY days (except interim travel days between TDY locations) when the AO determines the $3.50 rate is adequate to meet anticipated expenses effective for travel beginning on or after 1 July 2009.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' method IAW par. C4553, while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

3. Example

a. A traveler is authorized/approved an AEA NTE 150% for lodging.

b. The traveler is paid M&IE on a per diem basis, and, M&IE itemization is not required.

c. The locality per diem rate is $90 (lodging) + $51 (M&IE) = $141 (Total).

d. The AEA must not exceed 150% of the ***total*** ($141) locality per diem rate.

e. The AEA for the maximum amount allowed for ***lodging*** is computed as follows:

(1) $141 (Total Per Diem) x 150% = $211.50 = $212

(2) $212 - $51 (M&IE) = $161 maximum allowed for lodging

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

*D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par.C2005-A) and/or meals for TDY travelers, and AEA reimbursement is authorized/ approved, the total daily amount paid by the GOV'T to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under par. C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

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

C4624 AEA COMPUTATION

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

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

C. Averaging Expenses

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

2. The cost incurred during TDY travel for personal clothing laundry/dry-cleaning/pressing (***not before /after TDY***) is:

a. A reimbursable expense (APP G) in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights. For example, a traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a $40 dry-cleaning bill. The $40 cost is averaged over the 10-day TDY and the traveler may indicate that $4 was paid daily, or

b. Not a reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rate/AEA authorized/approved for OCONUS travel. For instance, a traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a $32 dry-cleaning cost on Friday. The $32 cost is averaged over the 8-day TDY and the traveler may indicate that $4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/ or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.

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

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. C4553-D2c applies for reimbursement when return travel to the home/PDS requires 2 or more days .

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area (APP A) is part of per diem/AEA and is not a reimbursable expense.

EXAMPLE 1 **AEA– single TDY location** AEA authorized for lodging and M&IE paid on a per diem basis. ***An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).***			
TDY Location Per Diem w/o AEA Maximum Per Diem - $150 Lodging - $99 M&IE - $51		**TDY Location Per Diem w/AEA** AEA authorized NTE $450 ($150 x 300%) Lodging NTE $399 ($450 - $51) M&IE - $51	
ITINERARY			
Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$330.00
11-12 Aug		At TDY Station, Lodging - $330/day x 2 days =	$660.00
13 Aug	TDY	Residence	
Date	**REIMBURSEMENT** (denotes AEA computation)		**Amount**
10 Aug	$51 x 75% = $38.25 + $330 =		$368.25
11-12 Aug	$330 + $51 + = $381/day x 2 days =		$762.00
13 Aug	$51 x 75% = $38.25		$ 38.25
		Total Reimbursement	**$1,168.50**

EXAMPLE 2 **AEA to multiple TDY locations A, B, and C** Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $332 ($331.50 = $261/ $71). Location B – Lodging and M&IE paid on a per diem basis, $123 ($77/ $46). Location C – Lodging and M&IE paid on a per diem basis, $128 ($77/ $51). ***An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. Unused AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).***			
TDY Location 'A' Per Diem w/o AEA Maximum Per Diem - $221.00 Lodging - $150.00, M&IE - $71.00		**TDY Location 'A' Per Diem Rate w/AEA** AEA authorized NTE $332.00 ($221 x 150% = $331.50 = $332) Lodging NTE $261 ($332 - $71) M&IE - $71	
ITINERARY			
Date	**Depart**	**Arrive**	**Lodging**
7 Sep	Residence	TDY, Location A	$170.00
8 Sep		TDY, Location A	$170.00
9 Sep	TDY, Location A	TDY, Location B	$ 70.00
10 Sep		TDY, Location B	$ 70.00
11 Sep	TDY, Location B	TDY, Location C	$ 75.00
12 Sep	TDY, Location C	Residence	
Date	**REIMBURSEMENT** (denotes AEA computation)		**Amount**
7 Sep	$71 x 75% = $53.25 + $170 (AEA lodging) TDY Location A =		$223.25
8 Sep	$170 + $71 (AEA per diem rate) =		$241.00
9-10 Sep	$70 + $46 = $116/day x 2 days, TDY Location B =		$232.00
11 Sep	$75 + $51, TDY Location C =		$126.00
12 Sep	$51 x 75% =		$ 38.25
		Total Reimbursement	**$860.50**

EXAMPLE 3
AEA Single TDY location
AEA authorized for lodging and M&IE.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $225 ($149/ $76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1410-A3.

An AEA increase beyond 300% is not authorized for a DoD civilian employee. Par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $150 Lodging - $99, M&IE - $51	AEA authorized NTE $225 ($150/day x 150% = $225/day) Lodging NTE $149 ($99/day x 150% = $148.50 = $149, add $.50) M&IE - $76 ($51/day x 150% = $76.50 = $76, subtract $.50)

ITINERARY

Date	**Depart**	**Arrive**	**M&IE**	**Lodging**
10 Aug	Residence	En route/TDY	Dinner - $25	$130.00
11 Aug		At TDY Station	Breakfast - $6, Lunch - $10, Dinner - $24	$130.00
11 Aug		At TDY Station	Incidental Expense - IE - $5.50	
12 Aug		At TDY Station	Breakfast - $15, Lunch - $20, Dinner - $40	$130.00
12 Aug		At TDY Station	Incidental Expense - IE - $4.50	
13 Aug	TDY	Residence	Breakfast - $5, Lunch $12	

Date	**REIMBURSEMENT** (using AEA computation)	**Amount**
10 Aug	$130 + $25 =	$155.00
11 Aug	$130 + $40 + $5.50 =	$175.50
12 Aug	$130 + $75 + $4.50 (M&IE is reduced to $76) = (Total M&IE is limited by maximum daily AEA $76 M&IE)	$206.00
13 Aug	$17	$ 17.00
	Total Reimbursement	**$553.50**

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PART D: TRAINING COURSE ATTENDANCE

C4630 ALLOWANCES

*A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (par. C4660) or AEA (par. C4600); or

2. Dependent and HHG transportation to and from the training location. See pars. C4635 and C4640.

B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and

2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized transportation reimbursement to and from the training location in par. C4630-B1 or for common carrier transportation in par, C4630-B2, except as provided in par. C4650, item 3.

*C. Conference/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***may not be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in10 USC §2013;5 USC §4109;42 USC §218a; and14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require 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 payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

C4635 DEPENDENT AND HHG TRANSPORTATION

NOTE 1: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

NOTE 2: Per diem payment for dependents at the employee's TDY location, or while traveling to/from the TDY location, is not authorized.

A. Allowances Authorized

1. If the estimated round-trip transportation total cost for dependents ***(excluding per diem)*** and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.

2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. C5050-A.

3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and GOV'T obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,

2. A HHT,

3. TQSE payment ***(see par. C5356-B),***

4. MEA, and

5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.

2. The activity or command having jurisdiction over the employee is responsible for travel order issuance.

C4640 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chs 5 and 7.

1. An employee who attends a training program away from the PDS:

a. And is transferred to a new PDS after completing the program without returning to the old PDS, or

b. En route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

c. (***But not per diem for dependents***) from the PDS to the training location NTE the total per diem or AEA payments that would have been received at the training location; and

d. per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at GOV'T expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part P purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part P.

3. Payment of the real estate transaction allowances in Ch 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:

a. Successfully completed the training program,

b. Signed the service agreement required in par. C5564, and

c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

C4645 INTERN AND/OR TRAINEE

A. Determining Move Type

1. When moving an intern or a trainee, the DoD COMPONENT must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.

2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.

3. Because of varying circumstances, it is necessary to evaluate each individual move.

B. Applicability. ***If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. C5075.***

C4650 TRANSPORTATION AND PER DIEM OR AEA

1. Transportation and per diem or an AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or an AEA but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation is NTE the per diem or AEA allowed if the employee had remained at the training location. See par. C4677.

3. The employee is authorized ***round-trip*** TDY mileage or the cost of ***round-trip*** public conveyance transportation (from the residence to the training location) and per diem or AEA (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4655 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A contracting officer may contract for rooms and/or meals for an employee traveling on TDY. The total daily amount paid by the GOV'T for the employee's lodging, M&IE is NTE the applicable locality per diem rate authorized in Ch 4, Part B. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee is authorized only the appropriate amount under Ch 4, Part B for IE even though the total actual cost for lodging and meals and the amount authorized for IE may exceed the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B (60 Comp. Gen. 181 (1981)). For AEA information, see Ch 4, Part C. ***NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

C4660 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are determined under par. C4660 in the same manner as for any other TDY (see Ch 4, Part B) except for courses of instruction for which a specific rate is prescribed in par. C4660-B. See par. C4550 for procedures to request a rate change in par. C4660-B. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for GOV'T QTRS use, the $12.50 is increased by the QTRS' charge, without rounding the total to the nearest dollar.

3. 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 civilian employee receives the incidental expenses amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

PART E: RETURN TO PDS DURING TDY

C4675 TRAVEL ORDER

A. Authorized Return. The AO must state in the travel order if a traveler is:

1. Required to return to the PDS on non-workdays at GOV'T expense, or

2. Authorized to return to the PDS at GOV'T expense during extended TDY.

B. Voluntary Return. Specific authority is not required in the travel order to allow a traveler to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY site on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the par. C4676-B conditions are met.

B. Required Return Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

1. The expense for round-trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY point, and

2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and

3. The travel order states the traveler must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General

1. A TDY traveler may voluntarily return to the PDS/place from which the traveler commutes daily to the PDS on non-workdays/workdays after the close of business.

2. The maximum reimbursement allowable for round-trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location.

3. The traveler must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

1. Example 1

EXAMPLE 1		
The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates.** ***See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.		
'LODGING-PLUS' PER DIEM COMPUTATION		
Wed	10/20	Depart PDS
Wed	10/20	Arrive TDY
Fri	10/22	Depart TDY
Fri	10/22	Arrive PDS
Sun	10/24	Depart PDS
Sun	10/24	Arrive TDY
Wed	10/27	Depart TDY
Wed	10/27	Arrive PDS
The traveler's daily TDY lodging cost was $61, which, when added to the applicable M&IE rate of $46 equals $107 (does not exceed the TDY location $139 ($93/ $46) maximum per diem rate).		
ACTUAL COST		
Wed 10/20	Per diem for the travel day to the TDY location (75% x $46) + $61 =	$ 95.50
Thurs 10/21	$46 + $61 =	$107.00
Fri 10/22	Per diem for the return day to the PDS 75% x $46 =	$ 34.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	$100.00
Sun 10/24	Per diem for the travel day to the TDY location (75% x $46) + $61 =	$ 95.50
Mon 10/25	$46 + $61 =	$107.00
Tue 10/26	$46 + $61 =	$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x $46 =	$ 34.50
	Total Actual Cost	**$681.00**
CONSTRUCTED COST		
Wed 10/20	Per diem for the travel day to the TDY location (75% x $46) + $61 =	$ 95.50
Thurs 10/21	$46 + $61 =	$107.00
Fri 10/22	$46 + $61 =	$107.00
Sat 10/23	$46 + $61 =	$107.00
Sun 10/24	$46 + $61 =	$107.00
Mon 10/25	$46 + $61 =	$107.00
Tue 10/26	$46 + $61 =	$107.00
Wed 10/27	Per diem for the return day to the PDS 75% x $46 =	$ 34.50
	Total Constructed Cost	**$772.00**
In this example the traveler is due $681 (actual cost) since it is less than the constructed cost ($772).		

2. Example 2

EXAMPLE 2		
The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates.** ***See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.		
LODGING-PLUS PER DIEM COMPUTATION		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS
The traveler's daily TDY lodging cost was $55, which, when added to the applicable M&IE rate of $46 equals $101 which does not exceed the TDY location $135 ($89/ $46) maximum per diem rate.		
CONSTRUCTED COST:		
Applying the $101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of $303 for Friday, Saturday and Sunday ($101/day x 3 days = $303).		
ACTUAL COST:		
Per diem for the return day to the PDS on Friday 75% x $46 =		$ 34.50
Cost of round-trip transportation =		$180.00
Per diem for the travel day to the TDY location (75% x $46) + $55 =		$ 89.50
Total		**$304.00**
The actual cost of per diem and transportation ($304) for round trip travel to the PDS exceeds the constructed cost of per diem ($303) the traveler would have been authorized if the traveler remained at the TDY location. The traveler is reimbursed $303.		
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of $304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location. ***NOTE: TDY mileage is not paid to the passenger. Par. C4740.***		
If each traveler's per diem is taken into account, the maximum per diem payable would be $606 ($101/day/traveler x 3 days = $303/traveler x 2 travelers).		
If the round-trip transportation cost for the two travelers is $180, the complete travel cost is payable (i.e., per diem and round-trip mileage for the driver traveler and per diem for the passenger traveler equal to $428). $34.50 per diem for Friday + $89.50 per diem for Sunday = $124 $124/person (per diem for Friday and Sunday) x 2 people = $248 per diem $248 (per diem) + $180 (transportation for 2 travelers) = $428 The driver receives $304. The passenger receives $124. There is a $178 savings to the GOV'T ($606 - $428).		

3. Example 3

EXAMPLE 3 **TDY Per Diem & POC TDY Mileage Computation**				
The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates.** ***See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.				
A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours. NTE the maximum TDY location per diem rate $144 ($83/ $61) may be reimbursed for the round-trip between the TDY and PDS locations. The traveler's lodging cost is $60 per day if the traveler remained at the TDY location. *The traveler is due $516 (actual cost) which is less than the constructed cost.				
ITINERARY				
Day	**Date**	**Depart PDS**	**Return PDS**	**POC Distance**
Mon	10/15	0600	1830	75 miles one-way
Tue	10/16	0600	1830	75 miles one-way
Wed	10/17	0600	1830	75 miles one-way
Thu	10/18	0600	1830	75 miles one-way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x $61 (par. C4553-D) =		$ 45.75
Tue	10/16	75% x $61 =		$ 45.75
Wed	10/17	75% x $61 =		$ 45.75
Thurs	10/18	75% x $61 =		$ 45.75
		*Four round trips of 150 miles each = 600 miles x $0.555/mile =		*$ 333.00
		Per Diem & POC TDY Mileage for Actual Travel Total =		***$516.00**
GOV'T'S CONSTRUCTED COST				
Mon	10/15	$83 + (75% x $61) =		$128.75
Tue to Wed	10/16 to 10/17	$83 + $61 = $144/day x 2 days =		$288.00
Thurs	10/18	75% x $61 =		$ 45.75
		*One round trip of 150 miles x $0.555/mile =		*$ 83.25
		Per Diem & POC TDY Mileage for Constructed Cost Total		***$545.75**

4. Example 4

EXAMPLE 4		
The per diem/TDY mileage rates used in this example are for illustrative purposes and may not reflect current rates. *See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate.		
AEA Comparison		
Sun	10/07	Arrive TDY location. AEA Authorized NTE $90
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
The maximum AEA payable at the traveler's TDY location is $90/day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the traveler remained at the TDY location.		
If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to $270, i.e., what the traveler would have been paid for remaining at the TDY location.		
If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.		

C4678 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For par. C4678, "extended TDY" means directed continuous travel of 3 or more weeks.

2. A traveler on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.***

B. Authorized Return

1. ***A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized transportation expense reimbursement.*** The traveler is authorized only per diem-related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984). Par. C4563-E.

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

3. A traveler, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)).

4. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. C4677.

5. Computation Examples

a. Example 1

Example 1

A traveler is TDY from Location A to Location B (with a per diem rate of $173 ($122/ $51)) drives to Location C on Friday night and returns to Location B Sunday night.

The traveler checks out of the Location B hotel (which cost $120/night plus a separate reimbursable amount for the 12% tax ($14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The traveler pays $145 plus a 13% tax ($18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is $196 ($149/ $47), the traveler is limited to $122/night for lodging (and lodging tax on $122 - 12% of $122 ($14.64)) and to $51/day for M&IE on Friday and Saturday.

This is because the Location B rate is $173 ($122/ $51) and the traveler is being paid per diem that would have been paid (max $122/ $51) had the traveler remained in Location B.

The traveler's lodging tax in Location C each night is limited to $14.64 per night (12% of $122).

The traveler is reimbursed up to $29.28 for lodging tax while in Location C.

The traveler is not authorized any TDY mileage for driving between Locations B and C.

b. Example 2

Example 2

A traveler TDY from Location X to Base Y (with a per diem rate of $161 ($110/ $51)) at which the traveler is staying on the Base at a cost of $20/night with no charge for room tax and is paid the $32 PMR based on the use of 1 or 2 GOV'T meals daily.

The traveler drives to Location Z on Friday night and returns to Base Y Sunday night.

The traveler checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights.

The traveler paid $75 and 12% lodging tax ($9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is $128 ($79/ $49) the traveler is paid $75/night for lodging and reimbursement of Location Z lodging taxes ($18 for both nights) and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (NTE $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Base Y.

The fact that the traveler was using GOV'T QTRS and 1 or 2 GOV'T meals per day has no effect on the traveler's M&IE on days when not using those meals.

The traveler is not authorized any TDY mileage for driving between Locations Y and Z.

c. Example 3

Example 3

A traveler TDY from Location D to Location E (with a per diem rate of $161 ($110/ $51)), at which the traveler is staying with a friend and incurring no lodging costs.

The traveler drives to Location F on Friday night and returns to Location E Sunday night.

The traveler stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9) for Location F lodging each night.

Even though the Location F per diem rate is $113 ($70/ $43), the traveler is paid $75/night for lodging, and reimbursement of Location F lodging tax ($18 for both nights), and is paid $51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the traveler remained in Location E.

The fact that the traveler was staying with a friend has no effect on the traveler's per diem on days when not staying with the friend.

The traveler is not authorized any TDY mileage for driving between Locations E and F.

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. A traveler, who retains lodging at the TDY location during a voluntary (par. C4677) or required (par. C4676) return, is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return – 'Lodging-Plus'

1. When a traveler is authorized 'Lodging-Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience; and

b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the personal belongings quantity, the establishment's ability to store those belongings, and the traveler's ability to secure a room upon return.

2. If authorized/approved, the cost of lodging retained at the TDY location is paid as a reimbursable expense (APP G - NTE the TDY locality per diem lodging ceiling).

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PART F: OCCASIONAL MEALS AND/OR LODGING

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

*Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, a traveler may incur expenses for occasional meals and/or lodgings. The travel approving/directing official may authorize/approve the actual amount paid up to the PMR (no IE) in par. C4554-A for meals and/or payment for lodging up to the maximum lodging per diem rate when the traveler is required to purchase these items when not authorized per diem. See Ch 4, Part C if the lodging/meal costs exceed the maximum rates.

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PART G: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS

C4715 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR §301-11, Subparts E and F)

A. Purpose. The ITRA purpose, under this Part, is to reimburse an employee for substantially all additional Federal, State and/or local ***income taxes*** incurred by the employee (and spouse, if filing jointly) because of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location. ***ITRA is not designed to reimburse the employee for the exact amount of the employee's tax liability.***

*B. Reimbursement. An employee who was TDY for an extended period at one location, and who incurred Federal, State, and/or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance IAW FTR, §301-11.501. See FTR, §301-11.535 or §301-11.635 for ITRA reimbursement calculation examples.

*C. Reimbursement Limitations. The ITR allowance is limited to income taxes and does not include reimbursement for ***employment*** type taxes (e.g., FICA and Medicare deductions). See GSBCA 15375-TRAV (4 December 2000) at ***http://www.gsbca.gsa.gov/travel/t1537504.txt***.

NOTE: Tax rules may differ by state and locality.

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PART H: POC TRAVEL

C4720 AUTHORIZATION/APPROVAL

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

2. ***POC travel may not be directed***; but is permitted in the GOV'T's interest or for the employee's convenience, as appropriate, when requested by the employee.

3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) (FTR §301-10.307).

4. POC use is encouraged when it is to the GOV'T's advantage.

5. Necessary POC travel is authorized in the travel order with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2600) or PCS MALT rate for PDT travel.

6. POC travel not authorized in advance of travel may be approved by travel order amendment after travel by the AO. APP I2 for travel order policy and procedures.

7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if to the GOV'T's advantage.

8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the authorized transportation mode:

   (a) Reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and

   (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

C4725 GOV'T ADVANTAGE DETERMINATION

A. General

1. POC use is authorized when to the GOV'T's advantage.

2. POC use is to the GOV'T's advantage when the AO determines that common carrier, GOV'T contract rental automobile, or GOV'T furnished transportation is not available or its use is not to the GOV'T's advantage.

3. POC use authorization (see APP A) is ordinarily made in advance of travel.

B. Considerations. Only the following elements may be considered when determining if POC use is to the GOV'T's advantage:

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

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

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

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

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

6. The productive time lost for the additional travel time.

Example: The purpose of a TDY is to pack up and move material/files/etc., from the TDY location to the PDS. To accomplish this, the traveler must drive to move the material. It does not matter if the plane ticket is less expensive than driving since the purpose of the trip is to move the material. To accomplish the mission the traveler must drive and POC is therefore advantageous.

C4730 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

1. Limitations. APP I2 for travel order policy and procedures.

2. Mileage Rate. Mileage rates in par. C2600 or C2605 are used.

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

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

a. Tolls, ferry fares, parking fees and other allowable costs in par. C4750; and

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

5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem IAW par. C4485.

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

7. Reimbursement

a. Reimbursement is based on the official distance IAW par. C2650.

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

c. The lesser of actual POC costs or the constructed costs is reimbursed IAW par. C4780.

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach accommodations (par. C3500) on a commercial air carrier are used as the basis for constructed cost.

2. Contract City Pair Airfare. If air carrier city pair airfares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non capacity controlled city pair airfare, not the capacity controlled city pair airfare if both are available.

b. Not available between the origin and destination, the constructed cost is limited by the POLICY

CONSTRUCTED airfare (APP A) between the origin and destination (with the exception noted in par. C3505-A).

POLICY CONSTRUCTED 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.

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

C. Constructed Cost Comparison by Train

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

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

3. The constructed cost comparison may be limited by the cost of extra fare service (par. C2415 and C2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

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

C4740 TDY MILEAGE ALLOWANCES FOR POC USE

An individual engaged in official business for the GOV'T may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

C4745 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2600, and private automobile rates affected by pars. C4745 may be prescribed in an order.

B. POC Use to the GOV'T's Advantage. POC TDY mileage rates are in par. C2600 for POC travel that is to the GOV'T's advantage.

C. POC Use Not to the GOV'T's Advantage

1. Reimbursement. When POC TDY travel is not to the GOV'T's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the order.

2. Constructed Cost. Par. C4730.

3. POC Use Instead of GOV'T Furnished Automobile. Par. C4785.

4. POC Use for Local Travel. Pars. C2800 AND C2805.

D. Privately Owned Automobile (POA) Instead of GOV'T Furnished Automobile (FTR §301-10.310)

1. GOV'T Furnished Automobile Use to the GOV'T's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a GOV'T Furnished automobile would be to the GOV'T's advantage (par. C2600).

b. Higher TDY Mileage Rate. Exceptions to the GSA prescribed rates may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the GOV'T furnished automobile cost would be higher than the GSA prescribed rate. In such instances, the DoD COMPONENT may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2600 for an automobile) for advantageous use that most nearly equals the cost of providing a GOV'T furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C4750 that would have been incurred if a GOV'T furnished vehicle had been used.

2. GOV'T Furnished Vehicle Available. When use of an available GOV'T furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement for POC use is at the appropriate rate in par. C2600.

3. Reimbursement when Transportation in a GOV'T Furnished Automobile as Passenger/Driver Is Available

a. GOV'T Vehicle Makes the Trip. When an official traveler is authorized transportation in a GOV'T furnished automobile as a passenger, or as a driver with another official traveler, but uses a POC instead, the official traveler is not authorized any reimbursement if the GOV'T furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).

b. Traveler Authorized to Use a POC. If under the circumstances in par. C2184-D3a, the GOV'T furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the rate for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage in par. C2600 (62 Comp. Gen. 321 (1983)).

c. GOV'T Vehicle Does Not Make the Trip. If the GOV'T furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2600 for POC use when GOV'T furnished vehicle use is to the GOV'T's advantage.

C4750 REIMBURSABLE EXPENSES

See APP G for reimbursable expenses ICW POC travel on TDY.

C4755 TRAVELING TOGETHER

1. POC TDY mileage reimbursement is paid only to the official traveler incurring the operating expenses.

2. No deduction is made from the TDY mileage payable to the official traveler authorized to be reimbursed because another passenger (GOV'T or non GOV'T official traveler) travels with the official traveler and contributes to paying operating expenses.

C4760 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

NOTE: If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

A. Round trip Expenses Incurred for Drop Off and/or Pick Up at a Transportation Terminal. When a POC is driven round trip to drop off and/or pick up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls

for the most direct route.

B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal. When a POC is used for one way travel from a residence/PDS to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

1. Paid TDY mileage, and

2. Reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY are reimbursable NTE the cost of two one way taxi fares, including allowable tips.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.

3. ***Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one way taxi fares, including allowable tips.***

C4770 PER DIEM FOR POC TRAVEL

A. POC Use Is to the GOV'T's Advantage. When POC use is to the GOV'T's advantage, per diem is computed as prescribed in Ch 4 Part B for the allowable travel time under par. C2410.

B. POC Use Not to the GOV'T's Advantage

1. When POC use is not to the GOV'T's advantage, per diem is limited under par. C4780, except when a POC is used instead of a GOV'T furnished automobile (par. C4785).

2. When a POC is used under the conditions in par. C4785, per diem is reimbursed under par. C4780.

C4775 TRAVEL TIME

Necessary travel time is allowed when POC use is to the GOV'T's advantage. Par. C4770. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the GOV'T's advantage except for travel under par. C4785.

C4780 POC TRAVEL REIMBURSEMENT COMPUTATION

A. To the GOV'T's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.

2. Per diem is computed for the travel time under par. C4770.

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721).

4. Par. C4750 for other allowable costs.

B. Not to the GOV'T's Advantage

1. Limitation

a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4745, plus per diem for the travel time authorized in par. C3025 for commercial transportation.

b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.

c. Par. C4780 does not apply to travel performed under par. C4785. B-183480, 4 September 1975.

2. TDY Mileage and Per Diem Computation

a. TDY mileage allowance is computed for the DTOD distance between authorized points.

b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4780.

c. The per diem rate in the order is used for computing per diem.

3. Constructed Transportation Cost and Per Diem Computation

a. The GOV'Ts constructed transportation cost is computed on airfares or charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare; par. C4730) between authorized points.

b. Air transportation constructed cost includes taxes or fees the GOV'T would pay if GOV'T procured transportation had been provided.

c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.

d. The constructed POC transportation cost includes transportation expenses for:

(1) The official traveler claiming TDY mileage, and

(2) Persons performing official travel as passengers in the same conveyance.

e. If the PDS has multiple airports see APP P, Part 2, par. E1.

4. Comparison

a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

b. Par. C4730 for determining common carrier constructed cost.

5. Passengers

a. Passengers are not authorized TDY mileage.

b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

c. 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 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.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. ***Reimbursement is the actual transportation costs in pars. C5905 and C5915, instead of paying TDY mileage and other reimbursable expenses.***

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes the current TDY mileage rate; and par. C2605 prescribes the current MALT rate.

EXAMPLE 1
TDY Per Diem and POC TDY Mileage Computation

An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The order directs the traveler to travel by common carrier; however, the traveler elects to travel by POC which is not to the GOV'T's advantage (par. C4720). The traveler arrives at the TDY location on 3 Jun, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is $123 ($77/ $46) and the actual lodging cost is $40. The 12 hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round trip official POC distance is 1,500 miles (750 miles one way). Parking fees are not authorized for this example.

The traveler is paid $478.27 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed GOV'T cost. The traveler is charged leave for the excess travel time, if appropriate, IAW appropriate personnel policy.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
1 Jun	Residence	1st Stopover	$137 ($91/ $46)	$90	400
2 Jun	En Route	2nd Stopover	$139 ($93/ $46)	$75	300
3 Jun	En Route	TDY Station	$123 ($77/ $46)	$40	50
4 Jun	TDY Station	3rd Stopover	$137 ($91/ $46)	$80	400
5 Jun	En Route	4th Stopover	$127 ($81/ $46)	$85	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST (including per diem on travel day to and from Location B)		
Day 1	$90 (highest stopover lodging cost) + (75% x $46) =	$ 124.50
Day 2	$40 + $46 (Arrive TDY location) =	$ 86.00
Per Diem for Travel from Location A (residence) to Location B (TDY) - $210.50		
Day 3	$46 x 75% (use TDY MI&E rate) =	$ 34.50
Per Diem for Travel from Location B (TDY) to Location A (residence) - $34.50		
Transportation Costs	Round trip TDY mileage – 1,500 miles x $.51/mile =	$765.00
	Round trip tolls	$ 12.00
Actual POC Travel Cost Total		**$1,022.00**
COMMON CARRIER CONSTRUCTED COST (including per diem on travel days to and from Location B)		
Day 1	$40 (lodging cost) + (75% x $46) =	$ 74.50
Day 2	$40 + $46 (TDY location) =	$ 86.00
Day 3	75% x $46	$ 34.50
Transportation Costs	1 round trip air coach ticket (including GOV'T paid tax)	$163.27
	Shuttle costs between airport and hotel ($20 each way, par. C2101-A)	$ 40.00
	Taxicab costs between residence and airport ($40 each way, par. C2101-B)	$ 80.00
Constructed Common Carrier Travel Cost Total		**$478.27**

EXAMPLE 2
TDY Per Diem and POC TDY Mileage Computation

An official traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). A determination is made that POC use is to the GOV'T's advantage. The traveler is authorized to travel using POC in the GOV'T's interest and arrives at the TDY location on day 3, completing the TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round trip official POC distance is 1,700 miles (850 miles one way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example.

The traveler is paid $1,417 (actual travel cost by POC) since POC was authorized as being to the GOV'T's advantage.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
1 Aug	Residence	1st Stopover	$134 ($88/ $46)	$60	400
2 Aug	En Route	2nd Stopover	$123 ($77/ $46)	$50	400
3 Aug	En Route	TDY Station	$134 ($88/ $46)	$65	50
4 Aug	TDY Station	3rd Stopover	$123 ($77/ $46)	$50	400
5 Aug	En Route	4th Stopover	$134 ($88/ $46)	$60	400
6 Aug	En Route	Residence	Use 4th stopover MI&E		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST
(including per diem on travel days to and from Location B)

Day 1	$60 + (75% x $46) (1st stopover MI&E rate and lodging cost) =	$ 94.50
Day 2	$50 + $46 (2nd stopover lodging cost and MI&E rate) =	$ 96.00
Day 3	$65 + $46 (Arrive TDY location) =	$111.00
Per Diem for Travel from Location A (residence) to Location B (TDY) = $301.50		
Day 4	$50 + $46 (Depart TDY location 3rd stopover lodging cost) =	$ 96.00
Day 5	$60 + $46 (4th stopover M&IE rate and lodging cost) =	$106.00
Day 6	75% x $46 (Use 4th stopover MI&E rate) =	$ 34.50
Per Diem for Travel from Location B (TDY) to Location A (residence) = $236.50		
Transportation Cost	Round trip TDY mileage – 1,700 miles x $.51/mile =	$867.00
	Round trip tolls =	$ 12.00
Actual Travel Cost by POC Total		**$1,417.00**

E. Mixed Modes

1. General. All official travel must be:

   a. Arranged IAW pars. C2400 and C2405; and

   b. Reimbursed IAW pars. C2415 and C2420.

2. To the GOV'T's Advantage

   a. If an official traveler is authorized POC travel as being to the GOV'T's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

      (1) The authorized TDY mileage rate for the distance traveled by POC,

(2) The cost of transportation purchased through a CTO, ***and***

(3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel directing/approving official may approve, actual travel cost (TDY mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the GOV'T's Advantage. If an official traveler is not authorized POC travel as being to the GOV'T's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

a. The authorized TDY mileage rate for the distance traveled by POC,

b. The cost of transportation purchased through a CTO, and

c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C4780 for authorized travel.

C4785 POC USE INSTEAD OF GOV'T FURNISHED AUTOMOBILE USE

NOTE: See Ch 5, Part B for PCS distances.

A. General. TDY mileage reimbursement for POC use instead of GOV'T furnished automobile use is based on the cost incurred had a GOV'T furnished automobile (see APP A definition) been used. In addition to TDY mileage reimbursement (see par. C2600 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C4750 and per diem or AEA, whichever applies, as prescribed in Ch 4 Part B or Ch 4 Part C for the allowable travel time for POC to the GOV'T's advantage as computed under par. C3025. ***NOTE: The authorized travel days are calculated using 400 miles (or an increment thereof) per calendar day (e.g., 415 miles = 2 calendar days).***

B. TDY Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except for an airplane) is determined using the DTOD distance (see par. C2650), the appropriate TDY mileage rate in par. C2600, and the factors in par. C4745.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. C4785 NTE the necessary travel time for the most direct usually traveled route. Unless satisfactorily explained, 'necessary' excess travel time for the most direct usually traveled route is disallowed for per diem computation.

D. Statement. When claiming POC TDY mileage reimbursement instead of the GOV'T furnished automobile reimbursement prescribed in par. C4745, the official traveler must provide a written statement (consult finance regulations to see if the statement must be submitted with the voucher) that a GOV'T furnished vehicle use was not authorized for the TDY assignment, and that POC TDY mileage reimbursement was not limited under par. C4745. See APP I, Part 2 for travel order policy.

PART I: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COCOM OR JOINT TASK FORCE AOR

C4990 DEFINITIONS

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

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the COCOM Commander or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or COCOM Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. The term CONTINGENCY OPERATIONS is defined in APP A.

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

E. TDY Options

1. General

a. The COCOM Commander/JTF Commander:

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

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

(3) May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

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

b. These decisions apply to every traveler temporarily assigned for operational deployment to a COCOM and/or JTF performing duty under similar conditions within the same AOR.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for a COCOM and/or JTF traveler for a traveler who is:

(1) Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or

(2) Located in the COCOM's/JTF's AOR but is not part of the COCOM/JTF.

2. Regular TDY

a. General. For regular TDY, a traveler:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days at any one location. Par. C4430-C provides guidance on exceptions and waiver authority to the 180 day limit;

(2) Is reimbursed for lodging, M&IE IAW Ch 4, Part B or par. C4990-E2b*;* and

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

b. Temporary Dining Facilities – COCOM or JTF. If:

(1) A traveler consumes meals at the COCOM's/JTF's temporary dining facility and is charged the discount GMR for the meals, the traveler is reimbursed the discount GMR plus an IE of:

(a) $5.00 in CONUS, or

(b) The applicable locality IE rate, or $3.50 OCONUS when the COCOM Commander/JTF Commander determines $3.50 to be adequate.

*(2) A COCOM/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DoDFMR at ***http://www.defenselink.mil/comptroller/fmr/***, the traveler is reimbursed IAW Ch 4, Part B.

c. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. Exceptions for exercises are located in par. C4990-E4.

3. EUM. The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

4. FIELD DUTY. During FIELD DUTY (APP A), the traveler is:

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

b. Furnished GOV'T QTRS or lodged in accommodations ordinarily associated with field exercises.

c. Paid no per diem when both GOV'T dining facility/mess, including field rations (even though the employee is assessed a charge for meal(s)) and GOV'T-provided billeting are available (non-transient barracks or tents). Reimbursement is authorized only for the discounted GMR.

***NOTE*: A COCOM Commander/JTF determined official may place the traveler in a field duty status if subsistence, obtained by contract, is furnished.**

JOINT TASK FORCE OPERATIONS TDY OPTIONS
SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Meals – Permanent U.S. INSTALLATION	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR1/
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for GOV'T Meals at the Discount GMR 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and GOV'T Meals **(in AOR only)**	Lodging and M&IE	Traveler Pays for Lodging and GOV'T Meals at the Full GMR
EUM	GOV'T Lodging and Use of GOV'T Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for GOV'T Meals at the Discount GMR
Field Duty	GOV'T Lodging, Meals and Incidentals Provided	None	Traveler pays for GOV'T Meals at the Discount GMR
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 order type and payment guidelines.

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CHAPTER 5

PERMANENT DUTY TRAVEL

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PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.

2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).

3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).

4. Employee separating from an OCONUS PDS and returning to the actual residence.

5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.

6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.

7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.

8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD COMPONENT (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. C5080-C.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:

a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.

b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.

2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***. For duplicate payments, see pars. C5310-E3 and C5358.

D. Travel Order Issuance. See APP I for travel order issuance.

E. Funding Responsibility. See par. C5030.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the GOV'T's Interest

1. General. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between GOV'T agencies. ***There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.***

2. DoD COMPONENT Responsibility. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the GOV'T's interest. Guidelines for making a determination of "GOV'T's interest" are:

1. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the GOV'T's interest.

2. PCS Moves Not in the GOV'T's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the GOV'T's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

(1) Or re-employed former employee affected by RIF or transfer of functions (par. C5080-C),

(2) ICW an agency-directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

(1) The proposed transfer is in the GOV'T's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5008 PCS COUNSELING

Effective date of transfer of 1 August 2011 or later.

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;

2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;

3. assists an employee in making more informed decisions;

4. allows an employee to play a more active role in the PCS;

5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and

6. may be provided by either the agency or contractors.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.

2. Does ***not*** include eligibility for:

   a. Emergency evacuation, or

   b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

TABLE 1 - ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.

Mov'mnt Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes *NOTE 4* Advance	*NOTES 5 & 7*
First PDS Travel to OCONUS PDS *NOTES 8, 9, & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes *NOTE 4* Advance	Yes *NOTE 7*
PCS Between CONUS PDSs *NOTE 1*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes *NOTE 4* Advance	*NOTES 5 & 7*
PCS From OCONUS PDS to CONUS PDS *NOTES 1 & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No *Note 11*	Yes Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	*NOTES 5 & 7*

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Mov'mnt Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS From CONUS PDS to OCONUS PDSs *Footnotes 1, 8, & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No *NOTE 11*	No *NOTE 2* Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	Yes *NOTE 7*
PCS Between OCONUS PDSs *NOTES 1 & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No *NOTE 2* Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	Yes *NOTE 7*
RAT Round-Trip Between Overseas Tours Of Duty For Leave Purposes When Return Is To Same PDS Or Another In Same Locality	Yes	Yes No advance	Yes No Advance	No	No	No	No	No	No	*NOTE 6*

FOOTNOTES:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4630 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5750-D).

4 -- Advance allowed if not shipped via a GOV'T-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- Allowed only for teachers employed in DoDEA applicable between school years.

7 – The GOV'T must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA

guidance, refer to DSSR, section 240 as stated in par. C1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/ moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1 - Relocation allowances that a DoD COMPONENT must pay or reimburse ***when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.*** [1]	**Column 2** - Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse ***when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302–4). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302–10.2)[2].	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9)[3].

[1] **Note to Column 1 heading**: A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are ***not*** payable incident to relocation to the first PDS.

[2] **Note to Column 1, Item 5**: Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

[3] **Note to Column 2, Item 1**: POV shipment may ***not*** be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (JTR, par. C5212).

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse ***when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.*** [1]	**Column 2**—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse ***when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) JTR, Ch 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C5125-B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: *http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (GOV'T Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

[1] **Note to Column 1 heading**:

(a) TQSE in Ch 5, Part H is ***not*** authorized for new appointee movement to the first PDS.

(b) The MEA in Ch 5, Part G is ***not*** authorized for a new appointee to the first PDS.

(c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are ***not*** authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302–12).

(d) The RIT allowance is ***not*** authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302–17).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse ***when the DoD COMPONENT authorizes PCS allowances.***	**Column 2**—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse ***when the DoD COMPONENT authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302–11). 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8) .[1] 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302–10). 7. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17).	1. HHT - per diem, & transportation, employee & spouse only (JTR, Ch 5, Part M) (FTR, Part 302–5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302–6). 3. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 4. Relocation service company use (JTR, Ch 5, Part P) (FTR, Part 302–12). 5. Property management service use (JTR, Ch 5, Part Q) (FTR, Part 302–15). 6. Home marketing incentive (JTR, Ch 5, Part Q) (FTR, Part 302–14).

[1] **Note to Column 1, Item 5**: Only when assigned to a designated CONUS isolated official station.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse ***when the DoD COMPONENT authorizes PCS allowances.***	**Column 2**—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay ***when the DoD COMPONENT authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302–8). 5. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17)[1]..	1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302–14).

[1] **Note to Column 1, item 5**: Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302–11) [1]. 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302–6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS. [1]

[1] **Note to Column 1, item 3**: Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 3. MEA (JTR, Ch 5, Part G) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (JTR, par. C5195-A) (FTR, Part 302–8). 5. RIT (JTR, Ch 5, Part N) (FTR, Part 302–17).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 2. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302–15). 3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (FTR, Part 302–6)[1].

[1] **Note to Column 2, item 3**: TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Ch 5, Part K) (FTR, Part 302–3.209)	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4).	1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, Ch 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302–10).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)	
Column 1—Relocation allowances that agency must pay or reimburse	**Column 2**—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302–4). 2. MEA (JTR, Ch 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302–10). 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302–9). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302–17).	1. HHT expenses (JTR, Ch 5, Part M) (FTR, Part 302–5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302–6). 3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302–15).

TABLE 12. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) [1] (JTR, par. C4630)
1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302–4). 3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302–7).

[1] **Note to Table 12**: The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. ***This is not a PCS.***

C5015 REASSIGNMENT/TRANSFER ADVANCE NOTICE

The permanent duty reassignment/transfer of any employee from one PDS or DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the ***employee*** has been given reasonable advance notice to prepare. See par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

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

2. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or

3. There are emergency circumstances.

C5020 PCS ORDER (FTR §302-2.102, §302-2.103, §302- 2.104). When GOV'T-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/AGENCY regulations (par. C5100-A),

2. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,

3. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

C5025 PCS REIMBURSEMENT PROVISIONS

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

a. Successive changes to these regulations governing PCS allowances, and

b. The extended period of time that an employee retains eligibility for certain allowances. See par. C5035.

2. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

C5030 TRAVEL AND TRANSPORTATION FUNDING

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

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, DoD 1400.25-M, Section SC630.7.4.3. Permanent Change of Duty Station (PCS), at http://www.cpms.osd.mil/assets/39e67e3d4e574647b6e63d918606673d/m1400630.chg2.pdf.

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

B. Movement between Different Departments and Agencies or DoD COMPONENTS (FTR §302-2.105)

NOTE: This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.

1. General. Except as provided in pars. C5030-B2 and C5030-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5005.

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/ agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD COMPONENT are funded IAW par. C5030-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C5030-B2.

C. Movement within the Same DoD COMPONENT

1. General. Except as indicated in pars. C5030-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.

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

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

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

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

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

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

d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C5030-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawai'i. Pars. C5030-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.

D. RAT

NOTE: APP A for "Actual Residence".

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

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

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

a. Who:

(1) Returns to the U.S. under a renewal agreement, and

(2) Arranges a move to a PDS in the U.S. while on leave,

b. Is authorized:

(1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.

(2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.

(3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.

(4) The travel and transportation expenses are funded as provided in par. C5030-E.

E. Separation from OCONUS Employment

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

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

(1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and

(2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

C5035 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished

as soon as possible. The employee may request an extension of travel and transportation allowances. The Agency may grant the requested extension when in the GOV'T's interest IAW par. C5035-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C5035-C) in terms of total time.

B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member or an employee whose domestic partner is an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the Agency when in the GOV'T's interest. See pars. C1030 and C2000 for restrictions.

Effective date of transfer of 1 August 2011 or later.
C. Time Limits. Allowable travel and transportation must begin within 1 year from the employee's transfer or appointment effective date, except that the 1-year period:

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

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

3. Is extended (when determined to be in the GOV'T's interest by the Agency) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5750-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the Agency as being in the GOV'T's interest. Following are examples of reasons that do not justify authorizing/approving an extension: (a) delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and (b) residence construction/renovation delays at the new PDS.

C5040 FUNDS ADVANCE

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

1. Origin and destination;

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

3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

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

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

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

E. Transportation and Emergency Storage of POV (FTR §302–9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

C5050 MALT (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the MALT for PDT by POC, when authorized/approved, is determined by the official distance for which MALT may be paid under circumstances (as determined IAW the applicable JTR provisions).

2. An authorized traveler is any employee/dependent traveling IAW a PDT order, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS order is authorized the MALT rate per mile except when traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS order, only the employee incurring the expenses is authorized MALT for the official distance and only one employee receives the reimbursable expenses (par. C5000-B1a).

a. Example 1. An employee-married-to-employee couple, each on a PCS order and eligible for travel and transportation allowances (neither employee elects to be treated as the other employee's dependent (par. C5000-B1a)), and their two children travel in one POC. Only one employee receives MALT and may submit all of the reimbursable expenses.

b. Example 2: Three unrelated employees, each on a PCS order, travel together in one POC between two PDS locations. The employee incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.

c. Example 3. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS order, and their two children travel together in one POC. Only one of the two (employee or member) receives MALT for the official distance and may submit all of the reimbursable expenses.

3. See par. C2505 for the MALT rate. The rate is for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.

4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, and the traveler modifies transportation using POC and common carrier (par. C2203), the traveler is authorized:

1. The MALT rate for the distance traveled by POC;

2. The common carrier cost; and

3. Per diem for actual travel time.

The total amount is NTE the MALT rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the MALT rate.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO POCS

Authority for reimbursement for the use of more than two POCs is limited to PDT that is to the GOV'T's advantage. Conditions for reimbursement are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

A. Travel of 12 or fewer hours (12-Hour Rule). ***A per diem allowance must not be paid when the official travel period is 12 or fewer hours*** (FTR §302-11.2).

B. POC Use to the GOV'T's Advantage. When POC use for PDT is authorized, the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (par. C5060-C), or

2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

C. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD COMPONENT (e.g., a physically handicapped employee).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD COMPONENT.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

D. POC Use Not to the GOV'T's Advantage. When a POC is used for PDT and it is not to the GOV'T's advantage, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

E. Per Diem Rates for PDT

1. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.

2. The ***Standard CONUS per diem rate*** is used for all CONUS locations when PDT is involved.

a. Travel to a first duty station for a newly recruited employee or appointee;

b. Travel incident to a PCS;

c. RAT;

d. Separation travel;

e. While occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part H3); and

f. HHT (except when lump sum payment is authorized under par. C5624).

3. ***Effective 1 October 2010***, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$77	**$46**	**$123**

4. OCONUS Travel. The maximum per diem rate applies to OCONUS travel. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

a. Travel to a first duty station for a newly recruited employee or appointee;

b. Travel incident to a PCS;

c. RAT;

d. Separation travel;

e. Travel (for the entire trip) to seek permanent residence (house-hunting); and

f. While occupying temporary lodging at an OCONUS location.

5. Per Diem for POC Travel Involving a Car Ferry. When a car ferry is used by an employee/dependent traveling between two PDSs partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. See par. C2166 for transportation allowances.

a. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized.

b. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the employee/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the employee's/dependent's location at 2400 on that day (par. C4550-F).

c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted 'MALT-Plus' is the applicable M&IE while on the ferry (par. C4553).

d. Dependent Per Diem. The percentages, in par. C5125-A, apply when computing a dependent's per diem.

F. Per Diem Allowance Elements

1. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW DoDFMR 7000.14-R, Volume 9. See par. C1310.

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

2. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to a traveler without itemization of expenses or receipts.

G. 'Lodging-Plus' Per Diem Computation Method. Compute per diem for all PCS travel using the 'Lodging-Plus' method. Each travel day's per diem is the actual amount the traveler pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

1. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: This is the departure day from the PDS, home, or other authorized point.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins, the per diem is the actual lodging cost incurred by the traveler, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

(2) Lodging Not Required. If lodging is not required, per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

b. Full Calendar Days

(1) Lodging Required. When lodging is required, and the traveler is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate prescribed for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

(2) Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

c. Day Travel Ends

(1) Lodging Required. When lodging is required on the day travel ends, the per diem is the lesser of the actual lodging cost incurred by the traveler or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

(2) Lodging Not Required. If lodging is not required, per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

H. PDT

NOTE: The per diem rates, prescribed for PDT in par. C5060-E, apply when computing per diem in pars. C5060-H1 HHT, C5060-H2 En Route Travel to the New PDS, C5060-H3 RAT, and C5060-H4 Separation Travel.

1. HHT. When computing per diem for a HHT, Ch 5, Part M, except for determining the applicable rates. ***NOTE*** above.

2. En Route Travel to the New PDS. Except for determining the applicable rate (***NOTE*** above), par. C5060-H applies when computing en route travel per diem to a new PDS. The Standard CONUS M&IE rate or OCONUS M&IE locality rate, as appropriate, applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060- G1a and C5060-G1c apply. See par. C5060-E3 for the current Standard CONUS per diem rate.

3. RAT. When computing per diem for RAT, Ch 5, Part K, except for determining the applicable rate. ***NOTE*** above.

4. Separation Travel. Except for determining the applicable rate (***NOTE*** above), pars. C5060- G1b(1) and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060- G1a and C5060-G1c apply. See par. C5060-E3 for the current Standard CONUS per diem rate.

I. Per Diem Computation Examples

1. Example 1

PCS Travel		
NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. C5060). The standard CONUS per diem rate is $123 ($77/ $46). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days x $123/day (Standard CONUS per diem rate) =		$984.00
Day 1 (departure day)	$58 (lodging) + ($46 x 75%) =	$ 92.50
Day 2	$46 =	$ 46.00
Day 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + M&IE $276 ($46/day x 6 days) =	$622.00
Day 9	$0 (lodging) + $46 (M&IE) =	$ 46.00
Day 10 (arrival day)	$46 x 75% (M&IE) =	$ 34.50
	EMPLOYEE'S PER DIEM =	**$841.00**
Per diem for accompanying spouse at 75% of the amount due the employee ($841) =		$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($841) =		$ 420.50
	TOTAL AMOUNT PAYABLE TO EMPLOYEE =	**$1,892.25**
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $123 ($77/ $46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($46) for a total of $92.50.		
Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46.		
Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $77 + the M&IE rate ($46) x 6 days for a total of $622.		
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($46) for a total of $34.50.		
The per diem for actual travel by the employee is $841. Since the per diem for actual travel does not exceed the maximum allowable ($984) for 8 days travel time, the employee is authorized the full amount ($841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the $841 due the employee.		

2. Example 2

PCS Travel		
***NOTE**: See par. C5060-D3 for the current Standard CONUS per diem rate*		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7-year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6. The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. C5060). The standard CONUS per diem rate is $123 ($77/ $46). Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $59, $53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 4 days x $123day (Standard CONUS per diem rate) =		$492.00
Day 1 (departure day)	$0 (lodging) + $46 x 75% =	$34.50
Day 2	$59 (lodging) + $46 =	$105.00
Day 3	$0 (lodging) + $46 =	$46.00
Day 4	$53 (lodging) + $46 =	$99.00
Day 5	$0 (lodging) + $46 =	$46.00
Day 6 (arrival day)	75% x $46 =	$34.50
	EMPLOYEE'S PER DIEM =	**$365.00**
Per diem for accompanying spouse at 75% of the amount due the employee ($365) =		$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($365) =		$182.50
	TOTAL AMOUNT PAYABLE TO EMPLOYEE =	**$821.25**
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $123 ($77/ $46), par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($46) for a total of $34.50.		
Day 2 and 4 - the applicable per diem rate is the lodging cost ($59 and $53) NTE $77 for each day plus the M&IE rate ($46) for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate ($46) for each day for a total of $92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% ($34.50) of the Standard CONUS M&IE rate ($46).		
The per diem for actual travel time ($365) did not exceed the maximum allowable ($492), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the $365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the GOV'T Cost		
***NOTE*: See par. C5060-D3 for the current Standard CONUS per diem rate**		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles (par. C5060). The standard CONUS per diem rate is $123 ($77/ $46). Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at $70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days @ $123/day (Standard CONUS per diem rate) =		$984.00
Day 1	$70 (lodging) + ($46 x 75% = $34.50) =	$104.50
Day 2 to 10	$70 (lodging) + $46 = $116/day x 9 days =	$1,044.00
Day 11-14	$46/day x 4 days =	$184.00
Day 15	$46 x 75% =	$34.50
	Total	**$1,367.00**
Per diem for accompanying spouse at 75% of the amount due the employee ($1,367) =		$1025.25
	TOTAL TRAVEL COSTS	
	($1,367 + $1,025.25) =	**$2,392.25**
	TOTAL AMOUNT PAYABLE TO EMPLOYEE	
	($984 + dependent per diem $738, 75% of $984) =	**$1,722.00**
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
***NOTE*: See par. C5060-D3 for the current Standard CONUS per diem rate**		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2. The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. C5060). Lodging was occupied for 1 night. The employee certified the single rate applicable to the room occupied with dependents, for 1 night was $127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodging-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =		$500
Day 1 (departure day)	$127 (lodging) + $156 x 75% =	$244
Day 2	$125 (lodging) + $72 =	$197
Day 3 (arrival day)	$68 x 75% =	$51
	EMPLOYEE'S PER DIEM =	$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = ($492 + 2 DEPENDENTS PER DIEM ($738 = 75% OF $492 X 2) =		$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate. Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244. Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) for a total of $197. Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE ($68) for a total of $51. The per diem for actual travel by the employee is $492. Since the per diem for actual travel does not exceed the maximum allowable ($500) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and per diem for dependents is ¾ each of the $492 due the employee.		

5. Example 5

PCS/Separation Travel
***NOTE*: See par. C5060-D3 for the current Standard CONUS per diem rate**
1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. C5060-G).
4. Since travel begins and ends on the same day, pars. C5060-G1a and C5060-G1c apply. Also par. C5060-H4.
5. The maximum per diem rate at the time of travel was $123 ($77/ $46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $34.50 ($46 x 75%).
7. Per diem payable for the spouse is 75% of the $34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = $78 at the time of travel.		
REIMBURSEMENT		
NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.		
$78 (M&IE) rate x 75% for new PDS location =		$58.50
TOTAL REIMBURSEMENT =		**$58.50**
Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) =		$29.25

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in par. C5065 illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates.

3. See par. C4550-F3 for the current Standard CONUS per diem rate

4. The per diem is as computed in pars. C5125 and C5060-B, and examples in par. C4565.

B. Reimbursement Computation Example for One Car

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. After consideration of the lodging expenses, the employee is authorized $650 in per diem.	
1. POC travel reimbursement is based on 2,826 miles x $.23/mile (par. C2505-B). 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for an employee based on 'Lodging-Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $123/day (Standard CONUS per diem rate). $123/day x 8 days = $984	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($984) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent ($650).	$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
6. Amount spent on tolls	+ 10.00
7. **TOTAL REIMBURSEMENT**	$2,122.48

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C5060. After considering lodging costs, one employee is reimbursed $650 while the other is reimbursed $720.	
1. POC travel reimbursement for one employee is based on 2,826 miles @ $.23/mile. See par. C2505-B. 2,826 miles x $.23/mile = $649.98	$649.98
2. Allowable per diem for an employee based on 'Lodging-Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $123 (Standard CONUS per diem rate). $123/day x 8 days = $984	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem ($984/traveler). Each employee is reimbursed the actual amount spent $650 + $720 =	$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 x 50% =	$360.00
5. Amount spent on tolls	+ $10.00
6. **TOTAL REIMBURSEMENT**	**$2,389.98**
Total reimbursement to employee 1 is $649.98 + $650 + $10 = **$1,309.98**	
Total reimbursement to employee 2 is $720 + $360 = **$1,080**	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
An employee performs PCS travel from Location A to Location B using two POCs. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060.	
1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x $.23/mile, par. C2505-B. 2,826 miles x $.23/mile =	$649.98
2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x $.23/mile, par. C2505-B. 2,826 miles x $.23/mile =	$649.98
3. Allowable per diem for employee based on 'Lodging-Plus' for 8 day maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $123 (Standard CONUS per diem rate). $123/day x 8 days = $984	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($984) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent ($650).	$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
7. Amount spent on tolls	+ $10.00
8. **TOTAL REIMBURSEMENT**	**$2,772.46**

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x $.23/mile (employee only) =	$199.18
866 miles x $.23/mile (spouse and 2 children) =	+ $199.18
TOTAL MALT PAYABLE FOR POC TRAVEL	**$398.36**
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5125 and C5060.	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. C5050-A),

2. Per diem for the employee and dependents (par. C5125-G for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.***,

5. Reimbursable expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part P.

B. Allowance Restrictions. The PCS allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part H), and/or

2. POV shipment (Ch 5, Part E).

C5075 PCS MOVEMENTS (FTR §302–3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in par. C5075.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part L. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. C5005 and retires after completing the required service period, but before using all travel and transportation allowances, is vested with those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement (GSBCA 16494-Relo, 4 November 2004).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b)

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

(1) A new appointee to any position;

(2) A student trainee assigned to any position upon completion of college work; or

(3) Presidential Transition Team personnel newly appointed to GOV'T service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

(1) Of appointment, for new appointees, as defined in par. C5080-B2, or,

(2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

2. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

a. Agreement Requirements. Ch 5, Part L.

b. Service Requirements. See par. C5570.

c. Travel and Transportation Allowances. Travel and transportation allowances:

(1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.

(2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

(a) Miscellaneous Expense Portion. DSSR, Section 241.2 and par. C1260,

(b) Lease Penalty Expense Portion. DSSR, Section 242.4 and par. C1260, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/ non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. DSSR, Section 242.3 and par. C1260.

(2) Temporary QTRS Subsistence Allowance (TQSA) (DSSR, Section 120). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living QTRS Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1.

B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, Subpart A)

1. General

a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

b. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once the individual has signed a service agreement to remain in GOV'T service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

c. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility to repay to the GOV'T.

d. See par. C5550-E regarding service agreement requirements for appointments to an OCONUS position.

e. See par. C5570-C and APP Q, Parts 3 and 4 for information concerning OCONUS PDS location tours.

2. Coverage. A new appointee:

a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.

b. Includes:

(1) An individual who is employed with the Federal GOV'T for the first time,

(2) Presidential Transition Team personnel (par. C5080-A1a(3)), and

(3) An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or

(4) A student trainee assigned to the GOV'T upon completion of college.

c. Is ***not*** an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C5030 and C5080-C.

3. DoD COMPONENT Responsibility. ***Each DoD COMPONENT must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. C5008.***

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) Par. C5080 does not limit the Ch 7, Part D provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. ***A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.***

5. Allowable Expenses. The following expenses are payable when travel to the first PDS at GOV'T expense is authorized/approved by the hiring DoD COMPONENT. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee. See par. C5060-E2.

NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part C.

c. MALT if a POC is used. See par. C5050.

d. HHG transportation and SIT. See Ch 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part D.

f. Mobile home transportation. See Ch 5, Part F.

g. POV shipment when authorized by the DoD COMPONENT. See Ch 5, Part E.

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A HHT;

c. TQSE (Ch 5, Part H);

d. MEA (Ch 5, Part G); ***NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expense (Ch 5, Part P);

f. Lease-breaking expense (except as in par. C1260-D); and

g. Relocation service (Ch 5, Part Q).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the GOV'T's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal GOV'T,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfer.

4. Agreement Requirement. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in GOV'T service for 12months (beginning the date the employee reports for duty at the new PDS) IAW par. C5080. If the employee violates the written agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C5550-E for agreement requirements

when a transfer is to an OCONUS position.

5. Employee Transferring to the U.S. Postal Service. PCS allowances IAW par. C5080 may also be authorized for a DoD employee (5 USC §5735) who:

a. Is scheduled for separation from DoD, other than for cause;

b. Is selected for appointment to a continuing position with the U.S. Postal Service; and

c. Accepts the appointment.

6. Order Issuance. Order issuance is covered in APP I.

7. Funding. See par. C1052 for funding of allowances authorized under par. C5080.

8. Example: An Employee Separated due to Function Transfer. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

a. Authorized mandatory restoration under FPM 353,

b. Returning from military duty, and

c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the GOV'T's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expense

a. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

(1) Sale (or unexpired lease settlement) at the former civilian PDS; and

(2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

(1) Sale,

(2) Settlement of an unexpired lease, or

(3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

(1) The MEA (Ch 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part P),

(3) A HHT, but only if authorized in the order, under Ch 5, Part M, and

(4) TQSE, but only if authorized in the order under Ch 5, Part H.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

(1) The employee’s home, used as a residence while serving on active military duty, may be the employee’s PDS instead of the former civilian PDS.

(2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

(3) PCS allowances are authorized from the location of the employee’s home used as a residence while serving on active military duty to the employee’s new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. JFTR, Ch 7, Part G, for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1-year time limitation under the authority for the first transfer has not expired.

b. If the 1-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C5030.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

***NOTE*: Restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.**

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

a. In the GOV'T's interest (responding to a vacancy announcement is not 'at the employee's request'), and

b. To a new PDS that meets the 50-mile distance test in par. C5080-F2 below, and

c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

(1) Residence at the time of PCS notification and the old and new PDSs, and

(2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. C5080-F3 for exceptions.

2. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

3. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the GOV'T's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

4. PCS Claims Must Satisfy Conditions

a. PCS claims for allowances authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F3 before reimbursement is allowed.

b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. C5080-F1 and C5080-F3, as applicable.

c. ***Non-compliance of the new residence location is grounds for denial of the various allowances***.

d. See Ch 5, Part N for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

a. The employee would suffer a hardship if the limitation was not waived; and

b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	**Effective Date**	**Biennial Re-certification Date**
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/ isolated location (for the purpose of par. C5080) if listed in par. C5080-G2. See par. C5195 for NTS of HHG at an isolated PDS.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD COMPONENT management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5083 TDY STATION BECOMES PDS

A. Notification of Change from TDY Station to PDS

1. Coordinate the employee's TDY assignment with the change in PDS notice.

2. Allow the employee time to return to the old PDS to arrange for a residence sale, dependent(s) and/or HHG transportation, and to perform PCS travel to the new PDS to report for duty on the PCS effective date.

B. Per Diem Allowances

1. Payment of per diem stops on (i.e., is not paid on or after) the date the employee receives notice that the TDY station becomes the PDS.

2. Per diem is paid if the employee performs a TDY period at the new PDS before the transfer effective date, and the TDY period is terminated by a return to the old PDS at which the employee performs substantial duty. For example, notice is received on 1 September 2008, TDY is conducted from 4-6 September 2008, and the transfer effective date is 30 September 2008 (B-214966, 27 December 1984).

C. PCS Allowances. An employee whose TDY station becomes a new PDS is authorized PCS allowances provided the transfer is in the GOV'T's interest. See par. C5070 for mandatory and discretionary allowances that may be authorized.

D. Old PDS

1. Return travel to Old PDS. Return travel to the old PDS from the TDY (new PDS) location when an employee is transferred in the GOV'T's interest, may be authorized/approved at GOV'T expense (B-169392, 28 October 1976) as indicated in pars. C5083-D1a and C5083-D1b.

a. Before the PCS effective Date

(1) Return transportation to the old PDS under the TDY order, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500, if POC travel is determined to be to the GOV'T's advantage, plus per diem for the return trip payable ICW return from TDY; and

(2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate in par. C2505, for travel to the new PDS plus per diem payable ICW PCS travel.

b. After the PCS Effective Date

(1) Transportation under the PCS order to the old PDS, or MALT reimbursement for POC use at the rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable ICW PCS travel; and

(2) Transportation to the new PDS under the PCS order, or MALT reimbursement for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable ICW PCS travel.

2. Per Diem at the Old PDS

a. Before the PCS Effective Date. Return to the old PDS, before the date that the employee's TDY location becomes the employee's PDS, is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS.

b. After the PCS Effective Date. Return transportation to the old PDS, after the date on which the TDY location becomes the employee's PDS, is authorized as PCS travel and per diem at the old PDS is not authorized ICW such travel.

E. GAO and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984 (***http://redbook.gao.gov/14/fl0066692.php***). Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a TDY period or periods at the new official station between the time the employee receives the transfer order and the order stated effective date if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBCA 13686-RELO, 28 February 1997 (***http://www.gsbca.gsa.gov/relo/r136860.txt***). An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBCA 15640-RELO, 13 June 2002 (***http://www.gsbca.gsa.gov/relo/r1564013.txt***). An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976 (***http://redbook.gao.gov/17/fl0081691.php***). An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977 (***http://redbook.gao.gov/17/fl0080137.php***).

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C5083-E5a.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS order should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978 (***http://redbook.gao.gov/16/fl0079622.php***). An employee performed intermittent TDY in Boston during June 1977. By PCS order dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982 (***http://redbook.gao.gov/15/fl0071711.php***). An employee stationed in Washington, DC, who performed intermittent TDY in Hines, IL, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY order to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, DC.

8. B-213742, 5 August 1985 (***http://redbook.gao.gov/14/fl0065527.php***). Since employee was notified, while at a TDY station (Washington, DC), that Washington, DC, had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, DC, and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985) (***http://redbook.gao.gov/14/fl0066590.php***). An employee received travel and per diem during an alleged 6-month detail in Washington, DC, and then was permanently assigned to Washington. Whether a particular location should be considered a TDY station or PDS is a question of fact to be determined from the order directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990) (***http://redbook.gao.gov/12/fl0057075.php***). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by POC to retrieve stored HHG. The employee is authorized en route per diem and MALT for the round-trip since relocation travel by POV is deemed to be to the GOV'T's advantage.

11. B-253033, 16 November 1993 (***http://archive.gao.gov/lglpdf64/151405.pdf***). An employee's official duty station was Salt Lake City, UT. The employee was on a TDY assignment in San Bernardino, CA, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The transfer effective date for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and

3. Resigned or been separated involuntarily. ***A resignation must be executed before the employee leaves the OCONUS activity.***

NOTE: See par. C5090 for specifics concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence (CBCA 1707-TRAV, 12 January 2010).

3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).

4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)

a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.

b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. ***If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time. Ch 5, Parts C and D.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD COMPONENT after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD COMPONENT, when PCS allowances are authorized by the gaining DoD COMPONENT. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD COMPONENT's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5550-B.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Dayton, OH. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Denver, CO. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or

dependents. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the GOV'T's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:

a. SES positions; and

b. Non-SES appointees if the appointee:.

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

a. Satisfied the eligibility criteria in par. C5090-B; and

b. Dies in GOV'T service;

c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, but only after the employee has actually separated from Federal service. ***Any expenses incurred prior to actual separation are not reimbursable.*** GSBCA 16328-RELO, 12 April 2004. Employee requirements:

1. Was geographically transferred/reassigned in the GOV'T's interest and at GOV'T expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

a. One SES career appointment to another; or

b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At transfer/reassignment time was:

a. Eligible to receive an annuity for optional retirement under 5 USC §8336 (a), (b), (c), (d), (e), (f), or (j), Chapter 83, Subchapter III (Civil Service Retirement System (CSRS)); or under5 USC §8412, Chapter 84, Subchapter II (Federal Employees Retirement System (FERS)); or

b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or

c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under 5 USC §8336 (d), Chapter 83, Subchapter III; or 5 USC §8414 (b); or5 USC Chapter 84, Subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in GOV'T service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC Chapter 83, Subchapter III (CSRS), or 5 USC Chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse/domestic partner;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the DoD COMPONENT head, travel and transportation expenses are paid for an eligible employee. See par. C5090-A. Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;

2. Transportation expenses under par. C5100, but not per diem, for the employee's dependent;

3. MALT under par. C5050 if travel is performed by POC; and

4. HHG transportation and SIT (Ch 5, Part D) NTE 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,

2. TQSE,

3. MEA,

4. Residence sale and purchase expenses,

5. Lease-breaking expenses,

6. NTS of HHG,

7. RIT allowance, and

8. Relocation services.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate (or more than One) Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F are met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. ***Travel advances must not be issued to cover any of the expenses authorized by this Part.*** Travel and transportation arrangements should be made through GOV'T-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is NTE the POLICY-CONSTRUCTED AIRFARE (APP A) for transportation of the

individual and dependents, or, for moving and storage of HHG, the applicable allowances under the commuted rate schedule (or the GOV'T-arranged move cost if that is the directed transportation method).

SECTION C1: GENERAL

C5100 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.

2. Dependent travel and transportation allowances are based on the employee's travel order and are subject to the conditions and restrictions in Ch 5, Part C. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's travel order is signed IAW Agency/Service regulations (par. C5608).

3. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

*4. There is no authority for any additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies an employee on TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. C4630-B and C4630-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (APP A for DEPENDENT) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

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SECTION 2: PCS TRANSFERS

C5105 TRANSFER TO AND WITHIN CONUS

A. When Authorized

1. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.

2. Ch 5, Part M for spouse house-hunting trip incident to an employee's transfer.

3. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination

1. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. Reimbursement may not exceed the GOV'T's costs over a usually traveled route between the old and new PDSs.

4. Travel to a first PDS may not exceed the GOV'T's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

C. Transportation Mode and Routing. Ch 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or independently.

D. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. Expenses listed in APP G are reimbursable.

E. Travel Order. The travel order for an employee's transfer must include dependent transportation authority.

F. Time Limitation ***(Exceptions in par. C1057)***. Dependent travel to a new PDS to establish residence there:

Effective 1 August 2011:
*1. Must begin within 1 year after the date an employee reports for duty at the new PDS, and

2. Should begin at the earliest practicable date.

C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW:

1. A current employee's PCS,

2. The initial appointment of certain employees, and

3. RAT.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS

(1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.

(2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See par. C6005-C, par C6010-C or Ch 5, Part R for exceptions.

(3) The GOV'T's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

(4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in GOV'T/GOV'T-controlled QTRS or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the QTRS before dependent travel to an OCONUS PDS is authorized.

(5) For mandatory QTRS vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

b. Between OCONUS PDSs. When an employee is:

(1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

(2) Authorized travel to the actual residence the dependent may return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

b. OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

a. Meets the conditions in par. C5566, and

b. Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

4. Renewal Agreement Execution to Serve an Additional OCONUS Tour

a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

c. An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel

1. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

2. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.

3. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.

4. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.

*5. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any appropriate mode specified in Ch 2.

E. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. APP G reimbursable expenses are reimbursed.

F. Travel Authority. Authority for dependent's travel must be included in:

1. The employee's travel order,

2. An amended travel order, or

3. A supplemental travel order issued IAW par. C5110-C.

G. Time Limit

1. General

a. Travel should be completed at the earliest practicable date.

b. Dependent travel must begin within 1 year after the employee's PCS/initial OCONUS appointment effective date.

c. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.

d. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing

in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

f. The 1-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the GOV'T's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.

4. Locally Hired Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

C5115 TRAVEL FROM AN OCONUS AREA

A. General

1. Authority for dependent(s) travel from OCONUS at GOV'T expense is determined by:

a. An employee's transportation eligibility, or

b. The appropriate OCONUS command when the GOV'T's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.

2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for GOV'T-funded travel.

3. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must ***not*** be authorized.

4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at GOV'T expense as the employee's dependent.

5. A former dependent's travel is authorized when the employee:

a. Is assigned to a U.S. PDS;

b. Travels to the actual residence in the U.S. for separation; or

c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.

6. Return to the U.S. may be authorized at GOV'T expense for the early return of a dependent(s) (other than for compassionate reasons) IAW par. C5450.

7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.

8. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or

2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

(1) At the employee's OCONUS PDS,

(2) A place other than the OCONUS PDS, or

(3) Partially at both.

2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

3. The GOV'T's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T.

(1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the GOV'T, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(2) Travel costs to an alternate destination anywhere in the world may be allowed.

(3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the GOV'T. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the GOV'T

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the GOV'T.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

D. Evacuation. See Ch 6 for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Ch 2 for authorized routing and modes of dependent transportation.

F. Reimbursable Expenses. See APP G - PCS column - for authorized reimbursable expenses ICW dependent travel from an OCONUS area.

G. Travel Authority. Dependent travel authority must be included in the travel order issued for the employee, except in situations when a separate travel order is required for dependent early return to the actual residence (par. C5450) or evacuation for movement (Ch 6).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the employee's PCS or return for separation effective date. If practicable, a dependent should travel with the employee, or as soon as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 1 year after the effective date of transfer (APP A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. Return for Separation

a. When an employee returns for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

b. The employee must submit a written request for delayed travel.

c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

SECTION C3: DEPENDENT STUDENT TRAVEL

C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL

***NOTE*: Par. C5120 parallels DSSR and NOT the JFTR.**

A. Authority and Eligibility

1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DoDI 1400.25 Volume 1250 "Overseas Allowances and Differentials" at ***http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1250.pdf***.

2. DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR Section 280, for a dependent student of a DoD civilian employee assigned in a ***foreign area*** for travel to and from a school offering a full-time course of secondary (in lieu of an education allowance), or post-secondary education.

a. Secondary education means attendance at a public or private school offering instruction at grade levels 9-12, or equivalent; and

b. Post-secondary education is a full-time program at an accredited (1) university or college, including 2-year junior or community college, which offers academic courses leading to a degree, or (2) nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

3. Travel may be to and from a school. See ***http://aoprals.state.gov/content.asp?content_id=250&menu_id=92*.**

4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. DODEA Student Activity Travel

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

2. The Director, DODEA, or designee determines appropriate activities.

3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

4. ***Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.***

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

Example **Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280.** See pars. C4553-D, C5120 and C5125-D.				
NOTE: Dependent student travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-D1a and C4553-D1b.				
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.				
2. Itinerary:	8/14 8/14	Depart OCONUS residence at 0730 Arrive at CONUS lodging at 2130		
	8/15-5/15	Per diem is not authorized.		
	5/16	Depart CONUS lodging at 1300		
	5/17	Arrive OCONUS residence at 0915		
3. The dependent student is authorized per diem while traveling to/from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.				
4. The locality per diem rate for the CONUS destination at the time of travel was $158 ($107/ $51).				
5. Reimbursement:		8/14	75% x $51 (M&IE) =	$38.25
		8/15 – 5/15	no per diem	$ 0.00
		5/16	75% x $51 (M&IE) =	$38.25
		5/17	75% x $51 (M&IE) =	$38.25
Total Reimbursement				$114.75
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate ($51) is used to compute per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours.				
7. Dependent student travel per diem is computed with the same rates that are used for an employee's TDY travel.				

C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES

A. Student Travel. Transportation and per diem/AEA, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has a disability, or may be considered as having a disability, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/ guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem/AEA are similarly authorized for the parent(s)/guardian(s).

*C5124 UB TRANSPORTATION/STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL

A. UB Shipment. A dependent student (of a civilian employee in a foreign area), who is performing authorized travel at GOV'T expense to/from a school, is authorized a UB (APP A) shipment of 350 lbs. net weight (par. C5160-B). Transportation must be made by the least costly transportation mode that meets the dependent student's needs.

B. UB to an Alternate Location. Should travel to or from an alternate location be authorized on a cost-constructed

basis NTE the policy-constructed airfare between the school and the employee's PDS, an allowable UB shipment can also be made on a cost constructed basis to the alternate location. Should travel to an alternate destination cost more than the constructed GOV'T cost between the school and the employee's PDS, the employee is financially responsible for the difference and any required customs clearance/fees.

C. UB Storage. During a dependent student's annual trip between the school and the employee's PDS, an employee may have the dependent student's UB commercially stored in the school's vicinity instead of transporting the UB. The funding DoD Component may pay directly, or an employee may be reimbursed for, the UB storage cost NTE the cost of round-trip UB transportation cost of the stored weight NTE 350 lbs. ***The employee is financially responsible for any overweight UB storage costs during educational travel.***

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SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New PDS

1. General

a. Per diem is authorized for an employee's dependent direct travel between the old and new PDS when the employee is transferred and not for time spent at, or while traveling to/from a TDY location.

b. ***The prohibition on paying per diem for travel of 12 or fewer hours applies.***

c. If the travel origin and/or destination is other than the old/new PDS, the per diem is NTE the amount authorized between the old and new PDSs.

d. Par. C4555-B3 applies when the employee/dependent obtains lodging from friends/relatives.

e. Per diem rates for a dependent are in pars. C5125-A2 through A4.

NOTE : Per diem may not be paid for dependents for circuitous travel to/from, or while at, an employee's TDY location.

*2. Employee and Spouse/Domestic Partner Travel Together. When an employee and spouse/domestic partner travel together, the:

*a. Maximum per diem rate for the spouse/domestic partner is 75% of the employee's rate. See par. C4553.

*b. Minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the spouse/domestic partner receives the same rate as the employee.

*3. Spouse/Domestic Partner Travels Independently

*a. Different Travel Dates. When an employee and spouse/domestic partner travel independently of each other, the

* (1) Maximum per diem rate for the spouse/domestic partner is the same as the employee's had they traveled together.

* (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner's travel.

*b. Same Travel Dates. When more than one POC is used, the employee and spouse/domestic partner travel together when they travel on the same days along the same general route.

*4. Dependent Other Than Spouse/Domestic Partner

*a. Maximum Per Diem Rate. For each dependent other than a spouse/domestic partner the maximum per diem rate is:

(1) 75% of the employee's per diem rate for a dependent age 12 or older; and

(2) 50% of the employee's per diem rate for a dependent under age 12.

b. Minimum Per Diem Rate. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to GOV'T-Procured Air Transportation Cost. When a dependent's transportation cost is limited to GOV'T-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the GOV'T-procured air transportation.

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to spouse traveling independently:

Dependent PCS Travel		
***NOTE**: See par. C5060-E3 for the current Standard CONUS per diem rate.*		
A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse traveled by POC, accompanied by the couple's 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. C5060. The standard CONUS per diem rate is $123 ($77 $46). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $567, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days x $123/day (Standard CONUS per diem rate) =		$ 984.00
Day 1 (departure day)	$58 (lodging) + [75% x $46] =	$ 92.50
Day 2	$46 =	$ 46.00
Day 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + $46/day x 6 days = $276 =	$ 622.00
Day 9	$0 (lodging) + $46 =	$ 46.00
Day 10 (arrival day)	75% x $46 =	$ 34.50
	Employee's (Spouse) per diem authorization =	**$ 841.00**
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($841) =		$ 420.50
	Total amount payable to employee =	**$1,261.50**
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $123 ($77/ $46) par. C5060-E3. **Day 1** (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($46) for a total of $92.50. **Day 2** the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46. **Day 3 to 8**, the applicable per diem rate is the lodging cost ($346) NTE $70/day + the M&IE rate ($46) x 6 days for a total of $622. **Day 9**, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($46) for a total of $46. **Day 10** (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($46) for a total of $34.50. The per diem for actual travel by the spouse is $841. Since the per diem for actual travel does not exceed the maximum allowable ($984) for 8 days travel time, the employee is authorized the full amount ($841) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the $841 due the employee.		

C. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee's training location IAW par. C4630 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Ch 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.

2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Ch 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.

3. Limitations. ***A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.***

E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Ch 6.

F. Student Dependent Travel to Attend School. When a student dependent, in a foreign area, travels to/from school using par. C5120:

1. Per diem is authorized for required travel time by the authorized transportation mode IAW par. C4553-D,

2. The maximum per diem rates in par. C5125-A do not apply to travel to/from school, and

3. Prohibitions in par. C4552-F are applicable.

G. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. **Example 1**. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.

2. **Example 2**. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION 5: DEPENDENT MEDICAL TRAVEL

***NOTE*: See Ch 7, Part M for Emergency Visitation Travel (EVT).**

C5134 DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

***NOTE*: Par. C5134 is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., AL, HI, Guam, Puerto Rico).**

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see definition in APP A) are not able to accommodate a dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.

2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.

3. Required medical treatment that cannot be postponed until the dependent's next scheduled travel should be authorized as medical travel. See par. C5134-C.

4. When authorized, an eligible dependent whose employee sponsor is assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the dependent obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in Ch 5, Part C.

B. Eligibility. An eligible individual is a dependent, an attendant/escort, and/or an accompanying family member who meets the following criteria.

1. Dependent. The dependent:

a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.

b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.

c. Infant born during the mothers' health care travel qualifies.

2. Attendant/Escort. See par. C5146.

3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that

a. The family member is incapable of self-care at the PDS, and

b. No suitable care arrangements can be made at the PDS, and

c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by a dependent whose employee sponsor is stationed at a foreign OCONUS PDS at which there is no

adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician,

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and

b. Which, if delayed, could result in the condition becoming worse, and

*c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

C5136 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Dependent. A dependent performing medical travel in any capacity is governed by the JTR.

2. Uniformed Service Member. Travel and transportation allowances for a uniformed service member are governed by the JFTR when serving as an attendant/escort as part of official duties.

3. Attendant/Escort. See par. C5146.

B. Travel Order. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization's operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree in writing, to pay/reimburse to the GOV'T excess travel and transportation costs incurred by the dependent, attendants/escorts, and accompanying family member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.

3. See par. C5144 for a sample excess cost agreement.

E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. C2000-A2 must be met for full reimbursement.

C5138 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in Ch 5. Part C.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

*3. For AMC flight scheduling information see ***http://www.transcom.mil/tcsg_public/***

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement. See par. C5136-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement. See par. C5138-B1.

3. Dental Patients. A dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C5140 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a:

a. Dependent, accompanying family member(s), and an attendant/escort subject to the limitations in this par. and par. C5146 , and

b. Uniformed member authorized as an attendant/escort, subject to the JFTR and par. C5146.

2. See pars. C4555-B3 or T4040-A1e for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C5140-C, C5140-D, C5140-E, C5140-F, and C5140-G, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and

3. Necessary outpatient treatment periods.

C. Elective Destinations. If a dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for a dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C5140-B2 and C5140-B3 for dental patients may not be authorized/approved for more than:

a. 3 days for emergency dental care, and

b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the dental condition's severity, require more time to complete emergency dental care.

F. Obstetric Care. A dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the dependent elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C5142 EXCESS ACCOMPANIED BAGGAGE

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons. See par. C2302.

C5144 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. C5136-D.

DOD Component Letterhead Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Dependent Name:_____

has been determined to be: _____
(Designated Point)

I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by my dependent, attendant/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

_____ _____
Employee's Signature Date

C5146 ATTENDANTS/ESCORTS

A. Definition. See APP A, Part I.

B. Determination. A dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or

2. Escort, by the AO,

to accompany a dependent physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A U.S. GOV'T civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the dependent; and.

b. Authorized the same travel and transportation allowances as a civilian employee. See par. C7115.

E. Attendant/Escort Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in

addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under Ch 5, Part M.

2. The compensation amount for a nonprofessional attendant/escort may not exceed the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant/Escort Per Diem

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:

a. Consult the treating health care providers, and

b. Make necessary return travel arrangements.

2. In extraordinary cases, if the attendant/escort's presence is necessary to the adult dependent's treatment regimen, or for a minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/attendant, who is the dependent's family member.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the dependent's travel.

C5148 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL

*A. Eligibility. DSSR 262.4a (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of DSSR 264.2(2)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at GOV'T expense, or for the same period for which per diem is paid.

C. Payment Authority. SMA payment regulations are in DSSR, section 260, at ***http://aoprals.state.gov/content.asp?content_id=215&menu_id=81***.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

SECTION 1: GENERAL

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A -- HHG transportation).

C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;

2. A new appointee to the first CONUS/OCONUS official station;

3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;

*4. An SES employee authorized last move home benefits (FTR §302–3.304);

5. An employee authorized a TCS.

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.

2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302–8.1)

   (a) CONUS isolated PDS;

   (b) OCONUS PDS to which HHG transportation is limited;

   (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or

   (d) TCS (par. C5715-B3).

3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHG is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee. See par. C2304 for baggage allowances. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials. See par. C5154-F2 when the employee is financially responsible for HHG transportation expenses.

Transportation of HHG and PBP&E (§302-7.6)	
Category of Employee	**Authorized Origin/Destination**
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from GOV'T service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at GOV'T expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

***NOTE*: Under no circumstances may the GOV'T pay any expenses associated with excess weight.**

C. Professional Books, Papers, and Equipment (PBP&E) (APP A)

*1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 (FTR §302-7.4). ***A POV may not be shipped as PBP&E per FTR §302-9.302.***

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.

b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. CBCA 1517-RELO, 23 December 2009.

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.

e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.18). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. Example: The typical administratively limited weight allowance is 4,500 lbs net weight. The employee has 1,000 lbs. of PBP&E. The PBP&E is shipped in addition to the 4,500 lbs net weight of HHG.

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 lbs. HHG net weight allowance.

2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

3. The employee's PCS order should show the consumable items authorized weight allowance in APP F.

4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.21). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. GSBCA 16131-RELO, 21 July 2003. ***Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.***

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

d. SIT NTE 90 days, as applicable. See par. C5190-B1.

NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 1-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C.

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

a. Exceeding the authorized weight allowance;

b. Transportation between other than authorized locations;

c. Transportation of articles that are not HHG (APP A -- Household Goods);

d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);

e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,

f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. **DTR 4500.9-R, Part IV, Ch 401.**

g. The relocating employee is financially responsible for reimbursing the GOV'T for all HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at GOV'T expense is a shipment weight of 20,000 pounds gross weight, which includes the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials; or (2) the administrative weight allowance of 5,000 pounds (4,500 pounds net weight plus 500 pounds packing materials weight allowance).

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

*1. Form and Voucher Preparation. DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used.

2. Documents

*a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow DoDFMR procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.12). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (APP A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

NOTE: The total GOV'T expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee with an Employee or Uniformed Service Member Spouse/Domestic Partner. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975). JFTR, par. U5012-C for HHG transportation for a uniformed member whose spouse/domestic partner is a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs net weight per par. C5154-B. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

Example 2. An employee-married-to-another-employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. ***Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. GSBCA 16608-RELO, 3 August 2005.***

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

NOTE: SIT is not authorized.

2. Local Transportation Costs

a. Local transportation costs are charged to the command authorizing the transportation.

b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.

c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.

d. The net weight limitation of 18,000 lbs (par. C5154-B) and 4,500 lbs (par. C5168) do not apply to this HHG transportation.

SECTION 2: HHG TRANSPORTATION

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and

2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

C5160 TRANSPORTATION METHODS (FTR §302-7.14)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

B. UB

1. General

a. UB weight is part of the total authorized HHG weight allowance.

*b. UB is defined in APP A1. UB as noted in FTR §302-7.300 is a UB shipment by air.

c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. The UB weight allowance is 350 lbs. net weight for each adult and dependent age 12 or older, and 175 lbs. net weight for each child under age 12 (par. C5170) except when air transportation of UB (UB) is used per par, C5160-B4 applies. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

(1) Transportation by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

a. The HHG transportation authority, and

b. That the HHG are to be transported by a GOV'T-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C1101 - allowable travel advances).

3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs net weight)). The OCONUS cost is constructed using the 'Best Value' single factor rate. For details on how 'Best Value' cost is determined, refer to the USTRANSCOM website under Defense Personal Property program (DP3) business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***.

D. Commuted Rate (FTR §302-7.100)

1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

a. Transportation,

b. Packing,

c. Unpacking,

d. Crating,

e. Drayage, and

f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables. Contact GSA (***http://www.gsa.gov/portal/category/21284***).

NOTE: The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and

2. Cost of GOV'T-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:

a. Be only for HHG within the employee's authorized HHG weight allowance;

b. Not exceed the GOV'T-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when GOV'T-arranged move is available; and

c. Be made on U.S. flag carriers, when reasonably available.

2. HHG may not be moved at GOV'T expense when:

a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

b. The employee violates the agreement under which the HHG originally were transported,

c. The employee has no transportation at GOV'T expense authorized by JTR, or

d. Authorized transportation does not begin within the prescribed time limits.

3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	1. The GOV'T may take advantage of special discounts offered.	1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. DTR 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.

C. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments is charged against the employee's weight allowance.

D. Mobile Home Allowances. See Ch 5, Part F.

E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations. CBCA 524-RELO dated 21 March 2007.

1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date at the new PDS. Par. 5080-E contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 1 year from the employee's report date at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK***.

c. Par. C5080-E contains HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.

(3) Par. C5080-E contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 1 year) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 1 year from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 60 or 90 days as applicable under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. ***SIT in excess of 150 or 180 days as applicable at GOV'T expense cannot be authorized/approved except as noted in par. C5191.***

*G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5167 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.

4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the

new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 pounds net weight. The packing materials are limited up to 2,000 pounds for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (pars. C5115 and C5450).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement (CBCA 1162-RELO, 1 July 2008).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

*(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service (FTR §§302-7.18 and 302-7.403; and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

*d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

SECTION 3: HHG WEIGHT

C5168 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.17)

A. Policy. When GOV'T furnishings are provided at an OCONUS location, HHG transportation at GOV'T expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, not including UB weight. ***See APP W for approved administrative weight allowance locations that may differ from the 4,500 pound amount.***

1. An allowance of up to 500 pounds exclusive of the 4,500 pounds net weight of the administrative weight limitation is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations

NOTE: An order permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds net weight may be transported at GOV'T expense subject to the exceptions below.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.

2. When an employee is advised that an item of GOV'T furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable GOV'T furnishings is added to the 4,500 pounds net weight.

3. If all GOV'T furnishings are required to be returned to the GOV'T and/or the GOV'T furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 pounds net weight) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. The AO or designee may increase the restricted HHG weight allowance if requested to do so by the employee. The increase is NTE the employee's maximum weight allowance (18,000 pounds net weight) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

a. The employee is assigned consecutive full tour assignments to administratively weight restricted areas;

b. The employee is on a tour that is extended one year or longer within the same administratively weight restricted area;

c. Upon departure from an administratively weight restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight restricted area; or

d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped into a non foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight restricted area.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Transportation from a Weight Restricted Area. If an employee is transferred from an OCONUS weight restricted PDS to a PDS at which GOV'T owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

C5170 DETERMINING THE NET WEIGHT (FTR §302-7.13)

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and

3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial) is allowed an allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment that is used for packing weight:

1. Is the weight shown on the bill of lading or weight certificate?;

2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,

2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or

3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight. A constructed weight based on 7 pounds per cubic foot (***NOTE 2***) of properly loaded space should be used:

1. When an adequate scale is not available at origin, en route or at destination,

2. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C5175 EXCESS CHARGES

A. Policy

1. GOV'T's Financial Responsibility

a. The GOV'T must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost (CBCA 1500-RELO, 6 July 2009 and CBCA 1534-RELO, 10 July 2009).

b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. (FTR §302-7.200)

2. Employee's Financial Responsibility

a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

NOTE: The employee is still financially responsible for excess weight charges, even if the excess weight status was known or suspected prior to transportation and the employee and/or the AO providing transportation funds were not notified by the Transportation Officer of the weight status (CBCA 2076-RELO, 5 October 2010). An agency may not pay the cost of transporting an employee's HHG in excess of 18,000 pounds (5 USC §5724(a)(4)). See par. C5154-B for prescribed weight allowance. Erroneous advice, or lack thereof, by a GOV'T agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army. Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy. See Transportation of Personal Property (NAVSUP P-490);

3. Air Force. Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030; or

*4. Department of Defense (DoD) COMPONENTS:. (APP A1 - DoD COMPONENTS) OSD/WHS/ Defense Agencies: OSD/WHS/Defense Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

NOTE: For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment (FTR §302-7.9).

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations per the Agency approval. ***SIT is not authorized for local HHG moves when no PCS exists.***

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS) unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. Under no circumstances may a Service/Agency authorize/approve SIT at GOV'T expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/ approved, the employee is financially responsible for additional storage expense (FTR §302-7.9).

2. Justification (FTR §302-7.10). Acceptable justification for the additional 90-day SIT period (par. C5190-B1 and ***NOTE*** after par. C5190 heading) includes:

a. An intervening TDY or long-term training assignment,

b. Non-availability of suitable housing,

c. Completion of residence under construction,

d. Serious employee illness,

e. Dependent illness or death,

f. Strikes,

g. Act(s) of God, or

h. Other circumstances beyond the employee's control.

NOTE: The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense (see par. C5370-B).

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified warehouse bill copies, are required for individual expenses of $75 or more IAW DoDFMR 7000.14-R, Volume 9. See par. C1310.

D. HHG Partial Lot Withdrawal and Delivery from SIT (FTR, §302-7.3)

1. HHG may be transported and stored in multiple lots.

2. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

3. If the employee removes items from storage, and the carrier bills the GOV'T for that removal, the employee is financially responsible for any excess cost to the GOV'T.

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

*1. Origin and destination;

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

*3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 150 days (CONUS) or 180 days (to/from OCONUS) authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. ***Only in very limited circumstances can SIT be authorized beyond 150/180 days as applicable, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq (CBCA 875-RELO, 9 January 2008)).*** A SIT extension request must be submitted by the employee's AGENCY/command to PDTATAC for determination. Documentation required is the AGENCY's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/Defense AGENCY designated official. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 150/180-days as applicable SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Extension requests should be submitted via the AGENCY's Civilian Advisory Panel (CAP) member. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the Per Diem Committee website by clicking on the Telephone Directory Tab. The following options are available to the employee's command to request SIT beyond 150/180 days as applicable:

1. Email: From AGENCY/command through the CAP representative to ***sit-extensions@dtmo.pentagon.mil.***

2. Mail:

   Per Diem, Travel and Transportation Allowance Committee
   ATTN: Policy & Regulations Branch
   4800 Mark Center Drive
   Suite 04J25-01
   Alexandria, VA 22350-9000, or

3. FAX: From the AGENCY/command through the CAP representative to (571) 372-1301.

E. Restrictions. In no case may the maximum time limit for SIT exceed 180 days. ***SIT beyond 150/180 days, as applicable, is not authorized for any reason listed in par. C5190-B2 or ICW a TCS order IAW par. C5715***.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated

isolated CONUS PDS is eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the AGENCY concerned.

b. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

c. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.

3. Authority

a. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

(1) Available housing at the PDS can accommodate the HHG,

(2) Adequate housing is available within daily commuting distance, or

(3) It is for the employee's convenience.

4. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at GOV'T expense, and

c. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

5. Time Limitation (FTR §302-8.108)

a. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

b. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples). To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

Example 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-A5b) Employee's eligibility ended: 4 August 1st month after the month (August) the employee's eligibility ended was: September 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5195-A5c))

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See APP A, NON-TEMPORARY STORAGE (NTS).

8. Documentation

a. NTS authority must be in the PCS order.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the DTR 4500.9-R, Vol. IV, Ch 406, par. C, (***http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-406.pdf***) showing the HHG weight and date placed in NTS.

c. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no

longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

b. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the GOV'T's best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

a. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

Example	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5195-B3c) Employee's eligibility ended: 31 August 2009 1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by JTR for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5450-A.

(2) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.

(3) **Example**: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost

two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

d. Documentation. Paid expense receipts of $75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS order.

C. NTS of HHG for a DoDDS Employee (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

b. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

(1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) GOV'T QTRS occupancy,

(b) A QTRS allowance (20 USC §905(c)) ***NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(c) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the GOV'T's best interest;

b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Cannot exceed the applicable weight allowance for which there is authority in JTR;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

D. NTS Converted to SIT

1. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.

2. The conversion is at GOV'T expense. ***However, any storage cost accruing for periods in excess of 180 days are the employee's financial responsibility.***

3. Unless otherwise provided in par. C5191, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

SECTION 1: GENERAL

C5200 GENERAL

A. Authorized Personnel. Personnel authorized POV (as defined in APP A) transportation include a/an:

1. Traveler transferred in the GOV'T's interest, or

2. New appointee, or

3. Student trainee assigned the first PDS.

B. Rental Car. There is no authority in JTR for rental car reimbursement while awaiting POV arrival. Travelers should check to see if the POV shipping contract contains any rental provisions.

C. Miscellaneous POV Shipment Information. See TRANSCOM website at: ***http://www.transcom.mil/dtr/part-iv/appendix.cfm*** for other requirements related to shipping a POV and "Shipping your POV" pamphlet.

D. POV Transportation Requirements**.** Authorized personnel defined in par. C5200-A may be authorized POV transportation per the following requirements.

*1. Within CONUS, may be authorized to transport only the number of POVs equal to the number of people on the relocation travel order, who are licensed drivers ***limited to two POVs when relocating within CONUS*** at GOV'T expense per the Agency/Service determination. The distance that the POV is to be shipped must be 600 or more miles. ***A vehicle may not be shipped as PBP&E.*** See FTR §302-9.302.

*2. For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized to be transported at GOV'T expense per the Agency/Service determination (See FTR §302-9.501). A driver must be licensed and cited on the relocation travel order; the vehicle may not be shipped as PBP&E.

*3. The POV is in operating order, legally titled and tagged for driving (See FTR §§302-9.301 and 302-9.505-506).

C5204 SIZE LIMIT

Transportation at GOV'T expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at GOV'T expense, is financially responsible for all costs resulting from the excess POV size.

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SECTION 2: OCONUS POV TRANSPORTATION

***NOTE*: See Section 3 for CONUS POV transportation.**

C5208 ELIGIBILITY

A. General. Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at GOV'T expense.

2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.

3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at GOV'T expense when it is in the GOV'T's interest for the traveler to have POV use at the PDS (FTR §302-9.501). The POV must be in operating order, legally titled and tagged for driving by a licensed traveler named on the relocation travel order (FTR §§302-9.302 and 302-9.504-506).

2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the traveler to retain the POV at the PDS.

3. A written record of any determination must be filed IAW personnel directives.

C. Conditions. A determination/re-determination that it is "in the GOV'T's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.

2. Local conditions make it desirable for the traveler to have a POV.

3. POV use by the traveler contributes to the effectiveness in the traveler's job.

4. The POV type is suitable in the local conditions.

5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving HI if HI is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving HI to:

   a. The port/VPC serving the new PDS, or

   b. An alternate port/VPC.

3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving HI to the port/VPC from which the POV was originally transported to HI.

C5212 AUTHORITY

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5208. Par. C2166 concerns oceangoing car ferry use.

2. The local GOV'T:

a. Prohibits POV importation; or

b. Applies restrictions on such POV importations;

3. Pertinent DoD COMPONENT regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to HI under par. C5208-D;

4. A POV is purchased in a non foreign OCONUS area by a traveler not permanently assigned in that non foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or

5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).***

Example 1: A traveler residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

Example 2: A traveler residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

Example 3: An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

Example 4: An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the GOV'T's interest for the employee to have the POV in HI.

6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest (CBCA 827-RELO, 4 October 2007).

7. The POV is not in operating order, or is not legally titled and tagged for driving; or there is no traveler cited on the relocation travel order who is licensed to drive the POV. See FTR §§302-9.301, 302-9.302, 302-9.501 and 302-9.504-6.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;

3. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;

4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer for the GOV'T's convenience and not at personal request;

5. At an OCONUS PDS where it was initially in the GOV'T's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to HI IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the GOV'T's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;

6. Is stationed at an OCONUS PDS where initially it was not in the GOV'T's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the GOV'T's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or

7. Is stationed at an OCONUS PDS where initially it was in the GOV'T's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at GOV'T expense is:

a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,

b. Between appropriate ports/VPCs serving OCONUS PDSs, or

c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. C5208-D.

2. ***Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the traveler's convenience.***

3. Transportation at GOV'T expense includes port handling charges for readying the POV for:

a. Shipment at the loading port/VPC, and

b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/

VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non foreign OCONUS area (APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD COMPONENT must pay the entire cost of transporting the POV from the:

a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or

b. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation. to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9.104)

a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

b. Limited to the actual cost of having the POV transported between the:

(1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC,

(2) Port/VPC and the traveler's new OCONUS PDS, or

(3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9.104)

a. Per Diem Not Allowed. ***Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.***

b. Status. Administrative Leave and duty status incident to a PCS is addressed in DoDI 1400.25, V630.

c. Overall Reimbursement Limitation. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as

appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

d. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

(1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and

(2) Port/VPC to the traveler's new OCONUS PDS, or

(3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

(1) To the port/VPC to deliver the POV, and

(2) From the port/VPC after reclaiming the POV.

f. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

(1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and

(2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

(1) The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is $35 from the port/VPC plus a $3 tip to the driver. ***A transportation related tip is reimbursable IAW APP G.*** Pay the employee $.23/mile x 200 miles = $46 PCS MALT and $38 for between port/VPC and airport transportation = $84.

(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is $150 (airfare), taxi from the airport to the port/VPC - $30 including a $5 tip is $185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x $.23/mile = $115. Pay the employee $300 for the one-way transportation cost of $185 and one-way PCS MALT of $115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.

a. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2505 from the:

(1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);

(2) Passenger POE (where the traveler drops off dependents) to the port/VPC;

(3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);

(4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

(1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or

(2) PCS MALT from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE;

(3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or

(4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the traveler returns there to pick up dependents.

C5220 CIRCUMSTANCES

A. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in HI for an employee assigned on Johnston Island whose dependents reside in HI.

2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the traveler to have a POV at the PDS, the traveler may transport it at GOV'T expense to another OCONUS PDS to which the traveler is transferred if it is in the GOV'T's interest for the traveler to have the POV there.

3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the GOV'T may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world, but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.

3. Any excess costs are the traveler's financial responsibility (65 Comp. Gen. 468 (1986)).

C5224 SHIPMENT METHODS

A. GOV'T Arranged POV Transportation

1. The transportation officer determines the transportation mode.

2. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408**.**

B. Traveler Arranged POV Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:

a. The Status of Forces Agreement (SOFA),

b. Use of U.S. carriers,

c. Import/export processes, and

d. Tariffs, customs, etc.

3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV

delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

C5232 REPLACEMENT POV TRANSPORTATION

A. General. When a POV, transported at GOV'T expense to an OCONUS area or to HI for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the par. C5232-B or C5232-C conditions are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and

2. Acceptable to the DoD COMPONENT concerned.

C. Non Emergency Replacement. Non emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and

2. It is in the GOV'T's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.

2. One non emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5234 STORAGE ICW CONTINGENCY OPERATIONS TCS

A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the APP A definition. See APP A, CONTINGENCY OPERATIONS.

B. Eligibility. An employee (or dependent of an employee) is eligible to have one POV temporarily stored at a storage facility if the employee is:

1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and

2. Eligible for expenses authorized in JTR, CH 5, Part O (FTR Part 302-3), and

3. The head of your agency determines it would be to the GOV'T's advantage to authorize storage of a POV.

C. Limitations

1. Not more than one POV at any given time during the TCS period.

2. Only one POV may be stored at GOV'T expense for the duration of the TCS.

D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty (FTR, §302-9.401).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned or leased by the employee or dependent of the employee that is used for personal use of the employee/dependent include:

a. Necessary expenses for actual storage,

b. Readying the POV for storage and for return to the traveler after the emergency has ended,

c. Local transportation expenses to and from storage, and

d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

C5235 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at employee's expense) until the POV is delivered to the employee. The USTC website at: ***dtr_part_iv_app_k_4.pdf***, "Storing your POV" at: ***http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf*** for the employee's responsibilities and other requirements related to storing a POV. ***Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.*** An employee is financially responsible for storage and/or transportation of additional POVs.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or

2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD COMPONENT concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:

a. Necessary expenses for actual storage,

b. Readying the POV for storage and for return to the traveler after the emergency has ended,

c. Local transportation expenses to and from storage, and

d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

C5238 ADVANCE FOR TRANSPORTATION AND EMERGENCY STORAGE OF POV (FTR §302–9.11)

An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

SECTION 3: CONUS POV TRANSPORTATION

C5240 GENERAL

A traveler transferred in the GOV'T's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at GOV'T expense when authorized/approved as being to the GOV'T's advantage (particularly financial advantage).

NOTE: Par. C7470 explains authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORITY

A. General. Commanding officers/designated representatives who assign employees in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at GOV'T expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and

2. ***It has been determined IAW pars. C5244-A2a and C5244-A2b that it is more advantageous and cost effective to the GOV'T to transport the POV(s) to the new PDS at GOV'T expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or two POCs if applicable to the new PDS. Costs to be considered are:***

   a. Cost of POC travel, transporting the POV(s),travel if the POV(s) is/are transported; and

   b. Productivity benefit from the traveler's accelerated arrival at the new PDS.

   Performing the cost comparison is mandatory for each order.

   *3. Each DoD COMPONENT determines if the applicable POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and if a traveler cited on the relocation travel order is licensed to drive the POV (See FTR §§302-9.301 and 302-9.302); and

   *4. Within CONUS, the number of POVs to be authorize to be transported (up to two) at GOV'T expense per the Agency/Service determination (See FTR §302-9.302).

   *5. The distance that the POV is to be shipped must be 600 or more miles (See FTR §302-9.301).

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or

2. Actual residence for a new appointee or student trainee.

C. Towing Equipment Cost. When transportation of a POV at GOV'T expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.***

C5248 SHIPMENT METHODS

A. GOV'T-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW the DTR DTR 4500.9-R, Part IV, Chapter 408 ***(http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_408.pdf)***.

*B. Traveler-arranged POV Transportation (FTR §302–9.142§302–9.207). If POV shipment is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from the authorized origin point to authorized destination (par. C5244).

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a "traveler with a disability" (par. C7455) between CONUS PDSs may be:

a. Arranged by the DoD COMPONENT on behalf of the traveler, or

b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

a. Is cost beneficial ***NOTE: This is the primary consideration.***,

b. Constitutes a reasonable accommodation to the traveler, and

c. Does not impose undue hardship on the DoD COMPONENT's personnel relocation program.

PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C5250 GENERAL (FTR, §302-10.1)

1. This Part prescribes mobile home allowances and transportation for an employee authorized to make a PCS move.

2. APP A for mobile home.

3. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) (FTR, §302-10.6).

4. The mobile home may be moved at GOV'T expense only if it will be used as the residence at the new PDS (FTR, §302-10.6).

C5255 AUTHORIZED TRANSPORTATION

An employee authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances in lieu of HHG transportation when:

1. The mobile home is acquired on/before the effective date of the employee's PCS/TCS travel order;

2. The employee certifies that the employee/dependent(s) intends to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2);

3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the GOV'T's/transporter's satisfaction to withstand transportation; and

4. The employee is authorized to make a PCS move between places in par. C5260.

C5260 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Authorized Origin/Destination Points. Mobile home transportation allowances may be authorized only for transportation:

1. Within CONUS,

2. Within Alaska, and

3. Between a CONUS PDS and an Alaskan PDS,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

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

B. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

1. Within CONUS,

2. Within Alaska,

3. Through Canada en route between Alaska and CONUS, or

4. Through Canada between one CONUS point and another.

C. Transportation Limitations (FTR, §302-10.3)

1. Mobile home transportation for an authorized employee is between the old and new PDS or between any other two points subject to the GOV'T's transportation cost liability to transport 18,000 lbs. of HHG between the old and new PDS plus 90 days of HHG SIT.

2. ***Any 'unused' mobile home transportation cost may not be used to ship HHG.***

C5265 ALLOWANCES

A. General

1. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. **Example**. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at ***http://www.transcom.mil/j5/pt/dtr_part_iv.cfm***.

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

C. Employee with Employee Spouse/Domestic Partner. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum GOV'T cost liability to move their mobile home when each employee is authorized:

1. A mobile home allowance, and

2. Movement of a mobile home on a PCS order.

NOTE: Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Uniformed Member Spouse/Domestic Partner. When one spouse/domestic partner is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the GOV'T's cost liability to transport their mobile home (JFTR, par. U5505-B ***NOTE)***.

NOTE: Only 90 days of storage of the combined weight may be included in the GCC.

C5270 TRANSPORTATION LIMITATIONS

A. Limitation. Reimbursement is NTE what the GOV'T would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).

B. Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means.

C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. General. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C5255 may transport a mobile home at personal expense and be reimbursed for transportation costs (pars. C5275-C, C5280, and C5275-C2). ***Reimbursement is NTE the amount in par. C5265-A.***

B. Transportation Conditions. The employee, or dependent/heir when appropriate, should ensure that:

1. The transporter's bill/invoice includes specific cost itemization of charges;

2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and

3. The body, frame, springs, wheels, brakes, and tires are in appropriate condition to permit transportation.

NOTE: Any damage/repair charges resulting from extra property placed in the mobile home that constitutes an overload condition are the employee's financial responsibility.

C. Allowed Transportation Costs (FTR, §302-10.200). When mobile home transportation is by a personally procured commercial transporter, (par. C5280-B1 for preparation fees allowed as transportation costs), reimbursement is authorized (***NTE the amount in par. C5265-A)*** for the following:

1. Transportation over Land (FTR, §302-10.200(a))

   a. The carrier's charges for actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;

   b. Ferry fares; bridge, road, and tunnel tolls;

   c. Taxes; charges or fees fixed by a State or other GOV'T authority for permits to transport mobile homes in or through its jurisdiction;

   d. The carrier's service charges for obtaining such permits; and

   e. Pilot (flag) car or escort services, if required by State or local law.

2. Transportation over Water (FTR, §302-10.5)

   a. Over-water mobile home transportation is authorized only for transportation from an origin within CONUS/within Alaska to a destination within CONUS/within Alaska.

   b. When a boat used as a primary residence is transported over water, the transportation allowance costs include (FTR, §302-10.200(b)):

      (1) Fuel and oil used for propulsion of the boat;

      (2) Pilots/navigators in the open water;

(3) A crew;

(4) Harbor pilot charges;

(5) Docking fees incurred in transit;

(6) Harbor/port fees and similar charges related to entry in and navigation through ports;

(7) Towing, (in tow or towing by pushing from behind); and

(8) Similar expenses.

D. Transportation Costs Not Allowed (FTR, §302-10.207). When mobile home transportation is by a personally procured commercial transporter, reimbursement is not authorized for:

1. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. C5275-B);

2. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";

3. Special handling costs requested by the employee;

4. Costs of disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

5. Storage.

C5280 MOBILE HOME TOWED BY POC

A. Allowances

1. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POC, an allowance of $.11/mile is paid to cover the transportation costs listed in par. C5275-C (FTR, §302-10.201).

2. The Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C5280-B (FTR, §302-10.202(b)).

*3. Reimbursement of $.11/mile is paid for mobile home transportation in addition to a POC PCS mileage allowance as provided in par. C2505 (FTR, §302-10.201).

*4. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. C1710-A).

B. Preparation Costs Allowed (FTR, §302-10.204). In addition to the allowances in par. C5280, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. Par. C5270 for transportation cost limitations. Preparation costs include:

1. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

2. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

3. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;

4. HHG packing/unpacking associated with (i.e., inside) the mobile home;

5. Disconnecting/connecting utilities;

6. Skirting removal/installation labor costs;

7. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;

8. Trailer towing lights installation/removal;

9. Extension costs of existing water/sewer lines;

10. Dismantling/assembling costs for a portable room appended to a mobile home;

11. Travel lift fees; and

12. Similar expenses.

C5285 GOV'T-PROCURED TRANSPORTATION

A. General (FTR, §302-10.206). An authorized employee may request and, subject to the employee's written agreement to be responsible for any excess costs involved, the GOV'T may arrange the employee's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part.

B. GOV'T's Cost Obligation

1. The GOV'T's cost obligation is for the costs of:

   a. Pickup;

   b. Transportation; and

   c. Delivery of the mobile home;

to the destination ready for occupancy, except for the costs in par. C5275-D3. ***The employee does not receive any other allowances for the transportation involved nor may the employee transport any HHG separately at GOV'T expense.***

2. Costs Allowed. Costs allowed include charges for:

   a. Actual transportation;

   b. Ferry fares;

   c. Bridge, road, and tunnel tolls;

   d. Taxes; and

   e. Municipal, state, and/or local permits.

3. Costs Not Allowed (FTR. §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

   a. Storage accruing at any point unless caused by conditions beyond the employee's control;

   b. Special handling requested by the employee;

c. Insurance/excess valuation over the carrier's maximum liability;

d. Body/chassis mobile home preparation and any repairs/maintenance performed en route including replacement costs for parts/tires; and

e. Disconnecting/connecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

4. Denied Payment. When the costs in par. C5285-B3 are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

C5290 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)

The allowances in pars. C5275 and C5280 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C5295 ADVANCE PAYMENT (FTR, §302-10.300)

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured using a commercial carrier.

2. The advance is NTE the estimated amount allowable.

3. An advance is not authorized when the GOV'T pays the carrier directly (FTR, §302-10.301).

C5297 EMPLOYEE DEATH (FTR, §303-70.302)

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at GOV'T expense.

2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the GOV'T will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the GOV'T will move the mobile home, left behind in CONUS, for the dependents/heirs to:

a. The actual residence (APP A), or

b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.

3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

PART G: MEA DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

Effective date of transfer of 1 August 2011 or later.

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part F for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1260..

C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,

2. An appropriate service agreement is signed,

3. The employee moves out of the old residence, and,

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees ***Not*** Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to the First PDS.

NOTE 2: A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to DSSR, Section 240 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 as stated in par. C1260.

2. An employee performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;

3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and

4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4630.

C5310 REIMBURSEMENT

NOTE: The new MEA amounts ($650 and $1,300) are effective for PCS orders with effective date of transfer (see Appendix A) on/after 18 July 2011. PCSs with effective date of transfer before 18 July 2011 continue to use the old MEA rates of $500 and $1,000.

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are $650 and $1,300.

2. Two Employees in One Household

a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).

b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the ***with dependent rate*** (see FTR §302-3.202).

c. Even if each employee without dependents has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).

d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.

e. **EXCEPTION**: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. C1260.

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of $650 or the equivalent of 1 week's basic compensation;

2. Employees with dependents: the lesser of $1,300 or the equivalent of 2 week's basic compensation; or

3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of $650 or the equivalent of 1 week's basic compensation. When an employee:

a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

b. Relocates the dependents or HHG within the 1-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

NOTE 1: An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

NOTE 2*: An employee is authorized MEA at the "without dependents rate" if the employee's dependents return early IAW par. C5450 and do not relocate the household when the employee returns and is authorized PCS allowances (*B-194061, 12 September 1979*). For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:

   a. Claim is supported by evidence of expenses incurred, and

   b. Total amount does not exceed the employee's basic salary rate of:

      (1) 1 week if the employee is without dependents, or

      (2) 2 weeks if the employee has dependents who were relocated.

2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.

3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non refundable utility fees/deposits;

*4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment (CBCA 2701-RELO 26 July 2012), and private institutional care (such as that provided for handicapped or invalid dependents only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non foreign OCONUS area for non participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) ***excluding*** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5400.;

8. Pet transportation (cats, dogs, and other house pets) *(FTR §302-16.1)*; ***NOTE*: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***

GSBCA Ruling Involving Costs Related to "UK Pet Scheme"

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling $906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, "UK pet scheme" costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of $1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006). ***This decision is available at: http://www.gsbca.gsa.gov/relo/s1682714.pdf.***

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the GOV'T's interest (GSBCA 16351-RELO, 1 April 2004);

Effective date of transfer of 1 August 2011 or later.
13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;

2. Costs that are not allowed in JTR;

3. Costs reimbursed under other provisions of law or JTR;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary QTRS;

20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station (CBCA 2660-RELO, 26 January 2012);

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and

22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in DoDFMR Vol. 9 for costs associated with relocation,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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SECTION 1: GENERAL

C5350 PURPOSE

TQSE is a ***discretionary, not mandatory***, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy ***temporary lodging incident to a PCS move***. The DD Form 2912, Claim for Temporary QTRS Subsistence Expense (TQSE), ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf***, is available to document TQSE expenses for reimbursement.

C5352 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and

2. TQSE(LS). Lump sum payment - see Part H3.

*B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1260 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, ***not the employee***, determines if TQSE is necessary.

2. TQSE Authority. TQSE must be authorized ***before*** temporary lodging is occupied and ***may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. C5364-B.*** See CBCA 2311-RELO, 19 April 2011.

3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).

4. Denied Reimbursement. The AO may deny reimbursement of any claimed TSQE lodging or meals expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses. See DoDFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C1305. See GSBCA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method ***before any part of the travel order (including the HHT) has been executed*** is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed ***if the travel order (including the HHT) has been executed.*** See par. C5352-D5c below for an exception based on clerical error.

c. Travel Order Error. IAW GSBCA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order. GSBCA 16793-RELO states, "As DoD points out in its submission to us, as a general rule, an agency may not retroactively change a travel order. An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBCA 16437-RELO, 22 Sep 2004.

C5354 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction. ***NOTE: An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order. Further, TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate simply because the employee chooses to have a house built if there is an existing inventory of affordable housing. Also see par. C5364-B2a(2).***

2. The AO may determine that temporary lodging initially occupied that eventually become an employee's permanent private sector housing was temporary lodging for a specific time period after considering:

a. Lease duration,

b. HHG movement into the lodging,

c. Lodging type,

d. Expressions of intent,

e. Attempts to secure permanent private sector housing, and

f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5356 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;

2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old***

PDS may be anywhere in the world.;

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and

6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. C1057.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized ***only*** if the AO is convinced that the circumstances:

a. Are unique to the individual employee and/or dependents,

b. Are reasonably related to the transfer,

c. Have been adequately reviewed, and

d. Justify TQSE payment (FTR §302-6.9).

2. Vacations. ***A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).***

C. Exclusions. ***TQSE is not authorized for a/an: (Also, see par. C4635-B3.)***

1. New appointee assigned to a first PDS;

2. Employee transferred to a foreign PDS;

3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;

4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;

5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4630; or

6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. ***As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:***

1. The employee and/or spouse make a HHT; or

2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

C5358 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE ***may be paid*** in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Ch 9, Part C) and TLE (see JFTR, Ch 5, Part H) as long as payments cover different expenses. ***Duplication of allowances is not authorized***. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

2. Unauthorized. ***TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).***

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. ***Not be paid*** for that location, ***but***

2. ***Be paid*** for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless an agency determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA 1214-RELO, 6 November 2008).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part O.

SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. $123 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2010), or

2. PDS locality (not the lodging location) per diem rate for temporary lodging occupied in OCONUS localities.

B. AEA. ***AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).***

C5362 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and

2. Authorization is determined on a case-by-case basis.

C5364 LIMITATIONS

A. Payment Limitation. ***Under no circumstances may TQSE(AE) be paid for more than a total of 120 days***.

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (***i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved***). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 - RELO, 8 August 2005, and JTR, par. C5354-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. ***TQSE(AE) must never be paid for more than a total of 120 days.***

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5354-B applies, from the date the HHG are delivered.

C5366 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.

2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. C1057.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

b. Necessary official duties such as an intervening TDY assignment/military duty; or

c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5366-B2 above:

a. The absence period is excluded from the authorized time for temporary lodging occupancy;

b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and

c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or

2. Authorized time period expires,

whichever occurs first (FTR §302-6.108) (CBCA 1941-RELO, 5 October 2010).

C5368 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5368-A2 and C5368-A3.

2. Receipts. DoDFMR 7000.14-R, Volume 9 requires a receipt for:

a. Lodging costs paid, showing location, dates, and by whom occupied;

b. Any single expense of $75 or more (including a single meal expense of $75 or more).

3. Supporting Statement. The supporting statement must include:

a. The cost of each meal, for each day, by date, and where and by whom consumed;

b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and

c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf***, is used to document TQSE expenses for reimbursement.

C5370 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;

2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:

a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5366);

b. A reasonable amount; and

c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. C5352-D4).

a. **Example 1**. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of $75 or more to determine the appropriate reimbursement, IAW par. C1310-A2.

b. **Example 2**. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of $75 or more to determine the appropriate reimbursement IAW par. C1310-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);

2. Meals and/or groceries;

3. Fees and tips incident to meals and lodging;

4. Laundry;

5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), ***NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.***; and

7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the ***official*** 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*** (GSBCA 16836-RELO, 5 June 2006). A traveler**,** who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, ***if otherwise eligible***.

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

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf***).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). Par. C5358 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. C4555-D (50 Comp. Gen. 647 (1971), 52 id. 730 (1973), CBCA 1573-RELO, 17 November 2009, B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001). ***An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.***

1. Computation Rules. ***Step 1***: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. ***Step 2***: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. **Example 1**. The employee claimed $960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - $800 and utilities - $160. The actual TQSE daily lodging cost is $48 ($960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $960 ($48/day x 20 days) for lodging during the authorized TQSE period.

b. **Example 2**. The employee claimed $500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $350, utilities - $90, and mandatory GOV'T fees - $60. The actual TQSE daily lodging is $12.50 ($500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid $375 ($12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. C4555-E when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging-Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part M - HHT). For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;

b. Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or

c. Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

EXAMPLE 1
Authorized 10 days for HHT ('Lodging-Plus' Method) and 60 days TQSE(AE).
9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.
First 21 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5372-A2c.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.
Employee was authorized an additional 60 days TQSE(AE) under par. C5364-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5370-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the 2nd 30 days.
NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

EXAMPLE 2
Authorized 10 days for HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE).
5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.
Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).
27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

EXAMPLE 3

Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE).

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.

EXAMPLE 4

Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE).

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

EXAMPLE 5

Authorized a HHT (Lump Sum) for employee and spouse (par. C5624-B2a) and 25 days TQSE(LS) for the employee and dependents.

8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. C5624-B2a and TQSE(LS) for 25 days as indicated in par. C5392.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT ('Lodging-Plus' Method)) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.

EXAMPLE 6
Initially Authorized a 10-day HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5364-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period). First 20 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days. Next 30 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. ***$123,*** Standard CONUS per diem rate (***effective 1 October 2010***).

b. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

c. First 30 Days

*(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from the employee's).

*(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse/domestic partner who accompanies an employee.

*(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of $123) in pars. C5372-A2a through C5372-A2d are $123, $92.25, $92.25, and $61.50, respectively, if the temporary lodging is occupied in CONUS.

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

*(1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).

*(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.

*(3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $116) in pars. C5372-A2a through C5372-A2d are $92.25, $61.50, $61.50, and $49.20 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (***never to exceed an additional 60 days***), the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently $123) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. ***AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE)***.

Standard CONUS Per Diem Rate	**First 30 Days**		**After 30 Days**	
$123 (Eff 1 October 2010)	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
*Employee or Unaccompanied Spouse/Domestic Partner	$123	$123	$123 x 75%	$92.25
*Accompanying Spouse/Domestic Partner	$123 x 75%	$ 92.25	$123 x 50%	$61.50
Dependent 12 and older	$123 x 75%	$ 92.25	$123 x 50%	$61.50
Dependent under 12	$123 x 50%	$ 61.50	$123 x 40%	$49.20

2. **TQSE(AE) Example 1**. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable maximum TQSE(AE) equals $123/day x 5 days ($615). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is $223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., $600), TQSE(AE) is limited to $580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. **TQSE(AE) Example 2**. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. **TQSE(AE) Example 3**. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). ***NOTE: This is true for PCS or TCS travel.***

5. **TQSE(AE) Example 4**. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. **TQSE(AE) Example 5**. An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period (B-247061, 6 May 1992).

7. **TQSE(AE) Example 6**. An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is $123 ($77/ $46) and the TQSE(AE) monthly lodging cost at the new PDS is $900/month. The employee's actual TDY lodging cost $60 x 4 nights ($240) making $240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of $30/day ($900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of $45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days (GSBCA 16430-RELO, 13 October 2004).

SECTION 3: LUMP SUM TQSE (TQSE(LS))

C5380 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is to be in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011).

C5382 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(LS) is offered.

B. Considerations. The following factors must be considered before authorizing TQSE(LS):

1. General

a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).

b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.

2. Administration Ease. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required. The employee is paid prior to the occupancy of temporary lodsging and the after the fact voucher process is eliminated under this method.

3. Cost Considerations

a. ***TQSE(LS) is limited to no more than 30 days, with no extensions under any circumstances***.

Effective date of transfer of 1 August 2011 or later.
*b. ***TQSE(LS) is based on either the old or new PDS location maximum per diem rate that is to be in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011), or a combination, depending on where temporary quarters will be occupied.***

4. Employee Choice

a. TQSE(LS) is based on a specific percentage of the locality per diem rate.

b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.

c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(LS) offer and choose to be reimbursed by TQSE(AE).

d. ***If the AO inadvertently fails to offer an employee TQSE(LS) and the employee's PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel order to permit the TQSE(LS) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

C5384 LIMITATIONS

Effective date of transfer of 1 August 2011 or later.
A. Payment Limitation

1. Temporary lodging must be occupied for TQSE(LS) to be paid (GSBCA 16803-RELO, March 20, 2006/GSBCA 15573-RELO, February 12, 2002).

2. The employee must sign a statement, which must be included as part of the service agreement, asserting the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3. ***Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.***

4. TQSE(LS*)* is paid for ***up to*** 30 days. The number of days offered is prospective and must be established in advance.

5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.

*6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. C5382-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer. The per diem rates used in the following example(s) are for illustrative purposes only.

***Example 1**. An employee accepts the TQSE(LS) payment method on 1 February, during the winter season, with a travel date of 18 June, during the summer season. The new PDS rate at the time of the offer acceptance was $173. The summer rate that was in effect on 1 February for 1 May to 30 September, during the offer acceptance was $282. The employee TQSE(LS) rate should be paid based on the summer per diem rate of $282 that was in effect on the date that the fixed offer was accepted **(CBCA 2189-RELO, 12 September 2011)**.

***Example 2**. An employee accepts the TQSE(LS) payment method on 1 August, with a travel date of 9 October. The new PDS per diem rate at the time of offer acceptance was $173. A new rate was published on 1 October, changing the rate from $173 to $200. The employee per diem rate should be paid based on the rate of $173 that was in effect on the date that the lump sum offer was accepted. TQSE(LS) is a lump-sum payment based on the PDS locality per diem rate in effect when the TQSE(LS) offer is accepted by the employee. The lump-sum payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer.

7. The employee should retain lodging receipts or other proof that temporary lodging was occupied in case the agency requests proof temporary lodging was occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date (GSBCA 16267-RELO, 10 December 2003).

C. Erroneous Advice Information. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days. ***The employee may not be paid for the additional twelve days***. ***Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists***. (GSBCA 16437-RELO, 22 September 2004))

C5386 ELIGIBILITY PERIOD

The AO determines what TQSE(LS) time period is necessary and authorized ***NTE 30 days***.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(LS) payment.

C5390 PAYMENT

If the TQSE(LS) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004), provided that temporary lodging was occupied (GSBCA 16803-RELO, 20 March 2006/GSBCA 15573-RELO, 12 February 2002). For example, if employee is authorized 15 days TQSE(LS), but only stays in temporary lodging for 10 days, the employee keeps the remaining 5 days TQSE.

C5392 COMPUTATION

A. HHT. ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS).*** See Ch 5, Part M for HHT.

B. Payment Basis. TQSE(LS) payment is based on the total number (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary lodging.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS attributable to the dependent who did not move.

C. TQSE(LS) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only.***

1. Per Diem Rate Used. The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. C5382-B3b) locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. ***Example: If the new PDS is in a locality at which the per diem rate is $100, the maximum daily rate = $75 (based on the daily per diem rate of $100).***

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. ***Example: If temporary lodging is used at a new PDS locality at which the per diem rate is $100, the maximum daily rate = $25 (based on the daily per diem rate of $100).***

D. TQSE(LS) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	$136	.75	30	1	(($136/day x .75) x 30 days) x 1 =	$3,060
Dependent	$136	.25	30	4	(($136/day x .25) x 30 days) x 4 =	$4,080
					Total TQSE(LS) Pmt	**$7,140**

E. TQSE(LS) Computation Example. The following is an example of how TQSE(LS) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(LS) = 30 days.

b. Locality per diem rate = $90 (lodging) + $46 (M&IE) = $136 total per diem.

c. Employee percentage = 75%.

d. Dependent percentage = 25%.

e. Number of dependents = 4.

2. Employee Calculation

a. Multiply the maximum per diem rate ($136) by .75. **$136/day x .75 = $102/day**.

b. Multiply the answer in par. C5392-E2a ($102) by the number of days authorized (30). **$102/day x 30 days= $3,060**.

c. In this example, the employee's TQSE(LS) payment is **$3,060**.

3. Dependents Calculation

a. Multiply the maximum per diem rate ($136) by .25. **$136/day x .25 = $34/day**.

b. Multiply the answer in par. C5392-E3a ($34) by the number of days authorized (30). **$34/day x 30 days = $1,020**.

c. In this example, each dependent's TQSE(LS) payment is **$1,020**.

d. In this example, the four dependents' total TQSE(LS) payment is **$4,080 (4 dependents x $1,020/dependent)**.

4. Total Payment. In this example the employee's TQSE(LS) payment is $3,060 for the employee and $4,080 for four dependents, for a total TQSE(LS payment of **$7,140 ($3,060 + $4,080)**.

PART I: PET QUARANTINE

C5400 GENERAL

This Part clarifies pet quarantine and/or transportation reimbursement for PCS moves.

C5405 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge (B-206538, 14 September 1982), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. C5310-D7 and D8.

C5410 GENERAL PET INFORMATION

A. GOV'T-funded Pet Transportation Not Authorized. ***Pet transportation is not a separately reimbursable expense, but can be claimed under MEA IAW par. C5310-D8.***

B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: ***http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_pets.shtml*** or ***http://www.cdc.gov/ncidod/dq/animal/index.htm.***

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

1. A traveler who has questions regarding returning to the U.S. with an exotic pet, should contact the FWS prior to transporting the pet(s) at 1-800-358-2104 or (703) 358-2104.

2. The website address for obtaining information on permits through the FWS is located at ***http://www.fws.gov/permits/.*** A fact sheet for traveling abroad with your bird may be found at ***http://www.fws.gov/international/pdf/pe.pdf***. Applications for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is located at ***http://forms.fws.gov/3-200-46.pdf.***

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. ***Any cost related to these exclusions is the traveler's financial responsibility. Reimbursement is not authorized.***

*1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties (FTR §302-16-1).

2. TQSA or TQSE – lodging expense incurred for the employee's pet (e.g., a second hotel room). Adopted from GSBCA 15843-RELO, 24 July 2002.

3. Kennel/boarding fees (e.g., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee's residence). Adopted from GSBCA 16104-RELO, 19 June 2003.

4. Non-transportation and handling pet related expenses (e.g., boarding fees, inoculations, country entry fees, and examination costs which are necessary to bring a pet to the new PDS). Adopted from GSBCA 16827-RELO, 14 April 2006.

C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When employee and/or dependent transportation includes a pet shipment, see the Note in APP P1, par. A6a.

PART J: DEPENDENT EARLY RETURN

C5450 DEPENDENT EARLY RETURN

A. Transportation

1. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.

2. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence.

3. Authority. Early return travel may be authorized when:

a. An employee is eligible for return transportation after completing the PDS service period agreement in par. C5570-C and APP Q, Part 3. See pars. C5570-C7 through C11, for exceptions to the PDS service period agreement; ***or***

b. The OCONUS command determines that it is in the GOV'T's best interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

B. Reimbursement

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. C5450-A3, transportation expenses are the employee's personal financial responsibility.

2. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy-constructed airfare (see APP A) when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.

3. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

4. If available, GOV'T transportation must be used for dependent early return travel,

5. See Ch 2 for transportation modes, accommodations, transportation requests, baggage, and mileage rates ICW dependent early return travel.

6. See par. C1310 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

C. Limitations

1. A dependent's early return travel under par. C5450-A or C5450-B must not be authorized more than once during each agreed period of OCONUS service.

2. A dependent's return travel at GOV'T expense to the OCONUS PDS is not authorized ***except*** when incident to the employee's RAT. See par. C5545.

3. A dependent's early return transportation expenses to the OCONUS PDS are reimbursable when an employee:

a. Completes an agreed to period of service,

b. Has received unaccompanied one-way dependent transportation to the actual residence, and

c. Has RAT at a later date.

4. Reimbursement must not exceed the GOV'T's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.

5. See par. C1310 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

*D. Return of Former Spouse/Domestic Partner and/or Other Dependent (FTR § 302-3.227). Reimbursement for return travel and transportation allowances to the actual residence (see APP A) is authorized:

*1. Anywhere in the world for an employee's former spouse/domestic partner and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at GOV'T expense.

*2. Reimbursement is authorized if, because of divorce/annulment/committed relationship termination, an individual is no longer a dependent when the employee is eligible for return travel.

3. Travel must begin before the end of the employee's current tour of duty.

*4. If an employee is serving under a 1-year, 2-year or 3-year tour agreement, travel for a former dependent must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment/committed relationship termination was finalized.

*5. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. ***See pars. C5506 and C5509 for an employee serving tours of duty in AK or HI.***

NOTE: When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

A. Eligibility. An employee must meet the requirements in par. C5503-B to be eligible for the allowances in par. C5500.

B. Requirements. Prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (par. C5570-C and APP Q3 for prescribed tours of duty), and

2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. C5536-A through C5536-C and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

3. (For HI or AK) Eligibility under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN AK OR HI ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in AK or HI, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within AK or HI (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in AK or HI; or

2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN AK OR HI AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD COMPONENT involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.

2. This authority may be used only when required to fulfill DoD COMPONENT staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.

3. DoD COMPONENT written material must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD COMPONENT determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. ***An employee must be advised in writing of this limitation.***

NOTE: The successive tours must be in the same State. A tour in HI followed by a tour in AK, or vice versa, does not qualify.

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. C5506). ***See par. C2203 for the mandatory use of CTOs/TMCs for transportation arrangements.*** See par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. RAT Denial. Except for teachers as in par. C5542, RAT may be denied only when the employee:

1. Is being processed for separation, or

2. Is going to be involved in a RIF, or

3. Has a removal action pending, or

4. Has been reassigned to a U.S. position, or

5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. RAT Delay

NOTE: Delay may not be imposed on a DoDEA teacher.

1. General

a. RAT at GOV'T expense may not be denied to an employee who has earned it except IAW par. C5515-A.

b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel written material.

c. RAT ordinarily is performed between OCONUS tours of duty (par. C5572-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel written material.

2. Delay at Management's Request

a. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect)

NTE 90 days if:

(1) The employee is engaged on a project that is scheduled for completion within a reasonable time,

(2) There is a temporary personnel shortage, or

(3) For other good reasons.

b. Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. C5570-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

b. 12 months.

4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. C5570-C5).

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C5542.

C5521 RAT NON-CUMULATIVE

RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). ***RAT authorization is not cumulative from one period of service***

to another if not used.

***C5524 BAGGAGE TRANSPORTATION**

A. General. ***Travelers should transport minimal baggage with them during RAT.*** The maximum baggage allowance that may be authorized at GOV'T expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by the transportation mode used by the employee/dependents.

B. Ship Transportation. When the employee/dependents travel by ship, the weight allowance for baggage that accompanies the traveler is 350 lbs. for each adult/dependent (12 or older); and 175 lbs. for each dependent (under 12).

C. Air Transportation

1. When the employee/dependent travels over ocean by air, the accompanied baggage weight allowance for each traveler is 100 lbs/person.

2. ***The 100 lb. weight limit does not include free checkable accompanied baggage.***

D. Weight Limitations. Baggage that:

1. Accompanies the traveler is authorized at the gross weight of the baggage.

2. Does ***not*** accompany the traveler, but is transported separately (e.g., via postal service, FEDEX, etc.) is authorized at the net weight of the baggage.

3. Cannot be transported free on the passenger ticket may be authorized in the travel order for transportation at GOV'T expense to, from, and between POEs, subject to the total weight limitation for the traveler's transportation mode.

***C5526 UB OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE**

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

1. 350 lbs. of UB for each eligible adult, and

2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanied baggage is not authorized ICW/in addition to this shipment. Transportation under par. C2310 is in place of UB the employee may be authorized to transport under the provisions of par. C2305.

NOTE: See par. C5160-B for UB ICW PDT.

C5527 HHG SIT

See par. C5190 for up to 90 days of HHG SIT.

C5530 PER DIEM

A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. ***No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a

different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation allowances.

NOTE: AEA in JTR, Ch 4, Part C may not be authorized/approved for RAT/PCS travel.

B. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

Renewal Agreement Travel				
NOTE: See the Standard CONUS per diem rate or par. C5060-E3 for the current Standard CONUS per diem rate.				
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.				
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230		
	9/2 – 9/30	Leave		
	10/1	Depart CONUS residence at 1400		
	10/2	Arrive OCONUS at 1015		
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. C5060-G1.				
4. Maximum per diem rate at time of travel $123 ($77/ $46) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)				
5. Reimbursement:		9/1	75% x $46 (M&IE) =	$ 34.50
		9/2- 9/30	No per diem	0.00
		10/1	75% x $108 =	$ 81.00
		10/1 – 10/2	75% x $108 (M&IE) =	$ 81.00
Total Reimbursement				**$196.50**
6. Par. C5060-G1a applies and the destination M&IE rate ($46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.				
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. C5060-G1a & C5060-G1c.				
8. ***Per diem for dependents is not authorized for RAT.***				

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The written material concerning leave of a Service or DoD COMPONENT applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/a dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

   a. A CONUS/non-foreign OCONUS location, or

   b. The country of the employee's actual residence.

2. Either destination listed above is an official travel destination.

3. Contract city-pair airfares may be available for use. ***If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.***

4. The POLICY-CONSTRUCTED AIRFARE (APP A1) is to be used for constructed cost purposes (APP P 1-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	$1.400
Least expensive policy-constructed airfare to/from CONUS Location C:	$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is $1,600 of which **$1,200 is reimbursable**.	

2. Example 2

Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C ($840) NTE the $980 cost to the actual residence.	

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,

2. Is merely routed through the country of actual residence en route to another country, or

3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the order,

2. Omitted from the order may be later added to the order as an amendment, or

3. May be specifically approved on the reimbursement voucher if permitted by finance written material.

F. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. HHG. There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage IAW par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. ***Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).***

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

C5542 DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

d. The exceptions in par. C5542-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

3. Attendance at an Accredited College/University

a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

(1) Under an agreement to attend an accredited college/university,

(2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or

(3) Pursuing other specific professional preparations meeting current DoDEA requirements, or

(4) Attending courses that are required for continued certification in the teacher's home State.

b. The renewal agreement is signed before leaving the OCONUS area.

c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

d. The teacher becomes financially responsible for previously GOV'T-paid travel costs, when travel was at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

(1) Course(s) completion, or

(2) Reasons for not completing the course(s).

e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

(1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,

(2) Evidence that the course of study is not feasible through other means,

(3) Proof/acceptance of the course of study, and

(4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new

OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years. See par. C5195-C.

1. Conditions. See par. C5195-C for HHG storage between school years.

2. In Addition to SIT. Authority for storage between school years (par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

3. Substitute and Part-Time Teachers. ***Substitute and part-time teachers are not eligible for storage between school years.***

4. Administrative Arrangements

a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.

b. The transportation officer is responsible for storage arrangements.

c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

6. Consecutive School Terms in Different Locations

a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

C5545 DEPENDENT TRANSPORTATION

A. When Authorized

1. Dependent transportation may be authorized ICW the employee’s RAT.

2. Subject to the conditions in this Part, the dependent transportation costs is NTE the GOV’T’s cost for transportation to the employee’s authorized destination.

3. In these cases, dependent transportation may be as provided in par. C5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 1- year limit, or

2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:

   a. Accompany the employee, and/or

   b. Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place***.

2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.

3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.

4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.

5. ***May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).***

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:

1. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and

2. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

SECTION 1: GENERAL

C5550 SERVICE AGREEMENT

A. General (FTR, §302-2.12)

1. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in GOV'T service for a period of time specified in par. C5570-B, after the employee has relocated.

2. All or a portion of these travel and transportation allowances may be lost under certain conditions. See par. C5576.

Effective date of transfer of 1 August 2011 or later.
3. Must include, or have appended to the service agreement, a disclosure statement IAW par. C5550-H.

4. Agreement forms, their preparation and disposition are addressed in par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the GOV'T is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG.

D. Renewal Agreement. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.

2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.

3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.
H. Reimbursement Disclosure Statement. The employee must sign a statement certifying the employee and/or dependents have not accepted, and will not accept, duplicate reimbursement for the employee's relocation expenses. The employee must also certify that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD COMPONENT concerned.

B. Designated Personnel. For all DoD COMPONENTS, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,

2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and

3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C5554 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5556 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.

2. The actual residence is the location at which the appointee lived before selection for the appointment/ assignment.

3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.

4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

l. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The GOV'T's obligation for travel and transportation allowances for travel to:

(1) An OCONUS PDS upon assignment,

(2) Round trip travel and transportation allowances under a renewal agreement, or

(3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

(1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or

(2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

(1) Establish residence at a certain location, or

(2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

(1) Home ownership;

(2) Previous residence;

(3) Temporary employment in city from which recruited;

(4) Employment requiring residence apart from the family;

(5) The employee's voting residence; and

(6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

(1) The length of absence from the claimed place of residence;

(2) The reasons for such absence; and

(3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

(1) Established residence locally OCONUS,

(2) Participated in local elections, or

(3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. C5566 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. C5556-B2, a change:

(1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

C5558 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C5566).	1. No service agreement requirement
2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5566) and OCONUS prior service credit requirements (par. C5570-C7).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD COMPONENT within the same or a different OCONUS geographical locality (par. C5570-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD COMPONENT).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD COMPONENT) (par. C5570-C7).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.

Situation	Agreement
7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD COMPONENT). See par. C5570-C8.	7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the GOV'T's convenience without penalty provisions (par. C5574) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS. Example 1. If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x). Example 2. If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.
8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD COMPONENT.	8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.

Situation	Agreement
9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD COMPONENT.	9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater: (a) 12 months from the date of reporting for duty at the new PDS or (b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.) Example 1: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months. Example 2: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months. If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD COMPONENT).	10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. C5570-C1.
11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from GOV'T service. ***NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from GOV'T service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in GOV'T service at the location of the employee's actual residence or at a different location. See situation #12.***	11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. C5085.

Situation	Agreement
12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD COMPONENT.	12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances. 12b. Service agreement required to serve for 12 months in GOV'T service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. C5602) and (6) TQSE if authorized by the gaining activity - see par. C5070.

C5560 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C5562 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.

2. The provisions of par. C5556 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.

3. The 'duplicate reimbursement disclosure statement' in par. C5550-H must be included with, or as an addendum to, the service agreement.

4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: ***http://www.dtic.mil/whs/directives/***.

B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.

C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,

2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. Available through the Washington Headquarters Service DOD Forms Program at: ***http://www.dtic.mil/whs/directives/***.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

PART L: SERVICE AGREEMENTS

Section 2: Initial Agreements

C5564 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;

2. Student trainee, when assigned on completion of college work, to a first PDS

3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;

4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;

5. Employee transferred to and within CONUS;

6. Employee transferred to an OCONUS PDS; and

7. Employee recruited OCONUS for assignment to an OCONUS PDS.

C5566 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

A. General

1. An initial agreement is not an entitlement for a locally hired person.

2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the PDS geographical locality, to accept Federal employment in an OCONUS area.

3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. C5566-E are met.

2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. C5566-E are met, ***but only if the position is one for which qualified local applicants are not readily available***.

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:

a. Of appointment, or

b. The employee loses eligibility for return travel and transportation allowances.

2. The eligibility decision must be recorded in the initial agreement.

3. See par. C5570-C7 ICW credit for prior service.

4. See par. C5572-C1 ICW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as a traveler transferred/appointed from CONUS.

2. Pars. C7002-B3 and C5167-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS.

3. See par. C5212-A5 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

*a. The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate; ***NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the PDS geographical locality.

2. Eligible Locally Hired Employees

a. Requirements 1 and 2. Requirements 1 ***and*** 2 must be met for the following eligible locally hired employees:

(1) Former Military Member. A former military member must be:

(a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

(b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, GOV'T contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

(a) Was separated by reduction in force during the previous 6 months,

(b) Is on a reemployment priority list, and

(c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual, who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian GOV'T employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

(a) The spouse dies,

(b) The sponsoring spouse becomes physically or mentally incapable of continued GOV'T employment,

(c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) The spouse permanently departs the post/area.

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SECTION 3: RENEWAL AGREEMENT

C5568 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and

2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see par. C5542.

B. Married Employees

1. Except as in par. C5568-C, when a husband and wife couple are both GOV'T employees in the same OCONUS locality, a renewal agreement is negotiated either with:

a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or

b. One as head of the household and the other treated as a spouse.

2. The couple must elect either par. C5568-B1a or C5568-B1b in a writing signed by both husband and wife.

3. A copy is filed in each employee's personnel folder.

4. An employee who elects travel and transportation allowances as a spouse under par. C5568-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.

5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal GOV'T, the still-employed spouse may:

a. Revert to the agreement in force prior to the election, and

b. Negotiate RAT, if otherwise eligible.

6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C5568-C2 and C5568-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member ,

c. Private individual,

d. Employee of a private individual, or

e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member,

c. Federal GOV'T civilian employee,

d. Private individual,

e. Employee of a private individual, or

f. Non-Federal organization employee.

SECTION 4: TOUR OF DUTY REQUIREMENTS

C5570 TOUR OF DUTY REQUIREMENT

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the transfer effective date.

2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.

3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.

4. DODEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.

5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

a. Tours of duty established by PDUSD (P&R) for DOD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.

b. A standard tour of duty is 36 months for an initial agreement, and 24 months under a renewal agreement.

c. Exceptions to the standard tours of duty are in APP Q, Parts III and IV.

d. APP Q, Part IV, par. B, provides instructions for requesting a change in a tour of duty length.

e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in APP Q, Part III (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.

b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.

*c. Except as provided in par. C5570- C4, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

3. Administratively Extended Tours of Duty

a. A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.

*b. Except as in par. C5570- C4, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.

c. A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.

d. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.

e. The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

4. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

a. When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and

b. A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.

c. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

(1) Tour of duty completed under an initial agreement;

(2) Tour of duty completed under the extension of the initial agreement, and

(3) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5. Employee Released from 5-Year OCONUS Limitation

*a. If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty ***and*** an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. C5570-C3.

b. The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

6. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

*a. The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5570-C2 and C5570-C3, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post (37 Comp. Gen. 62 (1957)).

*b. DOD component policies on OCONUS extensions beyond 5 years must be applied ICW pars. C5570-C5 and C5570-C6.

7. Credit for Prior Service. The following personnel must serve the employing DOD component for 1 year (1 school year for DODEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. C5572-C1 for when tour of duty begins.

a. An employee appointed by transfer from another GOV'T agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;

b. A military member who separates locally and accept GOV'T employment, and with whom an agreement is negotiated;

c. A GOV'T contractor employee who separates locally to accept GOV'T employment and with whom an agreement is negotiated;

d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;

e. An employee of an international organization in which the U. S. GOV'T participates, who is separated OCONUS to accept DOD employment and with whom an agreement is negotiated;

f. A non-appropriated fund employee who separates OCONUS to accept other DOD employment and with whom an agreement is negotiated under the conditions in par. C5566-E2a(2); and

g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. C5566-E2a(3).

8. Reassignment/Transfer in Same Geographical Locality

a. PCS Costs Not Incurred

(1) When an employee:

(a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, ***and***

(b) Does not complete the tour of duty, ***and***

(c) Incurs ***no*** PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

(a) Return travel and transportation allowances for separation, or

(b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. C5558, situation 7.

b. PCS Costs Incurred

(1) When an employee:

(a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, ***and***

(b) Does not complete the tour of duty, ***and***

(c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, ***and***

(d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

9. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

(1) At an OCONUS PDS without a service agreement,

(2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

(a) Is serving under a service agreement at an OCONUS PDS, ***and***

(b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, ***and***

(c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

(2) A new agreement is required with:

(a) A new 12-month tour of duty, or

(b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5075.

(3) The new agreement concerns PCS allowances:

(a) To the new PDS, and

(b) Any additional separation travel and transportation allowances from, the new PDS.

(4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.

(5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

10. Employee Not Needed for Full Tour of Duty

a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).

b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.

c. Employment may be terminated when the employee's services are no longer needed.

11. Effect of Increased/Decreased Tour of Duty

a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:

(1) The tour of duty specified in a currently assigned employee's service agreement governs, and

(2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.

b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.

Unaccompanied to Accompanied Example:

Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

C5572 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. C5566-E2a(4). The tour of duty begins on the date the individual executes an agreement.

2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/ approved to be performed within a tour of duty. See par. C5515-B.

C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C5574-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

a. Illness not induced by misconduct;

b. Enlistment/call to active duty in the Armed Forces;

c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;

d. Release for the GOV'T's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); ***NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the GOV'T's convenience.***

e. Separation as a result of reduction in force;

*f. See par. C5570-C10 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. C5574-B1, the following are acceptable reasons for an ***OCONUS employee***:

a. The employee's immediate presence is required in the geographical locality in which the actual residence is located because of an unforeseen emergency;

b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.;*** or

c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in QTRS allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. C5005-C, an employee, serving under a service agreement who transfers to another DOD component/GOV'T agency, must be released from the tour of duty requirement specified in the employee's current agreement.

2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

3. The employee must continue in GOV'T service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

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SECTION 5: AGREEMENT VIOLATION

C5576 AGREEMENT VIOLATION

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);

2. Report for duty;

3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;

4. Use travel and transportation allowances within a reasonable time after separation.

C5578 AGREEMENT VIOLATION PENALTIES (FTR §302-2.14)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the GOV'T all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. C5584 and C5586 for agreement violations.

C5580 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or

2. Duplication of travel and transportation allowances under separate statutes.

C5582 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,

2. Who:

   a. Does not arrive at the new PDS, or

   b. Upon arrival at the new PDS refuses to perform the mission, or

   c. Resigns

   is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;

2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and

3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.

b. Determination must be made prior to processing the employee's separation.

c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.

b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.

c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the GOV'T, the officer must immediately initiate collection IAW appropriate finance directives.

C5584 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the GOV'T's interest; or

2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the GOV'T for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. After serving 4 months at PDS B, the employee resigns.

   c. Under these conditions, the employee is indebted to the GOV'T for the travel and transportation allowances and cost paid by the GOV'T ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.

2. Example 2. An employee at PDS A signs a 12-month service agreement.

   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.

   b. The employee serves 7 months at PDS B and then resigns.

   c. The total service at PDSs A and B is 13 months.

   d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.

   e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5586 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves GOV'T service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the GOV'T for travel and transportation allowances and costs associated with the move to that PDS (see par. C5578) of:

   a. The employee;

   b. The employee's dependents;

   c. HHG including SIT and NTS of HHG;

   d. A POV; and

   e. A mobile home.

2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.

4. Pars. C5586-A and C5586-B apply to each OCONUS employee.

5. Additional penalty conditions in par. C5586-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons ***unacceptable*** to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is ***not*** financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, ***except*** for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is ***not*** authorized to return POV transportation.

4. May ***not*** be provided GOV'T funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in par. C7250.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;

c. HHG transportation (including SIT) from the former PDS to the last PDS;

d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

a. The employee is authorized:

(1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

(2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.

(3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from GOV'T service.

b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

d. If the amount available to be applied to these costs equals/exceeds the costs, the GOV'T may procure

and pay for such transportation in full.

e. If the amount available is less than the cost, the GOV'T may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. C5586-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

(1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

(2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

(3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

(1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

(2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from GOV'T service. These credits and any remaining liability are computed as in par. C5586-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. C5578), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or QTRS value repayment responsibility.

C5588 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.

2. The common user tariff rate must be used in computing the AMC transportation cost.

3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the GOV'T cost, without tax, for the accommodations furnished under Ch 2, Part E. The employee must be allowed appropriate credit for GOV'T-procured transportation documents or wholly/ partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the GOV'T

1. An employee's financial responsibility to the GOV'T must be based on travel to/from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are ***not*** the employee's financial responsibility.

G. Return Travel Costs

1. GOV'T's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the GOV'T's obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

a. Is authorized GOV'T transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.

b. May be authorized repatriation transportation (see par. C7250) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7250 are met.

c. May provide the transportation and be reimbursed for the GOV'T's share upon submission of an appropriate voucher.

*d. Must furnish receipts for claimed expenses. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

e. Is responsible for reimbursement of the GOV'T's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2203.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT

***NOTE*: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rate.**

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+$ 16.00
TOTAL	**$265.00**
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+$ 8.00
TOTAL	**$132.50**

Liability $265 - Credit $132.50 = $132.50 due to the GOV'T. There is no further GOV'T liability.
Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 2011

Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the GOV'T for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at GOV'T expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 pounds) are transported to London at GOV'T expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 pounds) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at GOV'T expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at GOV'T expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from GOV'T service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+$ 1,000.00
TOTAL	**$3,130.50**

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 pounds) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+$ 12.00
TOTAL	**$2,178.00**

(4) Liability $3,130.50 - Credit $2,178 = $952.50 due to the GOV'T. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 pounds of HHG are transported to Ankara at GOV'T expense. The son remains in Atlanta to attend school and at the end of nine months travels at GOV'T expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished GOV'T transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from GOV'T service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	+$ 180.00
TOTAL	**$1,520.00**

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is $1,340. Since the employee was authorized a credit of $1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the GOV'T paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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PART M: HHT (FTR §302-5)

C5600 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. ***The AO, not the employee, determines if a HHT is necessary.***

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse. Employee/spouse may perform separate HHTs to the new PDS at GOV'T expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations. See par. C5606.

NOTE: A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).

5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part 1, par. A2l apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the GOV'T's relocation costs by reducing the time in temporary lodging.

C5602 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. C1065).

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4630 instead of per diem/AEA while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006, ***http://www.gsbca.gsa.gov/relo/s1690714.pdf***

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

Separate HHT round trips by the employee and spouse are allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together. The GOV'T's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (APP G). The HHT trip duration including travel time is limited to 10 days. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. C5618). AEA is not authorized for HHT (par. C5624-B).

1. For example, if the GOV'T's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the GOV'T overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is borne by the employee.

2. HHT(lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

When authorized, a HHT may begin after the:

1. Employee signs a service agreement; and

2. DoD COMPONENT establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: The maximum time for beginning allowable travel and transportation is ordinarily 1 year from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and

2. Spouse:

   a. On the day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for beginning allowable travel and transportation.

C5612 HHT AUTHORIZATION (FTR §302–5.5)

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the 'Lodging-Plus' method (par. C5624-B1) or a lump sum (par. C5624-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. C5618);

4. The authorized transportation mode(s) for:

   a. The HHT to/from the new PDS location; and

   b. Local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. ***The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.*** An AO/AO designee must consider pars. C5614-B through C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT possibly may be avoided. It might be more advantageous to the GOV'T and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD COMPONENT to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.

2. Employee has not formally agreed to transfer to the new PDS.

3. Old and/or new PDS is/are located in a foreign OCONUS area. See APP A.

4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302–5.11-12)

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, is NTE 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, ***and only when***, a written cost comparison demonstrates POC is cost effective.

4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO-negotiated car rental agreement (par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2505 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging-Plus' method as in par. C5624-B1.

2. A DoD COMPONENT may, however, offer to pay a lump sum for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodging-Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5624-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case-by-case basis. ***A single 'generic' decision for all PCS moves is not authorized.***

c. Employee Treatment. Consider employee morale and productivity as well as direct costs.

B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

Effective date of transfer of 1 August 2011 or later.

1. 'Lodging-Plus' Computation Method. The standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

2. Lump Sum. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. Lump Sum Payment

a. The lump sum determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to collection, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/ $51).

b. The single occupancy lodging cost is $130.

c. The DoD COMPONENT offers a HHT and the option of either the lump sum option (par. C5624-B2) or the 'Lodging-Plus' option (par. C5624-B1).

d. When the employee elects per diem under the 'Lodging-Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

NOTE: The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current Standard CONUS per diem rate.

2. **Example 1**. The traveler is authorized a 10-day HHT with per diem computed under the 'Lodging-Plus' computation method. The standard CONUS per diem rate applies. See par. C5624-B1. The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $46 = $34.50 + $70 (single lodging cost) =	$ 104.50
8 days in the Arlington Area:	$70 (Lodging) + $46 (M&IE) = $116/day x 8 days =	$1928.00
Travel day back to the PDS:	75% x $46 =	+ $ 34.50
Total Per Diem for Employee		**$1,067.00**
Spouse's Per Diem Using par. C5125-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	**75% x $1,067.00 (employee's per diem) =**	**$800.25**
Total Per Diem Payment		
Employee's per diem		$1,067.00
Spouse's per diem		+ $800.25
Total Per Diem for Employee and Spouse		**$1.867.25**

3. **Example 2**. The employee is authorized a lump sum HHT. See par. C5624-B2a. ***No lodging receipt is required.***

Total Lump Sum Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	$1,256.25

4. **Example 3**. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the 'Lodging-Plus' computation method (par. C5624-B1). Using par. C5125-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. ***NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.***		
Travel day to Arlington:	$77 (lodging) + $34.50 (75% x $46) =	$ 111.50
8 days in the Arlington area:	$77 + $46 = $123/day x 8 days =	$984.00
Travel day back to the PDS:	75% x $46=	+ $ 34.50
Total Per Diem for Spouse		**$1.130.00**

Situation B:		
The employee elects the lump sum HHT (par. C5624-B2b) for the spouse. ***No lodging receipts are required.***		
Total Lump Sum Subsistence for the Spouse	$201 x 5 (lump sum for one person)=	**$1,005.00**

5. **Example 4**. The employee is authorized a 10-day HHT with per diem computed under the 'Lodging-Plus' computation method. See par. C5624-B1. The employee and the spouse perform separate HHTs. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
	Total Per Diem for Employee	**$1,111.50**
Spouse's Per Diem		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
	Total Per Diem for Employee	**$ 930.50**
Total Per Diem Payment		
Employee's per diem		**$1,111.50**
Spouse's per diem		+ **$ 930.50**
Total Per Diem for Employee and Spouse		**$2.042.00**

C5626 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. 'Lodging-Plus' Method. An employee paid per diem under par. C5624-B1, using the 'Lodging-Plus' method must itemize lodging expenses and have lodging receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the 'Lodging-Plus' method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004). Under the circumstances in par. C5630 an employee is ***not*** in a duty status while house-hunting. DoD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the 'Lodging-Plus' method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodging-Plus' method in par. C5624-B1 for the HHT location and duration.

*3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

*4. The lump sum per diem payment under par. C5624-B2 is a ***payment***, not an advance.

C5634 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging-Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

B. TQSE(LS). ***The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5392.***

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PART N: RIT ALLOWANCE
(FTR §302-17/5 USC §5724b)

C5650 RIT ALLOWANCE

A. Purpose. The RIT allowance purpose is to reimburse an eligible transferred employee for substantially all of the additional Federal, State, and local ***income taxes*** incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.

NOTE: A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee's domestic partner if a joint tax return is filed) (1 USC §7).

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for ***employment*** type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.

2. Payment is:

a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and

b. IAW calculation procedures in FTR, Part 302-17
http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17113&channelId=-24569&specialContentType=FTR&file=FTR/Chapter302p017.html#wp1124542

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PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

C5700 GENERAL (FTR §§302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). ***The long-term temporary assignment location becomes the employee's temporary official station*** (FTR §302-3.411)**.**

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;

2. The assignment is not less than 6 months or more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY IAW par. C5710.

NOTE: A service agreement is not required for a TCS move.

B. Employee (FTR §302-3.403). A TCS assignment may not be considered for a/an:

1. New appointee;

2. Individual employed intermittently in the GOV'T service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;

3. Individual serving without pay or at $1 a year;

4. Employee assigned under the GOV'T Employees Training Act (5 USC §4109) (par. C4630); or

5. Employee assigned to/from a State or local GOV'T under the Inter-Governmental Personnel Act (5 USC §3372) (par. C7000).

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS as stated in par. C5705-A.

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). Consider a TCS when a cost comparison indicates TCS is to the GOV'T's advantage when comparing:

1. Long-term TDY (per diem or AEA for the entire period of the assignment), and,

2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for extended storage and property management services, when authorized).

B. Employee Tax Consideration (FTR §302-3.502)

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.

2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements,

and receives a RIT allowance.

3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short ***for reasons other than separation from GOV'T service***, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station ***or*** returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §§302-3.412, 302-3.413)

A. Basic Allowances. ***TDY travel and transportation allowances including per diem are not paid while at the TCS location.*** An employee is authorized:

1. MALT, if a POC is used (par. C5050);

2. Employee's travel and transportation expenses (par. C5060-E2 for per diem);

3. Transportation and dependent per diem (Ch 5, Part C);

4. HHG transportation and SIT (Ch 5, Part D);

5. MEA (Ch 5, Part G);

6. Mobile home transportation instead of HHG transportation (Ch 5, Part F);

7. POV(s) transportation (Ch 5, Part E);

8. RIT allowance (Ch 5, Part N); and

*9. Storage of POV ICW support of Contingency Operations only (CH 5, Part B).

****NOTE 1*: AEA (Ch 4, Part C) may not be authorized/approved for a TCS.***

****NOTE 2*: There is no authority for non-emergency storage of a POV when on a permanent or temporary assignment.***

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (Ch 5, Part M);

2. TQSE, while occupying temporary lodging (Ch 5, Part H);

3. NTS of HHG ***when necessary during the assignment*** (FTR §§302-3.414, 302-3.415, 302-3.416, and 302-3.417) (Ch 5, Part D).

a. HHG may be in NTS for the TCS duration.

b. The transportation officer determines the NTS location.

c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and

4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. Ch 5, Part Q. (FTR §§302-3.418, 302-3.19, 302-3.420).

NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and 302-3.429)

A. Allowance Duration. TCS allowances (par. C5715) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. C4553-B), and dependent(s) (Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;

2. Transportation and per diem (Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. TQSE while occupying temporary lodging (Ch 5, Part H) ***may be authorized but is not mandatory*** in extraordinary circumstances;

4. Real estate expenses (Ch 5, Part P);

5. Residence-related relocation service expenses ***may be authorized but is not mandatory*** (Ch 5, Part Q);

6. Property management expenses ***may be authorized but is not mandatory*** (Ch 5, Part Q);

7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment Completion. An employee who separates (retires/resigns) from GOV'T service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from GOV'T service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from GOV'T service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)

SECTION 1: GENERAL

C5750 GENERAL

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

1. Sale of a residence,

2. Settlement of an unexpired lease involving:

   a. The residence, or

   b. A lot on which a mobile home used as a residence was located at the old PDS; and/or

3. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5750-B.

NOTE: An employee, who elects PM services after the DoD COMPONENT offers them, may later elect to sell the residence per par. C5825-D1 within the applicable time limitation and par. C5810-E provisions. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. C5756-B. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. A PCS is authorized/approved and, except as in par. C5750-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;

2. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;

3. The settlement dates for the sale (or lease termination) and purchase are within the time limitation in par. C5750-C (***NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.);***

4. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify). ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling in which the employee's dependent(s) reside or will reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned; and***

5. The residence must be located in a CONUS/non-foreign OCONUS area.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (APP A).

2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.

3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)

4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. C5750-C10 for extension limits.

5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.

6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.

7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. (CBCA 2092-Relo, 13 October 2010)

8. Costs for transactions completed after the 2-year period may not be reimbursed. (B-191018, 26 December 1978).

9. The 1-year extension is effective for an employee whose transfer effective date (APP A) is on or after 1 August 2011.

10. ***There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law.*** B-245281, 20 February 1992; GSBCA 16889-RELO at ***http://www.gsbca.gsa.gov/relo/r1688902.txt***; and GSBCA 16790-RELO at ***http://www.gsbca.gsa.gov/relo/r1679013.txt***.

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par. C5750-D:

a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. APP A.

2. Applicability

a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/ transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.

b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at GOV'T expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

a. A locally hired employee in par. C5566-E2a(1) (former member of U.S. armed forces).

b. A locally hired employee in par. C5566-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area

PDS;

c. A locally hired employee in par. C5566-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a BREAK IN SERVICE (APP A definition) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area (GSBCA 16811-Relo, 13 March 2006, ***http://www.gsbca.gsa.gov/relo/s1681113.pdf***.

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5750-D4a to be eligible for expense reimbursement in par. C5750-D4b.

5. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee (B-249451, 7 January 1993).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. ***Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.***

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. (72 Comp. Gen. 130 (1993), CBCA 1994-RELO, 19 August 2010).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. **Example 1**. An employee transferred from AK to a foreign PDS, Singapore, in the GOV'T's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area (72 Comp. Gen. 130 (1993), ***http://redbook.gao.gov/11/fl0052879.php***).

2. **Example 2**. An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in 72 Comp. Gen. 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation

that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station (B-255822, 17 May 1994, ***http://archive.gao.gov/lglpdf64/151692.pdf***).

3. **Example 3**. An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station (B-242558, 19 Jun 1991, ***http://redbook.gao.gov/12/fl0055381.php***).

4. **Example 4**. (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP (GSBCA 13699-Relo, 21 March 1997, ***http://www.gsbca.gsa.gov/relo/r136990.txt***).

5. **Example 5**. (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming (B-261836, 13 November 1995, http://archive.gao.gov/legald425p10/a06920.pdf).

6. **Example 6**. (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty (GSBCA 14889-Relo, 7 April 1999, ***http://www.gsbca.gsa.gov/relo/r1488907.txt***. ***The Comp. Gen. noted in this decision that the PDS includes the residence or other QTRS from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.***

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

a. In the employee's name alone,

b. Jointly in the names of the employee and one or more dependent(s), or

c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

(a) Property is the employee's residence as described in par. C5750-B2;

(b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);

(c) Employee and/or dependent(s) retain the right to distribute the property for life;

(d) Employee and/or dependent(s) retain the right to manage the property;

(e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and

(f) Employee provides the DoD COMPONENT concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

(a) Property is the employee's residence as described in par. C5750-B2;

(b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

(c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and

(d) Employee provides the DoD COMPONENT concerned with a financing document copy.

The DoD COMPONENT concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies) GSBCA 16938-RELO at ***http://www.gsbca.gsa.gov/relo/r1693825.txt***, and GSBCA 16943-RELO at ***http://www.gsbca.gsa.gov/relo/r1694311.txt***

(a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.

(b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:

-1- Property is the employee's residence (par. C5750-B2);

-2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;

-3- Lender requires the accommodation party's signature on the finance document;

-4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

-5- Accommodation party's name is on the title;

-6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

-7- Employee provides the DoD COMPONENT concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD COMPONENT concerned.

(4) Title Held by Property Seller. The title is held in the property seller's name and the:

(a) Property is the employee's residence as described in par. C5750-B2;

(b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;

(c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and

(d) Employee provides the DoD COMPONENT concerned with a financing agreement copy.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

(a) The property is the employee's residence as described in par. C5750-B2;

(b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;

(c) Only the employee and/or dependent(s) has made payments on the property;

(d) The employee and/or dependent(s) receives all proceeds from the property sale; and

(e) The employee provides documentation acceptable to the DoD COMPONENT that the above

conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD COMPONENT concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSBCA 15720-RELO, 28 March 2002).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

*I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. C1260.

C5753 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;

2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;

3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4630;

4. Employee, assigned to an OCONUS post of duty, returning for separation;

5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and

6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality.

No such fee/commission is reimbursable ICW the new PDS home purchase.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;

b. Preparing conveyances, other instruments, and contracts;

c. Related notary fees and recording fees;

d. Making surveys, preparing drawings or plats when required for legal financing purposes;

e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):

(1) Fee for Courier delivery or similar service;

(2) Cost of preparing power of attorney; and

f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). ***Litigation costs are not reimbursable.***

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

(1) FHA or VA fee for a loan application;

(2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

(3) Cost of preparing credit reports;

(4) Mortgage and transfer taxes;

(5) State revenue stamps;

(6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;

(7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);

(8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;

(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition (GSBCA 16053-Relo, 10 June 03).

b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its

original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. C5759.

Effective for an employee whose effective date of transfer is on or after 22 March 1997
B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and

2. 5 percent of the purchase price of a residence at the new PDS.

C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

a. Sales agreement;

b. Property settlement document;

c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;

e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item; and

f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

a. Purchase agreement;

b. Property settlement document;

c. Loan closing statement;

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;

e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item;

f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and

g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. DoDFMR Vol. 9, Chapter 6, paragraph 610 (***http://www.dod.mil/comptroller/fmr/09/09_06.pdf***).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

a. Reasonable in amount, and

b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,

2. All the conditions and requirements under which claims may be paid have been met, and

3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The

form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program (***http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage736.html)***.

C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,

2. They cannot be avoided by subleasing or other arrangement,

3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and

4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoDFMR, Volume 9 (***http://www.dtic.mil/comptroller/fmr/***) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,

2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

****NOTE*: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1260.***

C5765 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

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SECTION 2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART

C5770 GSBCA, CBCA AND CG DECISIONS

***NOTE**: **Decisions Search**. To search for a decision, go to the following websites and use the internal search tool*:

***1. Comp Gen/GAO**. http://www.gao.gov/search?q= (i.e., 52 Comp. Gen. 769 (1973) or B-183436, 22 July 1975))*

***2. GSBCA**. http://www.gsbca.gsa.gov/ (i.e., GSBCA 15706-Relo (07/17/02))*

***3. CBCA**. http://www.cbca.gsa.gov/ (i.e., CBCA 1743-Relo (04/28/10))*

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

CBCA 1743-Relo (04/28/10)	GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15542-Relo (01/24/02)	B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)
B-224628 (01/12/88)	B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)
B-219501 (01/13/86)	B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)
B-214555 (08/28/84)	B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)
B-205849 (06/02/82)	B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)
B-196517 (02/19/80)	58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)
B-184063 (06/15/76)	B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)

C. Advertising, Selling, and Appraisal Expenses

Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-Relo (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)

B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

Avalanche study expense			
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-235927 (09/06/89)	B-236362 (11/09/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-232729 (03/01/89)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-224775 (04/07/87)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	B-220741 (04/03/86)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	63 Comp. Gen. 474 (1984)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-203345 (07/07/82)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-202297 (07/24/81)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-194668 (09/17/79)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-163425 (11/07/78)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-189662 (10/04/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-187890 (02/17/77)
B-182076 (02/05/75)	B-245650 (03/05/92)	GSBCA 16246-Relo, 12/4/03	B-183251 (05/29/75)

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		

G. FHA or VA Loan Application Fee

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

H. Loan Origination Fees and Similar Charges

CBCA 1827-Relo (07/27/10)	GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)

B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

CBCA 1963-Relo (08/02/10)	GSBCA 16424-Relo (07/23/04)	B-248301 (09/25/92)	B-189488 (08/18/77)
B-185487 (08/03/76)	B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)
B-171878 (08/08/74)			

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-226271 (11/05/87)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	
B-206051 (09/29/82)	B-184928 (09/15/76)	B-235374 (01/11/90)	

P. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)	B-226271 (11/05/87)	B-187125 (02/09/77)
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-192420 (08/27/79)	
B-214164 (07/09/84)	B-205510 (02/08/82)	B-171878 (08/08/74)	
B-184928 (09/15/76)	B-181795 (11/11/74)	65 Comp. Gen. 557 (1986)	

Q. Non-reimbursable Items

CBCA 1994-Relo (08/19/10)	CBCA 1883-Relo (05/13/10)	CBCA 1762-Relo (03/12/10)	CBCA 1791-Relo (01/14/10)
CBCA 877-Relo (7/3/08)	GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	B-248906 (11/18/92)

B-247860 (07/23/92)	B-246296 (03/30/92)		

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

CBCA 1829-Relo (04/18/10)	GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)
B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)
B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)
B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)
B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-183958 (04/14/76)		

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)	B-221529 (07/01/86)	

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	

U. Operating or Maintenance Costs

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	B-191203 (05/11/78)

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

CBCA 1660-Relo (04/29/10)	B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)

Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	

AB. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	

AD. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15730-Relo (01/24/02)	
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	
GSBCA 15541-Relo (08/22/01)	GSBCA 15718-Relo (02/28/02)	GSBCA 15591-Relo (08/29/01)	

AE. Regularly Commutes

CBCA 1244-Relo (12-18-08)	CBCA 690-Relo (8-29-07)	GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)
GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)	GSBCA 15403-Relo (05/17/01)	

AF. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15580-Relo (01/31/02)	
GSBCA 15615-Relo (08/14/01)	GSBCA 15621-Relo (02/14/02)		

AG. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	

AH. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			

AI. Home Marketing Incentive Program

CBCA 1710-Relo (03/29/10)	CBCA 1796-Relo (01/14/10)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)

AJ. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		

AK. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		

AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency			
CBCA 1828-Relo (05-07-10)	CBCA 1793-Relo (02-23-10)	GSBCA 14758-Relo, (03/04/99)	

AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)

AN. Relocation Income Tax (RIT) Allowance

The RIT allowance reimburses an eligible transferred employee for substantially all of the additional Federal, State, and local ***income taxes*** incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.		
CBCA 1980-Relo (06/17/10)	CBCA 1709-Relo, (11/12/09)	GSBCA 16828-Relo, (06/08/06)
GSBCA 16820-Relo, (04/19/06)	GSBCA 16781-Relo, (03/16/06)	

SECTION 3: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

C5775 RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

***NOTE 1**: Adapted from GSA-provided material.*

***NOTE 2**: To search for a reference/decision, go to the following websites and use the internal search tool:*

a. **FTR. http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl (i.e., FTR 302-11.200(f)(2))*

b. **GSBCA. http://www.gsbca.gsa.gov/ (i.e., GSBCA 15706-Relo (07/17/02))*

c. **CBCA. http://www.cbca.gsa.gov/ (i.e., CBCA 1743-Relo (04/28/10))*

Fee	Allowable under FTR/JTR	Description
	Items Payable ICW Loan (Section 800 on HUD-I)	
Loan Origination Charge Line 801	The FTR allows for up to 1% of the loan amount to be reimbursed if lender charges are assessed in lieu of an origination fee and reflects charges for services similar to those covered by a loan origination fee. FTR 302-11.200(f)(2)	The Origination Charge lists the lender's and mortgage broker's charge for providing the loan and includes origination fees, processing fees, application fees, administration fees, underwriting fees, document preparation fees, wire fees, lender inspection fees, mortgage broker fees, loan handling and other loan originator miscellaneous fees. **Some items may be included in this charge that are not reimbursable.**
Loan Origination Fee	**YES** NTE 1% of the loan amount without itemization of the lenders administrative charges, if designated on the HUD-I Settlement Statement as part of the Loan Origination Charge. See FTR 302-11.201 for exception FTR 302-11.200(f)(2) GSBCA 15384-RELO, 22 January 2001	A fee paid for by the buyer during the purchase of a residence, which is reimbursable if customarily paid by the buyer.
Loan Discount Fee	**NO**	Also known as "points" or "discount points" for the specific interest rate chosen. The Loan Discount is a one-time charge imposed by the lender or broker to lower (or permanently buy down) the interest rate.

Fee	Allowable under FTR/JTR	Description
VA Funding Fee	**NO** GSBCA 14535-RELO, 19 June 1998	Required by law, the VA Funding Fee is intended to enable the veteran who obtains a VA home loan to contribute toward the cost of this benefit, and thereby reduce the cost to taxpayers. This is **not** an "application fee."
Application Fee	**NO** Unless for FHA and VA or unless charged in lieu of an origination fee, NTE 1%. See "ORIGINATION CHARGE". FTR 302-11.200(f)(1) CBCA 703-RELO, 6 August 2007	A fee that some lenders charge to accept an application. It may or may not cover other costs such as a property appraisal or credit report, and it may or may not be refundable if the lender declines the loan.
Appraisal Fee	**YES** FTR 302-11.200(b)	The Appraisal Fee pays for an opinion of property value made by an independent appraiser for the lender or broker. The lender needs to know if the value of the property is sufficient to secure the loan if the borrower fails to repay the loan on time. The appraiser inspects the house and the neighborhood, and considers sales prices of comparable houses and other factors in determining the value. The appraisal report provides the factual data upon which the appraiser based the appraised value and may include photos. However, the appraisal does not necessarily detect or discuss defects in the property.
Credit Report	**YES** FTR 302-11.200(f)(3)	The Credit Report Fee covers the cost of the credit report, which provides a historical snapshot of the applicant's previous credit history. The lender uses the credit report, along with information contained in the loan application, to determine whether the borrower is an acceptable credit risk and to determine the allowable credit amount.

Fee	Allowable under FTR/JTR	Description
Lender's Final Inspection Fee	Generally, **YES** Under certain types of loans such as FHA or VA, Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be: (a) customarily paid by the purchaser of a residence in the locality in question, (b) in an amount no greater than is customarily paid in that locality, and (c) required by federal, state, or local law, or by the lender as a precondition to the purchase. FTR 302-11.200(f)(11) and (10) GSBCA 14229, 3 March 1998 and 14604, 17 August 1998	A fee paid to inspect the property prior to loan closing to address questions raised based on the appraisal or as a condition to closing as required by the Lender.
Processing/Commitment Fee	Typically **NO** SEE "ORIGINATION CHARGE". Not generally authorized unless employee can show they were required as incidentals.	A processing fee reimburses the lender and/or mortgage broker for "out-of-pocket" costs incurred for services utilized in processing, underwriting, and closing a loan. These services include such overhead items as phone usage, overnight delivery, postage, copies, and office supplies. A loan commitment is a written notice from the bank or other lending institution saying it will advance mortgage funds in a specified amount to enable a buyer to purchase or refinance a property. **Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.**
Document Preparation (lender and/or mortgage broker)	Generally **NO** SEE "ORIGINATION CHARGE"	A fee to reimburse the lender or mortgage broker for preparation of mortgage documents. **Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.**

Fee	Allowable under FTR/JTR	Description
Underwriting Fee	Generally **NO** SEE "ORIGINATION CHARGE" GSBCA 14256, 12 December 1997	A fee covering the cost of underwriting the loan transaction. **Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.**
Flood Certification Fee (may appear in 1300 Section)	**YES** Generally required by lender FTR 302-11.200(12) GSBCA-14844-RELO, 29 January 1999	Fee for a Flood Certification and the subsequent monitoring of the property's flood zone status (by the guaranteed flood zone vendor) for the life of the loan. A Flood Certification is the process of accurately identifying the location of a structure on a Flood Insurance Rate Map (FIRM) to determine and report the correct flood zone designation.
Tax Service Fee (may appear in 1300 Section)	**NO** Generally required by lender, but deemed to be a prerequisite to the extension of credit. GSBCA 16391-RELO, 2 August 2004	A tax service fee is a charge paid to a real estate tax reporting service. The service reports property tax amounts for escrowed loans and delinquencies on non-escrow loans. The tax service agency obtains all relevant tax bills and provides a lender with taxing authority information and tax amounts in an electronic format to ensure the integrity of tax payments during the life of the loan. May be made to a third party.
Items Required By Lender To Be Paid In Advance (Section 900 on HUD-I)		
Prepaid Interest	**NO**	The Prepaid Interest Fee is also known as "per diem interest" or "odd days' interest." At settlement, the borrower pays an amount to cover the interest that accrues on the principal balance from the settlement date to the beginning of the period covered by the first monthly payment.
Mortgage Insurance Premium	**NO**	If applicable. Usually required on loans with an LTV higher than 80%.
Hazard Insurance Premium	**NO**	Premium for insurance to protect homeowner for loss related to certain hazards (i.e., fire, weather damage, vandalism).
Flood Insurance Premium	**NO**	Required if property in flood zone.

Fee	Allowable under FTR/JTR	Description
FHA Up Front Mortgage Insurance Premium	**NO**	Required for FHA loan.
Title and Closing Charges (Section 1100 on HUD-I)		
Title Services and Lender's Title Insurance	**YES** FTR 302-11.200(e)(8) GSBCA 14065-RELO, 5 June 1997 GSBCA 13797, 3 October 1996	**Under RESPA Reform, this is now a bundled fee and required to protect the lender.** Title services fees includes any service involved with providing title insurance, including but not limited to: title examination and evaluation; preparation and issuance of title commitment; clearance of underwriting objections; preparation and issuance of policies; all processing and administrative services required to perform these functions, e.g., document delivery, preparation and copying, wiring, endorsements, and notary; and conducting the settlement, plus Lender's Title Insurance, which is coverage required as a condition of closing by the lender.
Settlement or Closing Fee/Escrow Fee	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	The Closing or Settlement Fee is paid to the title agent or closing attorney for their services rendered in the closing of the loan transaction. **Under RESPA Reform, this charge is included in the "Title Services and Lender's Title Insurance" fee, but may appear in the margin on the HUD-I if performed by a company different from the one providing title insurance.**
Abstract or Title Search	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	The Title Search Fee covers the cost of a title search and examination of records of previous ownership, transfers, and claims of rights to the property, to determine whether the seller can convey clear title to the property, and to disclose any matters of record that could adversely affect the buyer or the lender. Examples of title problems are: unpaid mortgages, judgment or tax liens, conveyances of mineral rights, leases, and power line easements or road right-of-ways that could limit use and enjoyment of the real estate. **Under RESPA Reform, this fee is included in the "Title Services and**

Fee	Allowable under FTR/JTR	Description
		Lender's Title Insurance" charge and may not be itemized.
Title Examination	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	Fee for an examination of (and render an opinion on) the title search, typically by a licensed attorney. In many states, when an individual renders an opinion to another of the legal significance of the presence or absence of matters of record and/or the condition of the title or give any other advice concerning the application of legal principles, this is considered the practice of law. A title search of the public records, however, does not constitute the practice of law. Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.
Title Insurance Binder	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	Title companies sometimes charge a $25-$50 fee to issue a title commitment, which is a temporary insurance binder, pending closing and the issuance of a final title policy. Varies by state. **Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.**
Title Endorsements	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	Title insurance endorsements are used to change the coverage of the final title insurance policy. ALTA policies and other forms of title insurance policies provide adequate coverage for a majority of the “simple” real property transactions. If the transfer of title is not simple, the policy coverage needs to be added by endorsement to tailor coverage to meet the homeowner's, the seller's, and/or the lender's needs.

Fee	Allowable under FTR/JTR	Description
		Endorsements can change any port or portion of the policy, although endorsements are usually used to extend or make policy coverage more comprehensive for a particular title issue. The cost for title insurance endorsements varies by endorsement type, property state and by the title insurance company. Some title endorsements are provided free of charge, others cost $25-$50, while others might be a percent of the final title policy charge. **Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge, and may not be itemized.**
Document Preparation (title company/closing agent/attorney)	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE" Also refer to GSBCA 15077-RELO, 14 October 1999, which distinguishes between lender doc prep fee and closing agent/title company doc prep fee.	Some closing agents charge Document Preparation Fees for preparing additional forms required for a specific loan closing, such as state recording forms, cover sheets or Affidavits, Power of Attorney, Subordinations, condominium transfer documentation, homestead documentation, Seller's Deeds, etc. **Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.**
Notary Fees	**YES** See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	Fee for the services of a Notary Public. Certain loan documents require the signature of a notary public. This fee is typically included in the Closing Fee, but if a separate notary public is present, an additional charge may be imposed. **Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.**
Attorney's Fees	**YES:** When included in "TITLE SERVICES AND LENDER'S TITLE INSURANCE" charge; **NO:** If listed separately on HUD to cover borrower's personal interests apart from closing/title services function.	In some areas, it is customary for attorneys to perform part of the preliminary title work or to close the loan. Alternatively, the Buyer or Seller's Attorney might perform personal services unrelated to the loan closing, such as Purchase Contract negotiation or review.

Fee	Allowable under FTR/JTR	Description
		Fees paid to an attorney for conducting the closing will be included in the "Title Services and Lender's Title Insurance" charge. If a borrower selects an attorney to represent the borrower‘s personal interests at settlement, and the service provided by that attorney is separate from the functions necessary to conduct the closing, provide title services or issue the lender‘s title insurance policy, this attorney‘s charge may be separately listed on a blank line in the 1100 series in the borrower‘s column along with the name of the attorney and the type of service provided. Accordingly, the amount of this attorney‘s fee should not be included in the charge listed on Line 1101.
Loan Tie-In Fee	**YES** CBCA 1616-RELO, 25 September 2009 GSBCA 16815, 31 August 2006	Fee charged by the escrow company to act as a liaison between borrower and lender to ensure loan is funded. **Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.**
Owner's Title Insurance	Generally **NO** However, the FTR provides that the cost be reimbursed provided it is a prerequisite to financing or the transfer of the property or if the owners’ title policy is inseparable from other insurance that is required. GSBCA 16043-RELO, 11 March 2003 FTR 302-11.202	Coverage that protects the owner's interest. Often times, when Owner's Title Insurance is purchased, the title company provides a simultaneous issue rate, with a significant discount (usually to the Lender's Policy). ***NOTE*: Typically, when both an owner's and lender's policy is purchased, a discount is applied, usually for the lender's portion.** **The GSBCA has ruled that reimbursement of the expense is allowed up to, but not in excess of, the cost of the lender's title insurance if the coverage had been purchased separately -- regardless of how the cost of the policies might be apportioned on the settlement sheet.** **GSBCA 16764-RELO 7 (February 2006**

Fee	Allowable under FTR/JTR	Description
Government Recording and Transfer Charges (Section 1200 on HUD-I)		
Recording Fees	**YES** FTR 302-11.200 (6)	The cost for filing legal documents associated with the mortgage transaction with the clerk of court. Generally, the Security Instrument, Riders and Assignments are recordable documents. Additional forms, such as Power of Attorney or Subordinations, are also recorded. Recording fees are typically charged on a per-page basis. Costs vary by state and often by city or county.
City/County Tax/Stamps	**YES** FTR 302-11.200 (5)	City/County Tax Stamps are regulatory fees (i.e., typically written into the local laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue. Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement. Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state.
State Tax/Stamps	**YES** FTR 302-11.200 (4)	State Tax Stamps are regulatory fees (i.e., typically written into the state laws) for the purpose of generating state revenue. Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement. Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state. Some states collect a mortgage tax anytime a new mortgage is recorded.
Real Estate Transfer Tax	**YES** FTR 302-11.200 (4)	Transfer Taxes are regulatory fees (i.e., typically written into the local or state laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue. Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement. Transfer Taxes are typically applicable to

Fee	Allowable under FTR/JTR	Description
		the Deed, paid on purchase transactions only, and based on the sales price. Generally, Transfer Taxes are paid by the Seller, but in several states, the Buyer is responsible for payment. (Cannot change at settlement)
Mortgage Tax	**YES** FTR 302-11.200 (4)	Tax imposed on the mortgage (can be charged by city, county, or state).
Intangible Tax	**YES** FTR 302-11.200 (6)	Intangible Tax is a tax on the value of intangible personal property owned, managed, or controlled by persons residing or doing business in Florida - Reference Sections 199.052(1), 199.133, and 199.175 F.S.
Conservation Fee	**YES** FTR 302-11.200 (6)	Special fee paid required by some states, such as MN, for the preservation of wildlife and its habitat.
Mansion Tax	**YES** FTR 302-11.200(f)(4), (6) GSBCA 16271-RELO, 26 November 2003	State tax imposed on properties with consideration (sales price) equal to or greater than one million dollars, typically 1% of the total sales price in the states of New York and New Jersey.
NJ Notice of Settlement	**YES** FTR 302-11.200 (6)	Required in State of NJ. Fee for publication of a notice of a pending sale or closing to ensure accounting for all liens or judgments between the time of contract sale and conveyance of title and recording of deed.
GA Residential Fee	**YES** FTR 301-11.200(b) GSBCA 16410-RELO, 11 August 2004	Georgia Residential Mortgage Act (GRMA) Fee: $6.50 fee assessed by state to fund state's audit. According to the statute establishing the GRMA fee, the fee is paid by the Borrower to the Department of Banking and Finance to fund oversight of Georgia's mortgage industry and provide consumer protection. As such, HUD determined that the fee is a GOV'T fee to be charged to the buyer and should go in the GOV'T fee section of each form.
Additional Settlement Charges (Section 1300 on HUD-I)		
Survey or Plat Drawing (may appear in 1100 Section)	Typically **YES** Applicable regulations permit the reimbursement of the cost of making surveys and the cost of preparing	A survey is a map or chart, drawn by a surveyor, of a lot, subdivision or community; it shows boundary lines, buildings, improvements on the land and easements.

Fee	Allowable under FTR/JTR	Description
	drawings or plats when required for legal or financing purposes if it does not exceed what is customary for that local. FTR 302-11.200(d) GSBCA 15613-RELO, 7 September 2001 CBCA 52-RELO, 16 July 2007	**Surveys are typically a title company requirement**, rather than a lender requirement, and the information is used to determine what items (e.g., easements, encroachments) will be excluded from the title coverage (or which exceptions which require a title endorsement to ensure clear title). Variation of survey; A plat is a map representing a piece of land subdivided into lots with streets, boundaries, easements, and dimensions shown thereon. A plat drawing ensures appropriate coverage in the final title insurance policy.
Pest Inspection	Typically **NO** Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be: (a) customarily paid by the purchaser of a residence in the locality in question, (b) in an amount no greater than is customarily paid in that locality, and (c) required by federal, state, or local law, or by the lender as a precondition to the purchase. FTR 302-11.200(f)(11) FTR 302-11.200(f)(12)	Also known as "Termite Inspection." The Pest Inspection tests for pest infestations, wood rot, and water damage. The inspection usually runs around $75. If repairs are required, the amount to cover those repairs can vary. Pest inspections are usually specified in the Purchase Contract in a geographic area and are **generally <u>not</u> imposed as a lender requirement.**
Structural or Mechanical Inspection	Typically **NO** Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be: (a) customarily paid by the purchaser of a residence in the locality in question, (b) in an amount no greater than is customarily paid in that locality, and (c) required by federal, state, or local	Inspections to determine whether the structure constructed on the property is structurally sound and that the mechanical systems (i.e., plumbing, heating, electrical, etc.) are safe and in good working order. On new construction this may also include fees for municipal inspections. **Structural/Mechanical Inspections are generally <u>not</u> imposed as a lender requirement.**

Fee	Allowable under FTR/JTR	Description
	law, or by the lender as a precondition to the purchase. FTR 302-11.200(f)(11) FTR 302-11.200(f)(11) GSBCA 16043-RELO, 11 March 2003	
Standard Home Inspection	Typically **NO** Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be: (a) customarily paid by the purchaser of a residence in the locality in question, (b) in an amount no greater than is customarily paid in that locality, and (c) required by federal, state, or local law, or by the lender as a precondition to the purchase. FTR 302-11.200(f)(11) FTR 302-11.200(f)(11) GSBCA 16043-RELO, 11 March 2003	An inspection made on the home that examines the high-level condition of the home. This differs from a mechanical or structural inspection, which is typically much more thorough. **Standard home inspections are generally <u>not</u> imposed as a lender requirement.**
Water/Well Inspection	Typically **NO** Only if purchasers customarily pay for well inspections, if the amount paid is within the amount customarily paid, and if the expense was for a "required" service in purchasing her home. FTR 302-6.2(f) GSBCA 14223-RELO, 30 October 1997	Inspection of property that does not have access to a municipal water supply to ensure adequacy of water supply to be used by the property. **Water/Well Inspections are generally *not* imposed as a lender requirement.**
Radon Inspection	Typically **NO** Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be: (a) customarily paid by the purchaser of a residence in the locality in question, (b) in an amount no greater than is	Fee to inspect dwelling to measure the presence of radon gas. **Radon Inspections are generally *not* imposed as a lender requirement.**

Fee	Allowable under FTR/JTR	Description
	customarily paid in that locality, and (c) required by federal, state, or local law, or by the lender as a precondition to the purchase. FTR 302-11.200(f)(11) GSBCA 16648-RELO, 21 July 2005	
Roof Inspection	Typically **NO** The FTR provides that property inspection fees are reimbursable only when required by Federal, State, or Local law, or by the lender as a precondition to the sale or purchase. FTR 302-11.200(f)(11) GSBCA 16043-RELO, 11 March 2003	Fee to inspect the roof of a dwelling, and is **generally *not* imposed as a lender requirement.**
Pool and Spa Inspection	Typically **NO** Same as "Roof inspection" above. FTR 302-11.200(f)(11) GSBCA 16043-RELO, 11 March 2003	Fee to inspect the current condition of all accessible pool components. Inspection consists of pool/spa placement, pool/spa deck surface condition, pool/spa equipment, and operation of that equipment, and **generally *not* imposed as a lender requirement.**
Chimney Inspection	Typically **NO** Same as "Roof Inspection" above. FTR 302-11.200(f)(11) FTR 302-11.200(f)(11)	Fee to inspect chimney for adherence to environmental and fire safety standards, and regular maintenance, and is **generally *not* imposed as a lender requirement.**
HOA Transfer Fees	**NO** CBCA 654-RELO, 27 July 2007 HOA is a requirement of occupancy and participation in the management of the cooperative development. The cost of membership is considered a personal expense of the employee and not reimbursable.	A one-time fee to transfer ownership in a Home Owner's Association to the buyer.
Power of Attorney	**YES** Must have been necessary for the transfer of the residence (rather than having been secured merely for reasons of personal preference).	Fee charged to prepare documents delegating legal authority from one party to another.

Fee	Allowable under FTR/JTR	Description
	Must be incurred for services procured by the employee rather than the lender, since fees paid to a lender are considered part of a non-reimbursable finance charge. GSBCA 16114-RELO, 7 August 2003	
Builder's Fee for Closing Costs	**NO** FTR 302-11.202(h)	Prevalent in Texas and Florida, borrower is charged a flat percentage in closing costs (typically up to 1.75%). This fee is charged in addition to usual expenses, and is usually not reimbursable because it includes expenses that are usually paid by the seller of a property.
Buyer/Broker Administration Fee	**NO** FTR 302-11.202(b) CBCA 1693-RELO, 3 December 2009	Charged by real estate agent/broker to attend closing.
Home Equity Loan or Line of Credit Closing Costs (2nd Mortgage)	**YES** If taken out to secure funds with which to purchase a residence at the new official station GSBCA 16410-RELO, 11 August 2004 GSBCA 15235-RELO, 15 May 2000	Fees associated with the administration of a home loan or equity line of credit

SECTION 1: GENERAL

C5800 GENERAL

*A. DoD Contract Services. A DoD COMPONENT may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

*1. Home Marketing Assistance;

*2. Guaranteed Home Sale;

*3. Property management (PM) services (Ch 5, Part Q, Section 2);

*4. Home Finding Assistance; and

*5. Mortgage Assistance.

*DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

*B. DoD COMPONENT Responsibilities. Each DoD COMPONENT must:

*1. Determine to which employee relocation services use is offered, and

*2. Determine to what extent relocation services are offered, and

*3. Determine the conditions under which relocation services are offered, and

*4. Provide relocation information counseling at the earliest possible date after selection of an employee and prior to an employee transferring within/between DoD COMPONENTS or to another agency, and

*5. Determine how counseling provided will be monitored and evaluated

C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the GOV'T's interest (not primarily for the employee's convenience/ benefit, or at the employee's request (other than answering a vacancy announcement)), and

2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;

2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); or

3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:

a. Residence transaction expenses reimbursement in par. C5750-D, and

b. PM services IAW Ch 5, Part Q2.

C. Limitations. If the employee violates the service agreement terms, the GOV'T reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company IAW Ch 5, Part L.

D. TCS. A service agreement is not required for PM services, IAW par. C5830, for a TCS.

C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract (CBCA 647-RELO, 9 Aug 2007 and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. C5750-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-GOV'T employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is $750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding $750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order. The authorization for Relocation Services must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW APP I3, par. E1b(7).

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

*A. Purpose. The purpose of property management allowances is to reduce the GOV'T's relocation costs by using the property management allowance in place of allowances for the sale of the employee's residence; and to relieve an employee transferred to OCONUS duty stations from the cost of maintaining a home in CONUS during the tour of duty.

*B. When PM Services May Be Authorized

1. A DoD COMPONENT may permit PM services use when the PCS is in the GOV'T's interest.

2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.

3. Payment for PM services may be authorized when an employee:

a. Transfers in the GOV'T's interest to a foreign PDS; or

b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with GOV'T expense reimbursement; or

c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with GOV'T expense reimbursement; or

d. Is authorized a TCS (Ch 5, Part O).

NOTE: In pars. C5815-B3b and C5815-B3c above, PM services are in lieu of the sale of the employee's residence at GOV'T expense.

C. Obtaining PM Services. PM services may be:

*1. Obtained under the DoD National Relocation Program contract (***http://www.nab.usace.army.mil/dnrp.htm***), or

*2. Employee-procured rental agency services with reimbursement of normal and customary property management fees not to exceed 10% of monthly rental amount or to authorize reimbursement up to 10% of established monthly rental value.

*D. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;

2. Negotiating the lease;

3. Inspecting the property regularly;

4. Managing repairs and maintenance;

5. Enforcing lease terms;

6. Collecting the rent;

7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;

8. Accounting for the transactions and providing periodic reports to the employee; and

9. Similar services.

*E. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the GOV'T:

a. Pays a relocation service company, or

b. Reimburses an employee.

2. The DoD COMPONENT must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:

a. Relocation company for service to the employee, or

b. Employee for self-procured PM services.

3. The employee should be advised to consult with a tax advisor:

a. To determine the tax consequences of these payments, and

b. On maintaining the residence as a rental property.

*F. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;

2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); and

3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5820 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A DOD COMPONENT, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:

a. A transfer to a foreign PDS is in the GOV'T's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at GOV'T expense under pars. C5750 or C5800 if transferred to/within the U.S.; and

c. The employee signs a service agreement.

2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or

3. Separates from GOV'T service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5825 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.

2. When an employee is transferred:

a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or

b. Within CONUS/non-foreign OCONUS areas

3. Only if:

a. The employee's transfer is in the GOV'T's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at GOV'T expense under par. C5750 or C5800;

c. PM services are to the GOV'T's advantage and more cost effective for the GOV'T than the sale of the employee's residence; and

d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the GOV'T reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the GOV'T for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at GOV'T expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part P with the GOV'T reimbursing expenses per DoD COMPONENT regulations IAW par. C5810-E. ***This authority does not extend to an employee enrolled in the Home Sale Program.***

2. Payment for residence sale with the GOV'T reimbursing expenses is NTE the maximum amount in par. C5756-B1, less the amount paid for PM services.

3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5756-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment is NTE 1 year from the employee's transfer effective date.

2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5750-C, NTE two additional years, may be allowed.

C5830 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;

2. Employee separates from GOV'T service;

3. Temporary official station becomes the PDS; or

4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5830 after the temporary official station becomes the employee's PDS.

SECTION 3: HOME MARKETING INCENTIVE PAYMENTS

C5835 GENERAL (FTR §302-14)

*A. Purpose. The home marketing incentive payment is intended to reduce the GOV'T's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence. This employee home sale activity significantly reduces the fees/ expenses a DoD COMPONENT must pay to a relocation services company and effectively lowers the relocation program cost. An employee enrolled in the Home Sale Program is limited to the payment limitations in par. C5849. Subsequent reimbursement is not authorized IAW par. C5810-B for real estate transaction and unexpired lease expense allowances (par. C5750-A2) or property management (PM) services (par. C5825-D1) after enrolling in the Home Sale Program.

*B. Definitions

*1. Amended Value Sale. Home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified potential buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the net outside sale price.

*2. Appraised Value Sale. Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.

*3. Buyer Value Option (BVO). Home sale transaction with procedures the same as the amended value program except that the buy-out offer from theRSC is based on a bona fide offer received by the employee from a qualified buyer after marketing by the employee and prior to appraisals being ordered. Once the offer is determined to be bona fide, the RSC offers to buy the home from the employee at a price based on the outside sale price.

*4. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a qualified potential buyer.

*5. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at the higher of either a market based or appraised value offer, then independently markets, and sells the residence.

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.

2. A DoD component must withhold, and the employee may be liable for, federal, state, and local income taxes.

3. ***No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.***

C5840 ELIGIBILITY

A DOD component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov't reimbursing expenses.

C5845 PAYMENT CONDITIONS

A. Eligible Employee. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DoD component's home sale program,

2. Independently and aggressively market the residence,

3. Find a buyer for the residence as a result of independent marketing efforts,

4. Transfer the residence to the relocation company through which the buyer completes the sale, and

5. Meet any additional conditions established by the DoD component.

B. Relocation Services Fee. The DoD Component must pay a reduced fee/expenses to the relocation company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendant of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander's/agency head's discretion, but no lower than the local commander or activity head.

2. Navy: Major Claimants.

3. Marine Corps: The heads of Marine Corps activities/commands.

4. Air Force: AFPC/DPIFSA
555 E. Street West, STE 1
Randolph AFB, TX 78150-5771

Only an employee traveling under Civilian Career funding may be authorized.

5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

C5849 MAXIMUM AMOUNT PAYABLE

A. Payment Limitations

1. The DoD component determines the home marketing incentive payment amount; however, the payment may not exceed the least of:

a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or

b. $10,000; or

c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.

2. ***If no savings are realized, a home marketing incentive may not be paid.***

B. Payment Examples. The percentages shown are for illustrative purposes only.

1. Example 1

a. The relocation company gives the employee a buyout offer of $150,000 for the residence.

b. The DoD component decides how much of an incentive they wish to pay (1% to 5%).

c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is $1,500 ($150,000 x 1%) = $1,500).

d. A 3% incentive is $4,500 ($150,000 x 3% = $4,500).

e. A 5% incentive is $7,500 ($150,000 x 5% = $7,500).

2. Example 2

a. The relocation company gives the employee an "amended value" or "amend-from-zero" offer or closes an "assigned sale" offer that matches the outside buyer's $150,000 offer.

b. The service cost to the DoD component for the relocation company to provide the regular "guaranteed home sale" service is 20.84% of the appraised value of the home.

c. An "amended value", "amend-from-zero", or "assigned sale" offer home sale service cost is 12.43% of the amount of the outside buy offer.

d. The Service is willing to pay a 4% incentive under par. C5849-A1a.

e. A regular "guaranteed" appraised value offer is $150,000 x 20.84% = $31,260 service fee to the relocation company for providing the home sale service.

f. The "amended" or "amend-from-zero" or "assigned sale" offer is $150,000 x 12.43% = $18,645 service fee to the relocation company.

g. In this example:

(1) The 4% incentive is $6,000 ($150,000 x 4% = $6,000).

(2) The flat limitation of $10,000, and one half of the savings realized is $6,307.50.

(3) There is a service fee savings to the DOD component of $12,615 ($31,260 - $18,645 = $12,615).

(4) One half of $12,615 = $6,307.50.

(5) Based on the comparison of $6,000 (item 1), $10,000 (item 2), and $6,307.50 (item 3), the employee would receive $6,000.

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PART R: EMPLOYEE OR DEPENDENT DEATH

FTR Chapter 303, Part 303-70

Ch 7, Part M for Emergency Visitation Travel (EVT).

C5850 GENERAL

A. Component Responsibility. Each DoD Component must provide assistance in arranging, and must pay the expenses for, the preparation (par. C5865) and transportation (par. C5870) of the remains of:

1. An employee who dies while:

   a. On official travel or on a TDY assignment, or

   b. Performing official duties outside CONUS, or

   c. Absent from duty IAW par. C5860-B, or

   d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment;

2. A dependent who dies while residing:

   a. With an employee performing official duties outside CONUS, or

   b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and

3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official station or actual residence while assigned:

   a. To perform official duties outside CONUS, or

   b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

B. Application. This Part applies whether or not the:

1. Employee's death is work related, and

2. Employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

C. Operational Requirements. The transportation procedures for the remains of a deceased employee and/or a deceased dependent(s) is established by the:

1. DoD Directive 1300.22, Mortuary Affairs Policy. ***http://www.dtic.mil/whs/directives/corres/pdf/130022p.pdf.***

2. DTR Part VII, Chapter 701and 702. ***http://www.transcom.mil/j5/pt/dtrpart7/dtr_part_vii_701.pdf***, and ***http://www.transcom.mil/j5/pt/dtrpart7/dtr_part_vii_702.pdf***, and

3. Sponsoring Service/Agency Regulations.

C5855 RESPONSIBILITY

A. General. A commander, or the commander's designee, upon being informed of the death of an employee covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;

2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. C5850-A1; and

3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. C5850-A3.

B. Applicable Regulations. Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C5860 DEATH RELATED EXPENSES

A. Death Related to Official Duty Performance. When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the U.S. Department of Labor, Division of Federal Employees' Compensation (DFEC), 200 Constitution Avenue, NW, Washington, DC 20210-0002 or ***http://www.dol.gov/esa/owcp/contacts/fecacont.htm***.

B. Death During an Absence from Duty. Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment is NTE the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

C5865 PREPARATION OF REMAINS

A. Employee

1. Preparation of Remains. The DoD Component must pay all actual costs including:

a. Embalming or cremation;

b. Necessary clothing;

c. Casket or container suitable for shipment to burial place;

d. Expenses necessary IAW local laws at the POE in the U.S.; and

e. Similar expenses.

2. Transportation of Remains. The DoD Component must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:

a. Movement from place of death to a mortuary and/or cemetery;

b. Shipping permits;

c. Outside case for shipment and sealing of the case, if necessary;

d. Removal to and from the common carrier;

e. Ferry fares, bridge tolls; and

f. Similar expenses.

3. Limitations

a. Costs for an outside case are not authorized when transportation is by hearse.

b. Transportation costs by hearse or other means is NTE the common carrier cost ordinarily used for transportation of remains.

c. Transportation costs to burial place is NTE transportation costs to the actual residence.

B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD Component concerned must furnish mortuary services and supplies on a reimbursable basis when:

a. Local commercial mortuary facilities and supplies are not available; or

b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.

2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. C5865-B1 are collected and credited to current appropriations available for the payment of these costs.

C5870 TRANSPORTATION

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, and it is approved by the commander or designee, expenses paid are NTE the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

C. Dependent(s), Baggage and HHG

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. C5850-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The GOV'T's cost is NTE the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependent(s) and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

c. Dependent and HHG Transportation. Except for the limitation imposed in par. C5870-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. C5085, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty.

2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return GOV'T property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. ***Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.***

c. ***Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.***

4. POV

a. OCONUS. Transportation of a POV may be authorized:

(1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At GOV'T expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When established that the POV at the OCONUS PDS was in the GOV'T's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize the return shipment expenses for the POV when established that the POV was authorized and its presence CONUS was in the GOV'T's best interest (66 Comp. Gen. 677 (1987)).

C5875 PER DIEM TERMINATION

Authorized per diem terminates at the end of the calendar day on which an employee dies. All travel advances in excess of the earned per diem may be collected.

C5880 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. C5850-A1.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. IAW Ch 4, round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to any place appropriate for burial as determined by the AO.

D. Escort Travel

1. GOV'T Employee. If an authorized escort is a GOV'T employee:

a. A TDY order must be issued for travel and transportation at GOV'T expense, and,

b. Transportation must be arranged IAW par. C2203.

2. Other than GOV'T Employee. If an authorized escort is not a GOV'T employee:

a. An ITA should be issued for travel and transportation at GOV'T expense IAW APP E and APP I 3, par. G, and,

b. Transportation

(1) Should be provided by the AO through a CTO, or

(2) If justified, the least expensive unrestricted ***economy/coach class*** transportation may be arranged directly with the common carrier.

3. Separate Travel. Family members traveling together as escorts should not be separated.

C5885 PCS EXPENSES

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. C5885-A, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

*3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:

a. The new PDS,

b. The old PDS, or

c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;

5. HHG SIT for NTE 90 days; and

6. Reimbursement of real estate expenses incident to the PCS.

C5890 PAYMENT OF EXPENSES

A. General

1. Allowable expenses may be paid:

   a. Directly to the person performing the services, or

   b. By reimbursement to any person making the original payment.

2. Claims for reimbursement must be supported by required receipts.

3. Payment should be made IAW financial management procedures.

B. Payment Prohibition when Other Laws Apply

1. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.

2. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (APP A1):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. C5870;

2. Presentation of a U.S. flag to the employee's next of kin;

3. Presentation of a flag equal to the flag presented in par. C7080-2 to the employee's parents(s), if the person to be presented a flag under par. C5895-C2 is other than the employee's parent.

PART S: POC PERMANENT DUTY TRAVEL

C5900 AUTOMOBILE USE (FTR Part 302-4)

A. General

1. Automobile use is to the GOV'T's advantage for:

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

b. PCS travel, or

c. Separation travel.

*2. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2605.

*3. RAT by automobile is to the GOV'T's advantage when travel and transportation costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C4780 for RAT reimbursement by automobile.***

B. Using One or Two POCs (FTR §302-4, Subpart F)

*1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed MALT rate (see par. C2605) and car ferry fees applicable for each POC.

*2. Except as in par. C5900-C, MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***

3. MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

NOTE: The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid MALT for the one-way official distance from old to new PDS on the second trip).

*3. Documentation. The applicable conditions in par. C5900-C2 should be shown in the travel order or approved by travel order amendment after the fact. See APP I, Part II for travel order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

C5905 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

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

b. PCS travel,

c. Separation travel, or

d. RAT

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

*2. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage, is at the appropriate TDY mileage rate in par. C2600.

3. Travel time is as provided in par. C5060.

*4. Reimbursement computation for travel by privately owned airplane is in par. C4780.

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

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

2. Expenses

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

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

C5910 PRIVATELY-OWNED MOTORCYCLE

A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the GOV'T's advantage for:

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

2. PCS travel,

3. Separation travel, or

4. RAT

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

*B. TDY Related Travel Policy. TDY motorcycle travel reimbursement that is to the GOV'T's advantage is paid at the appropriate TDY mileage rate in par. C2600.

C. Travel Time. Travel time is as provided in par. C5060.

*D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C4780.

***C5915 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time***. (59 Comp. Gen. 737 (1980)) The AO, IAW par. C3210-C2 and APP I3, par. E4a(5), must ensure a statement is on the travel order indicating that GOV'T procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available GOV'T procured air transportation (plus appropriate per diem).

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CHAPTER 6

EVACUATIONS AND ADVERSE CONDITIONS

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C6300 **OPM REGULATIONS**

PART A: EVACUATION TRAVEL

C6000 LEGAL BASIS

A. Transportation Authority

*1. Title 5 USC §5725 provides authority for GOV'T expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.

2. See Ch 6, Part C for foreign area evacuations.

3. See Ch 6, Part D for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

*1. Title 5 USC §5522 provides authority for advance pay, allowances, and differentials when an employee and/or a dependent(s) is authorized/ordered to evacuate the employee's PDS.

2. See Ch 6, Part C, DSSR, Section 615 for foreign area evacuations.

3. See Ch 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

*C. Department of State (DoS) Standardized Regulations (DSSR)

*1. DoDI 1400.25, Volume 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Chapter 600, "Payments During an Ordered/Authorized Departure" .

2. See Ch 6, Part C for an annotated extract of DSSR, Chapter 600, modified to relate to a DoD civilian employee.

3. The DoS regulations apply for evacuations from, or within, any foreign area. See APP A for "foreign area".

*D. Memorandum of Agreement. Memorandum of Agreement, dated 13 April 2012 revision, between DoS and DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,

2. Interagency checklist and other related documents,

3. Responsibilities,

4. Authority to invoke an emergency evacuation plan,

5. Responsibility for military operations, and

*6. Organization for emergency evacuation planning.

E. Office of Personnel Management (OPM) Regulations

1. OSD/CPP-adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation.

2. See Ch 6, Part D for DoD implementation of 5 CFR, Part 550, Subpart D.

3. OPM regulations apply to U.S. and non-foreign OCONUS area (see APP A) evacuations.

C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.

2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:

a. A Presidential declaration of national emergency, or

b. Directed reinforcement of U.S. Armed Forces in a theatre, or

c. To accommodate force protection or anti-terrorism considerations,

*3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 13 April 2012 revision.

4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:

a. Timely communication with the DoS is not possible,

b. There is no DoS presence in the area concerned, and/or

c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.

*5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 8 December 2003)..

*6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

a. Return to the PDS from which evacuated;

b. Transfer or reassignment of the employee to another PDS;

c. Return to actual residence; or

d. Transportation to the final safe haven.

***NOTE*: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).**

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part C for SEA.

E. Actual Expense Allowance (AEA). ***AEA in Ch 4, Part C is not authorized/approved for evacuations from foreign OCONUS areas.***

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

*1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD COMPONENT and the employees' dependents ***(PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory lists office symbols and phone numbers for Civilian Advisory Panel members.)***;

*2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees of the respective Service and the employees' dependents;

3. The head of a DoD COMPONENT (see APP A) or designated representative;

4. The commander of a U.S. INSTALLATION (see APP A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. C6010-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

a. Return to the PDS from which evacuated;

b. Transfer/reassignment to another PDS; or

c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:

a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or,

b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part D, Section 550.405.

2. Actual Expense Allowance (AEA). ***AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.***

C6015 SAFE HAVEN

A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part C, par. 610(*l*).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part D, par. 550.402(g).

C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at GOV'T expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be GOV'T QTRS, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

See par. C5236.

C6025 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at GOV'T expense IAW the provisions in Ch 5, Part E, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Ch 5, Part H.

PART B: ADVERSE CONDITIONS TRAVEL

C6100 LEGAL BASIS

Title 5 USC §5725 provides authority for transportation at GOV'T expense for an employee's dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

C6105 ADVERSE LIVING CONDITIONS

An activity/area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting HHG movement to such location because of dangerous/adverse living conditions.

C6110 TRANSPORTATION TO AN ALTERNATE LOCATION

A. Alternate Destination Point. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned/transferred, transportation of dependents and HHG may be authorized to an employee-designated alternate destination point (or a dependent-designated destination when it is impracticable to secure the employee's designation).

B. Subsequent Transportation of Dependents/HHG. The dependents and HHG may be moved later from the alternate point to the employee's PDS when the restriction is lifted or to an unrestricted PDS to which the employee is subsequently assigned/transferred.

C. Authorization Restrictions. Except as otherwise provided in JTR, transportation of dependents/HHG to an OCONUS PDS is not authorized under par. C6110 unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS; and

2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or

3. The transportation is authorized through the Secretarial Process.

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PART C: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

*SECTION 1: DSSR, CHAPTER 600 INDEX

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

Department of State Standardized Regulations (DSSR)
(Government Civilian, Foreign Areas)
Chapter 600 (as annotated)
Payments during Ordered/Authorized Departure
DEPARTMENTAL REGULATIONS

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SECTION 2: DSSR, CHAPTER 600 DEFINITIONS

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

***NOTE*: The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.**

600 GENERAL

610 Definitions

As used in these regulations, the following terms are defined as follows:

*a. "**Adult dependent**" includes the employee's spouse or domestic partner and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.

b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.

c. "**Day**" means calendar day except when otherwise specified.

d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.

*e. "**Dependent**" means a member of the employee's family or domestic partner as defined in DSSR, section 040m. Special factors include:

*(1) Neither member of an assigned career or probationary career married working (tandem) couple or domestic partnership should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) A locally-hired dependent employee should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DoD civilians:

*"**Dependent**" means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the GOV'T and is not included as another employee's dependent for determining a similar allowance:

*(1) Spouse or domestic partner, excluding a spouse/domestic partner authorized to and receiving a similar allowance;

*(2) Children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children, children of a domestic partner and children who are under the employee's, the spouse's, or the domestic partner's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

*(3) The employee's, spouse's, and/or domestic partner's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;

*(4) The employee's, spouse's, and/or domestic partner's sisters and/or brothers (including step or adopted sisters or brothers), when the sisters and/or brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

*(5) When determined by the Secretary Concerned to be in the GOV'T's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. "**Designated representative**" means a person age 18 years older who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. "**Evacuation**" means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. "**Evacuation order**" means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. "**Evacuation payment**" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. "**Evacuee**" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) Has departed post of assignment under authorized or ordered departure status; or

(2) Is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) Is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "**Monetary amount**" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not eligible for diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. Also see Section 631a(1).

m. **"Subsistence expense allowance (SEA)"** means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. **"Special allowance"** means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

SECTION 3: DSSR, CHAPTER 600, SUBPARS. 611-639

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

***NOTE*: The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.**

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying an employee who is evacuated from an assigned PDS, and for paying the dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employee or the dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 USC §§5521-5527 (The Act of September 26, 1961 (P. L 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P. L. 96-495) and Executive Order 10982 issued 25 December 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

(1) A DoD civilian employee who is a U.S. citizen or is a U.S. national, except as provided in DSSR, Section 612.3 (below), and

(2) When and to the extent determined by the Secretary of State, third country nationals, i.e., a civilian employee who is not a U.S. citizen or national and who is not a citizen or national of the country in which the evacuated PDS is located.

A third country national employee and/or dependents are considered for evacuation travel to the employee's country of origin, points of hire, or designated foreign or U.S. safe havens, if this is in the GOV'T's interest.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

(1) The U.S.;

(2) The Commonwealths of Puerto Rico and the Northern Mariana Islands, and

(3) Any U.S. territory or possession.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

(1) Local U.S. citizens who do not have official GOV'T employment, including but not limited to Americans with private business or organizations, teachers recruited by local American supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or

(2) Locally hired American citizens who work for the GOV'T but who do not have an agreement for return transportation to the U.S. at GOV'T expense.

613 Authority

a. An employee and dependents are paid/reimbursed only if they meet the requirements of these regulations. Authorization for payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 APP USC §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.

b. Joint Federal Travel Regulations, Vol. 1, (JFTR), Ch 6, Part A covers allowances for the dependents of uniformed personnel. ***A uniformed member is not evacuated, but may be sent TDY as required.***

614 Authorized Safe Haven Designation

a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. An employee and the employee's dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, Sections 631-633 for commencement and payment of special allowances.

b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.

c. An alternate foreign OCONUS safe haven location is authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the GOV'T's best interest and is effective no earlier than the request date for an alternate foreign OCONUS safe haven location. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/ approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. For requests within DOD, PDUSD (P&R), please call (703) 697-2086 or DSN (312) 227-2086.

615 Advance Payments

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the authorizing officer's opinion, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Advance Payment Amount

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order issuance. The advance payment amount is the monetary amount for a period NTE 30 days, or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Advance Payment Computation

(a) For a full time and regular part time employee, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, Section 617.

(b) For an intermittent employee, the advance payment amount is computed on the basis of the number of days on which the employee is expected to work during the period as determined under DSSR, Section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authority from the employee, wherever possible. If circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission is upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

617.3 Payment Procedures

An advance payment and any required adjustment thereof is made IAW procedures established through the Secretarial Process.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by DSSR, Section 638 (follows), if the employee is indebted for any part of an advance payment made, indebtedness recovery must be started by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been authorized. Indebtedness repayment is made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment may not be required if the head of agency determines that recovery is against equity and good conscience or against the public interest IAW agency procedures.

620 Continuation of Salary and Allowance Payments

621 Computation

621.1 Family Ordered/Authorized to Depart – Employee Remains at PDS

(a) Post Allowance. After all members of an employee's family depart from the PDS pursuant to an evacuation order, the post allowance is reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance (TQSA). If early return of the employee's family to the PDS is anticipated, TQSA may continue at the rate prescribed in DSSR, Sections 120 and 925.

(c) Living Quarters Allowance (LQA). LQA may continue at the "with family" rate for a period NTE six months.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating, are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post charges for this service and connectivity charges in the U.S. for Internet classroom related activities in which the child is participating.

(2) "School away from Post" education allowance may continue until the school year end for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see DSSR, Section 633 for special education allowance.

(e) Educational Travel. When a dependent child is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

621.2 Employee and Family Ordered/Authorized to Depart

(a) Post Allowance. The post allowance is terminated as of the close of business of the departure day from the PDS.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the PDS.

(c) Living Quarters Allowance (LQA). LQA payment terminates as of the close of business of the employee's departure day from the PDS, unless the employee is required to maintain and pay for quarters at the PDS or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post may charge for this service and connectivity charges in the U.S. for Internet classroom related activities in which the child is participating.

(2) "School away from post" education allowances. See DSSR, Section 633.

(e) Educational Travel. When a dependent is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

(f) Post Differential and Danger Pay. When the employee departs PDS pursuant to ordered/authorized departure, post differential and danger pay payments terminate IAW DSSR, Sections 532 and 654.2, respectively. Subsequent eligibility for these benefits to an evacuated employee at the safe haven or other temporary duty stations is governed by DSSR, Sections 540 and 655, respectively.

622 Payment

Insofar as practicable, payments are made on the employee's regular paydays computed as follows:

a. For a full time and a regular part time employee, the payment amount is computed on the basis of the employee's regularly scheduled workweek.

b. For an intermittent employee, the payment amount is computed, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

c. Payment, and any required adjustment, is IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authority from the employee, wherever possible. If circumstances do not permit prior written authority, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.

d. When an advance payment is made under DSSR, Section 615, no part of the advance is offset against salary and allowance payments (DSSR, Section 620) as long as the evacuation order remains in effect. See DSSR, Sections 618 and 638 for reconciling employee accounts.

623 Termination

The authority for allowance payments under DSSR, Section 620 ceases as of the earliest of the following dates:

a. The date the evacuated/departed employee commences travel under an assignment order to another PDS outside the evacuation area;

b. The effective date of transfer when the employee is already at the PDS to which transferred for permanent duty;

c. The date of separation;

d. The date specified by the head of agency;

e. The date specified by the Secretary of State;

f. 180 days after the evacuation order is issued; or

g. The date the evacuee commences return travel to the previously evacuated PDS.

624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

a. Names of evacuated employees;

b. Names of evacuated dependents (indicating, as appropriate, designated representatives);

c. Feasibility of officially reassigning evacuated employees to other positions;

d. Number of evacuated employees and skills needed to reactivate the PDS; and

e. Any other facts or circumstances that may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As

soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authority to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

625 Work Assignments for an Evacuated Employee

625.1 An evacuated employee at a safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the employee's grade or title.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When a part time employee, either regular or intermittent, is given assigned work at the safe haven, a record of the hours worked is maintained so that payment may be made for any hours of work that are greater than the number of hours on which payments under DSSR, Section 620 are made.

630 Special Allowances

To help offset direct added expenses that are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (APP I, Part 4, par. A). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under age 12 is one half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From PDS to Safe Haven Locations. When the fifty U.S. and the District of Columbia are the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized home leave point or to any other location in one of the fifty U.S. or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty U.S. or the District of Columbia earlier than the employee, are permitted travel and transportation at GOV'T expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different safe haven in one of the fifty United States or the District of Columbia. Dependent travel and transportation expenses to and from an alternate safe haven outside the fifty United States and the District of Columbia are reimbursed NTE a constructed cost calculation from the evacuated PDS to the employee's selected safe haven in one of the fifty United States or the District of Columbia.

(2) From outside Point to Safe Haven. When an evacuee is away from a PDS on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. If an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated PDS to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, Section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for UB is authorized for authorized/ordered departure from/return to PDS. If the airfreight allowance is not used to ship UB because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight allowance from PDS) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, that must be purchased. The flat amounts are as follow: First evacuee without family: $250; First evacuee with one family member: $450; or First evacuee with two or more family members: $600. Receipts are not required for this allowance. ***NOTE: Even when the airfreight replacement allowance is granted from PDS, evacuees are still eligible for an airfreight allowance when/if they return to PDS.***

(4) Third Country National. On a case by case basis, as determined by the head of agency, a third country national employee and/or that employee's dependents should be considered for evacuation travel to the employee's country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if it is in the GOV'T's interest and authorized by the Secretary of State.

b. HHG, POV and Local Transportation Allowance

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at GOV'T expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs paid at a rate of $25 per day, regardless of the number of dependents. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following the evacuee's arrival day at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non commercial rate. The commercial rate requires a commercial lodging receipt. The non commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31st through 180th day amount shown for the rate (commercial or non commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, Section 632.4(b) ("Tandem Couples").

(b) Commercial rate

(1) The daily amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying commercial lodging tax in a CONUS or non foreign

OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

(a) First Evacuee plus one (non spouse dependent, age 18 or older);

(b) First Evacuee plus one (non spouse dependent of opposite gender, age 12 or older);

(c) First Evacuee plus two (one non spouse dependent, age 18 or older; or one non spouse dependent, opposite gender, age 12 or older);

(d) First Evacuee plus three (one non spouse dependent, age 12 or older);

(e) First Evacuee plus four or more dependents.

NOTE: For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE: Special Family Composition (e) applies.***

First Evacuee: Lodging up to $225; M&IE $50
Spouse: $50
Children 6 & 12: $25; $25
Child 18: $50

Lodging reimbursed for actual expense up to maximum of $225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non foreign OCONUS area safe haven.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the commercial lodging tax in a CONUS or non foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. ***NOTE: Special Family Composition (e) applies.***

First Evacuee: Lodging up to $225; M&IE $40
Spouse: $40
Children 6 & 12: $20; $20
Child 18: $40

The only difference between Example 1 and Example 2 is the reduction in the M&IE portion to 80% of days 1 through 30 commercial rate. Lodging reimbursed for actual expense up to maximum of $225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non foreign OCONUS area safe haven.

(3) For lease coverage see DSSR, Section 632.4(c).

(c) **Non Commercial Rate**

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven locality per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Non Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for “first evacuee” rates) with children ages 3 and 13.

First Evacuee: Flat amount $15; M&IE $50

First Evacuee: Flat amount $15; M&IE $50
Children 3 and 13: $25; $25
Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the evacuation end are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Non Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for "first evacuee" rates) with children ages 3 and 13.

First evacuee: M&IE $40
First evacuee: M&IE $40
Children 3 and 13: $20; $20
Receipts are not required for any of these amounts.

632.2 Official Foreign Area Safe Haven or Authorized Alternate Safe Haven

(a) When a foreign area is the officially designated safe haven, the SEA is based on the designated foreign area locality per diem rate under the same payment guidelines in DSSR, Section 632.1.

(b) When an evacuee goes to an authorized alternate safe haven the SEA is based on the lowest of the following per diem rates using the same payment guidelines in DSSR, Section 632.1: (1) the locality to which evacuated, (2) the locality rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily SEA rate is either the maximum rate as determined above, or a lower rate if, in the authorizing officer's judgment, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance (SEA)

(a) During Annual Leave, Sick Leave, Home Leave, Leave without Pay

Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized, should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authority to report to the official safe haven or to a TDY station. Dependents

become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem. See DSSR, Section 634.

An employee and/or dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at GOV'T expense.

SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Each employee member of a tandem couple should each receive up to the first evacuee rate of SEA. See DSSR, Section 610e(1).

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is authorized to return to the PDS, a waiver of the refund due the GOV'T on an advance or reimbursement of expenses incurred should be authorized for the unexpired lease period up to 30 days NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non foreign OCONUS area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) At the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) At the "school away from post" rate of either the PDS or safe haven, at the authorizing officer's discretion, to which children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

633.2 Official Safe Haven in one of the fifty United States or the District of Columbia

Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the "away from post" education allowance, the rate authorized for the PDS may continue for the school year remainder. SEA is not authorized for children on "away from post" education allowance. See DSSR, Sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under "School at post" education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

633.3 Authorized Alternate Safe Haven

A special education allowance is not authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue as provided in DSSR, Section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, Section 632. SEA payments are not made while the child is at school.

633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation

If a child already qualifies for and is receiving the special needs allowance and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safe haven location for special education services, then the special education allowance may continue during the evacuation until the public school begins to provide special services. See DSSR, Sections 271m; 276.2; and 276.8. Expenses may be reimbursed under the current year "school at post" and "special needs" education allowance maximum and may include items in DSSR, Section 276.8c.

634 Suspension of SEA Payments

SEA payments under DSSR, Section 632 are suspended in the applicable per person amount when the employee or dependents are authorized the travel expense allowance under DSSR, Section 631, travel per diem, or educational travel under DSSR, Section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

635 Termination of SEA Payments

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to PDS may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher NTE the 180 day limit):

(a) The date the evacuated employee commences travel under an assignment travel order to another PDS;

(b) The effective date of transfer when the employee is already at the PDS to which transferred;

(c) The date of separation;

(d) The date specified by the Secretarial Process;

(e) The date specified by the Secretary of State;

(f) 180 days after the evacuation order is issued; or

(g) The date the evacuee commences return travel to the PDS.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular PDS of assignment, or appropriate action must be taken to reassign the employee to another PDS. This action must be taken IAW prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned PDS, or when the employee is officially reassigned to another PDS.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as

though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, Sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, Sections 617 through 618.

639 Employee/Dependents Assigned but Not Arrived at PDS

An employee and/or dependent(s) who has not yet arrived at the PDS at the time of the evacuation/departure order is not covered by DSSR, Chapter 600. However, under the limited circumstances outlined in DSSR, Section 245, an employee and/or dependent(s) precluded from proceeding to PDS may be eligible for payments equivalent to those provided in DSSR, Chapter 600. When the DSSR, Section 245 criteria are not met, dependents who normally would accompany an employee to PDS are eligible for involuntary SMA (DSSR, Section 260) effective the date the employee begins official travel under an assignment travel order.

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SECTION 4: DSSR, CH 600 FAQS

FREQUENTLY ASKED QUESTIONS ON EVACUATION
Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)

1. ***Q: What is the difference between an authorized and an ordered departure?***

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employee/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management ("USSM") approves evacuation status for the PDS, authorized or ordered, the 180-day clock "begins ticking".

2. ***Q: Do all U.S. GOV'T AGENCIES subscribe, follow or adhere to the DSSR on evacuations?***

A: IAW DSSR, Sec 645 all AGENCIES implement the DSSR. To ensure fair and consistent treatment of all evacuees, AGENCIES desiring to deviate from DSSR, Ch 600 must seek the Secretary of State's authorization before doing so. The dependents of uniformed personnel are covered separately under the JFTR, Ch 6, Part A.

SAFE HAVEN

3. ***Q: How does a dependent select an official safe haven and on what is the Subsistence Expense Allowance (SEA) based?***

A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C6005-C2) for a reason/reasons other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. See Q&A 5 for transporting dependents to join subsequently evacuated employee.

4. ***Q: What benefits are available for dependents going to an authorized alternate safe haven?***

*A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the AGENCY head/designee authorizes the alternate safe haven as being in the GOV'T's best interest (DSSR, Sec 614c). Within DoD, PDUSD (P&R) may authorize an alternate safe haven (phone (703) 697-2086 or DSN (312) 227-2086). ***The employee cannot choose an alternate safe haven.*** The employee must travel to the official safe haven (DSSR, Sec 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rates - $123 as of 10-1-10). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, Secs 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. ***Q: May previously evacuated dependents join the employee at the employee's official safe haven?***

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, Sec 631a(1)).

6. ***Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?***

A: IAW these travel regulations (DSSR), an employee accompanying dependents, unable to travel alone, to the official or authorized alternate safe haven is reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. ***Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?***

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, Sec 633.2 and DSSR, Sec 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, Sec 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, Sec 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. ***Q: When do SEA benefits start for evacuees?***

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. ***Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, Sec 632.1, at the full amount for the first evacuee or at the additional dependent amount?***

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger dwelling. See FAQ 14.

10. ***Q: Can an employee and dependents on RAT or on FEML receive SEA payments?***

A: An employee and dependents cannot receive SEA while on RAT or in FEML status (DSSR, Sec 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. ***Q: What if the employee/dependent is in MEDEVAC/health care travel status?***

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. ***Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?***

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, Sec 632.4).

13. ***Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?***

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, Sec 632.1, "There is only one 'first evacuee', except as provided under DSSR, Sec 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven locality per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven locality per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, Sec 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a "lodging-related" expense).

14. ***Q: If more than one hotel room or larger QTRS is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven locality per diem rate?***

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

(1) First Evacuee plus one (non-spouse dependent, age 18 or older);

(2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);

(3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);

(4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and

(5) First Evacuee plus four or more dependents.

15. ***Q: What if I have a special family composition not included as one of the five in FAQ 14?***

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

16. ***Q: Is my nanny/caregiver eligible for SEA?***

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, Sec 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. ***Q: When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?***

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel authorization/order to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. ***Q: Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?***

A: Yes. Under DSSR, Sec 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation-related expenses. Advance payment may be for a maximum of 30 days 'salary' based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES

19. ***Q: What happens to the "away from post" education allowance when an evacuation takes place?***

A: The "away from post" education allowance continues until the current school year end. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the "away from post" education allowance (DSSR, Sec 633.2).

20. ***Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, Ch 600?***

A: Under the evacuation benefits law, only an employee and dependents who are temporarily away from the PDS at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, Sec 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

(1) The employee's transfer travel authorization/order must have been issued.

(2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and

(3)(a) HHG are packed and the residence is vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of the residence; or (c) the employee transferring from a foreign PDS with a direct transfer authorization (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate the residence.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, Sec 262.1.

21. ***Q: Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? See FAQ 22 for education.***

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round-trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, Sec 264.2(2)).

22. ***Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, Sec 262.3b)?***

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, Sec 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the current school year final semester (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, Sec 267.1b for rates.

23. ***Q: What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?***

A: An employee whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, Sec 262.3a). An employee whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, an employee may consider the "away from post" education allowance option. See DSSR, Sec 276.23 for details. Since SMA payments are not retroactive, the employee should submit Standard Form (SF)-1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. ***Q: If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent's departure from the PDS, which takes precedence?***

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee's travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. ***Q: How long is an evacuation order valid for return travel to the PDS?***

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. ***Q: Whose travel authorization should address dependent children when only one of a tandem couple is evacuated??***

A: In this case, the children are on the evacuating employee/parent's travel authorization.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial lodgings submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, Sec 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UB AND PRIVATELY OWNED VEHICLE (POV)

28. ***Q: Do I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, Sec 631b).

29. ***Q: If I do not have UB shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get UB shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the UB from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents $250; First evacuee with one dependent $450; and First evacuee with two or more dependents $600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as UB.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/UB is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. ***Q: Can I transport a POV from the PDS to the safe haven point?***

A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, Sec 631b) is authorized at a rate of $25 per day regardless of the number of dependents. Receipts are not required.

SECTION 5: DSSR, CHAPTER 600, EVACUATION PAYMENTS

C6200 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)
EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

_____
City County (U.S. only) U.S. State or Country
Safe Haven Lodging ("L") _____ Meals & Incidental Expenses ("M&IE") _____
Safe Haven Advance Received $_____
The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____

SPECIAL FAMILY COMPOSITION CONSIDERATION
(Check Only One)

_____First Evacuee plus one (non-spouse eligible family member, age 18 and older).
_____First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).
_____First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).
_____First Evacuee plus three (one non-spouse eligible family member, age 12 and over).
_____First Evacuee plus four or more family members.

***NOTE**: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.*

See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.

The "non-commercial" rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member age 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under age 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS
In addition to SEA payments, a transportation allowance may be paid at a rate of $25/day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

--$250 for first evacuee only;
--$450 for first evacuee and one eligible family member;
--$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates
*--48 states and DC (continental U.S.) =GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate)
http://www.gsa.gov/portal/category/21287
*--Non-Foreign, outside continental U.S. = DoD ***http://www.defensetravel.dod.mil/site/perdiem.cfm***
--All Foreign Locations = STATE ***http://aoprals.state.gov/content.asp?content_id=184&menu_id=78***

Basic rules for determining SEA payments:
If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

(a) Official safe haven;
(b) Approved alternate safe haven; or
(c) Continental U.S. (CONUS) [as of 1 October 2010, that is $123 ($77/ $46)]

Commercial Rate
Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is $150, maximum reimbursement for family lodging is $225/day; (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging is $150/day.

Non-Commercial Rate
Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE UNITED STATES

C6300 OPM REGULATIONS

DOD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DOD web site with evacuation information: ***http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm***

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at:
http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf

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Sec. 550.401 Purpose, Applicability, Authority, and Administration

(a) Purpose. This Part provides regulations to administer Title 5 CFR, Section 550-401 through 550.409 within DOD. Those sections implement Subchapter III (except Sections 5524a and 5525) of Chapter 55 of Title 5, USC, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the U.S. or in a Non-foreign OCONUS Area

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the U.S. and certain non-foreign areas:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;

3. The head of a DOD Component (see definition in APP A) or designated representative;

4. The commander of a U.S. INSTALLATION (see definition in APP A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

(1) The DOD and DOD Components;

(2) An employee of a DOD Component who is a U.S. citizen/national;

(3) An employee of a DOD Component who is not a U.S. citizen/national, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and

(4) An alien employee of a DOD Component hired within the U.S.

(d) Authority. An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in APP A).

(e) Administration. The responsible official designated by the Secretarial Process for the DOD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance payment and evacuation payment and any required adjustments must be made IAW the DOD component's procedures.

Sec. 550.402 Definitions

(a) Agency means an Executive agency, as defined in Section 105 of Title 5, USC.

(**b**) **Day** means a calendar day.

(c) **Dependent** means a relative (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).

(d) **Designated representative** means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.

(e) **Evacuated employee** means an employee of a DOD Component who has received an order to evacuate.

(**f**) **Order to evacuate** means an oral or written order to evacuate an employee and/or that employee's dependents from an assigned area.

(g) **Safe haven** means a location to which an employee and/or dependent will be or has been evacuated.

(**h**) **United States (U.S.)** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the U.S. This definition is equivalent to the definition of the U.S. and Non-foreign OCONUS area in JTR, APP A. See JTR, APP A for listing of territories and possessions of the U.S.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) An advance payment of pay, allowances, and differentials may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) Evacuation payments of pay, allowances, and differentials may be made to an employee during an evacuation and must be paid on the employee's regular pay days, when feasible.

(c) Special allowances, including travel expenses and per diem, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) An advance payment or an evacuation payment may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DOD Component may make payments in an evacuation situation to an employee of another Federal agency/ DOD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DOD Component other than the employee's agency/DOD Component, the DOD component making the payment must immediately report the amount and date of the payment to the employee's agency/DOD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable, must be made before an advance payment or evacuation payment is made.

(b) **(1) The amount of advance payments** must cover a time period NTE 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) Evacuation payments must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

(c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) **(1) For a full-time and part-time employee,** the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) For an intermittent employee, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DOD component.

Sec. 550.405 Determination of Special Allowances

NOTE: An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) Subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

(1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C4567-C for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005)***.

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.

(c) **(1)** After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

Sec. 550.409 <u>Evacuation Payments during a Pandemic Health Crisis</u>

(a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

(b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

(c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

CHAPTER 7

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*PART A: IPA MOBILITY PROGRAM

*C7000 TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOV'T AND A STATE OR LOCAL GOV'T OR INSTITUTION OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

*A. General. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. ***Assignments solely for training are not to be made using this authority.***

*B. Authority. Title 5 USC §§ 3371 - 3375 provide authority for the temporary assignment of an employee between the Federal GOV'T and:

1. State or local government,
2. Institutions of higher education,
3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

*C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following ***may be authorized***:

1. Round trip travel and transportation and per diem IAW Ch 4, Part B (is taxable for an indeterminate period or a period of more than one year) for the employee, or
2. Limited Relocation IAW Ch 5.
   a. The employee's travel and transportation expenses to and from the assignment location;
   b. The employee's dependents' travel and transportation expenses to and from the assignment location;
   c. Transportation and SIT expenses of the employee's HHG and personal effects;
   d. TQSE at the time the assignment commences and at the time the assignment is completed;
   e. An MEA; and
   f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. C5154-A.

*D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and
2. Intermittent, part-time, or full-time, and
3. Extended for up to an additional 2 years, when beneficial to both organizations, and
4. Terminated at any time.

*E. IPA Mobility Program. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW OPM regulations in CFR, Part 5, Chapter 334. See ***http://www.opm.gov/programs/ipa/index.htm*** for information and OPM regulations concerning the IPA Mobility Program.

*PART B: MISSING PERSONS CASES

C7085 GENERAL

A. Authorized Transportation. Provided the requirements in par. C5870 are met, transportation at GOV'T expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:

1. Dead,

2. Injured/missing for a period of 30 or more days,

3. Interned in a foreign country, or

4. Captured by a hostile force.

B. Transportation Requirements. Transportation, IAW par. C5870, is authorized provided the employee:

1. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,

2. Is not part-time/intermittently employed,

3. Is not native labor hired on a hourly/per diem basis,

4. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

C. Dependent. For this Part, the term dependent includes a/an:

1. Lawful spouse,

2. Unmarried child under age 21 years,

3. Dependent stepchild,

4. Adopted child under 21,

5. Dependent that has been designated as such in official records, or

6. Individual determined to be a dependent by the DoD Component head/designated representative.

C7090 CONDITIONS

A. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part D).

B. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part E).

C. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.

D. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C7095 RESPONSIBILITY

The DoD Component commander is responsible for:

1. Administrative determinations,
2. Obtaining authorizations/approvals required, and
3. Issuing travel orders.

*PART C: CIVILIAN ESCORT AND ATTENDANT

C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1036)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependent who is authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round trip travel and transportation allowances.

2. The escorting employee must have a TDY travel order.

3. Par. C7100 must be cited as authority on the travel order authorizing an escort to perform necessary travel IAW JFTR, par. U7551.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2l), and is authorized the same travel and transportation allowances as a DoD civilian employee.

D. Funds Advance. Travel and transportation allowances authorized by par. C7100 may be paid in advance IAW the DoD COMPONENT's policy.

C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENT (10 USC §1040)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependent who is authorized transportation to/from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances.

2. The attending employee must have a TDY travel order.

3. Par. C7105 must be cited as authority on the travel order authorizing an attendant to perform necessary travel IAW JFTR, par. U5240-C.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel provides the funds for the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7554.

D. Funds Advance. Travel and transportation allowances authorized by par. C7105 may be paid in advance IAW the DoD COMPONENT's policy.

C7110 ESCORT/ATTENDANT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. DoD Civilian Employee

1. A DoD civilian employee who performs authorized travel as an escort/attendant for a Uniformed Service member who is on the TDRL and who is also required to submit to periodic physical examinations (JFTR, par. U7251-A), is authorized round trip travel and transportation allowances.

2. The escorting/attending employee must have a TDY travel order.

3. Par. C7110 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort/ attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7250-D3.

D. Funds Advance. Travel and transportation allowances authorized by par. C7110 may be paid in advance IAW the DoD COMPONENT's policy.

C7115 ESCORT/ATTENDANT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)

A. DoD Civilian Employee

1. A DoD civilian employee, who performs authorized travel as an escort/attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an escort/attendant (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.

2. The escorting/attending employee must have a TDY travel order.

3. Par. C7115 must be cited as authority on the travel order authorizing an escort/attendant to perform necessary travel.

4. The transportation mode and routing must be IAW Ch 2.

5. The agency directing the travel funds the DoD employee's travel.

B. Non-DoD GOV'T Employee. A non-DoD GOV'T employee who performs authorized travel as an escort/ attendant under a TDY travel order is authorized TDY travel and transportation allowances IAW the regulations issued by the agency funding the travel.

C. Non-GOV'T Civilian. Any other civilian must be issued an ITA (APP E1, par. A2e) and is authorized the same travel and transportation allowances as a DoD civilian employee. See JFTR, par. U7250-D3.

D. Funds Advance. Travel and transportation allowances authorized by par. C7115 may be paid in advance IAW the DoD COMPONENT's policy.

PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

C7150 APPLICABILITY

A. Application

1. This Part applies to an interviewee.

2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official GOV'T business.

2. A DoD COMPONENT is not required to offer all allowances to the interviewee (par. C7165-B).

C7155 AUTHORIZATION

A. Payment Authority. A DoD COMPONENT may pay allowable pre-employment interview travel expenses (par. C7165) for eligible individuals (par. C7155-B).

B. Eligibility

1. Each DoD COMPONENT must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.

2. See 5 CFR Part 572 for OPM qualification criteria guidelines.

C7160 RESPONSIBILITIES

A. DoD Component Responsibilities

1. General. A DoD COMPONENT must adhere to general travel order policies and practices in this Volume.

2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. ***A limited or unlimited open authorization must not be used for pre-employment interview travel.***

3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD COMPONENT:

a. Must communicate DoD travel rules and procedures to the interviewee,

b. Should ensure the interviewee understands how travel reimbursements are calculated, and

c. Should provide assistance to the interviewee with travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses

a. A DoD COMPONENT must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5.

b. Example: a DoD COMPONENT may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use

a. Transportation tickets should be provided by the interviewing DoD Component.

b. The interviewing DoD COMPONEWNT may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the GOV'T.

*3. Contract Carriers Use. An interviewee is a mandatory user of the GOV'T'S city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

a. Is accountable for all transportation tickets and GOV'T procured transportation documents issued for use in performing pre-employment interview travel.

b. Must be provided written instructions at the time a travel order is issued explaining the DoD COMPONENT's administrative procedures for controlling and accounting for passenger transportation documents.

c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/GOV'T procured transportation documents are issued.

d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.

*e. And the interviewing DoD COMPONENT are bound by the same rules that apply to a DoD traveler/ Component (par. C3005).

5. Ticket Exchanges

a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.

b. The carrier is required to make refund directly to the appropriate DoD COMPONENT billing office.

c. a DoD COMPONENT must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order (41 CFR §101-41.210-1).

C7165 REIMBURSEMENT

A. Allowable Expenses

1. Expense Limitation. A DoD COMPONENT may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, ***except for the expenses listed in par. C7165-B.***

2. Expense Amount. A DoD COMPONENT:

a. May pay all or part of pre-employment travel expenses.

b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.

B. Expenses Not Allowed. A DoD component must not pay expenses for:

1. Communication services use for purposes other than communication directly related to travel arrangements for the GOV'T interview; and

2. Hire of a room (APP G).

C7170 FUND SOURCE

A. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a GOV'T-procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.

2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Sources Not Allowed

1. GTCC

a. A GTCC, issued to an individual employee, ***may not*** be used for pre-employment interview travel.

b. A CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. ***The interviewee must not be issued a travel advance.***

3. Travelers Checks. ***GOV'T contractor issued travelers' checks may not be used for pre-employment interview travel.***

C7175 REIMBURSEMENT CLAIM

A. Fraudulent Claim. The DoDFMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,

2. AEA denial for an entire day on which a suspected expense is claimed, and

3. Requirements for the traveler to reimburse the GOV'T if payment is made before discovery of a suspected falsified expense (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

B. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the GOV'T.

2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method The DoD COMPONENT should inform the interviewee of this requirement.

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD COMPONENT should assist in the process.

2. Administrative Procedures. Each DoD COMPONENT must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the DoDFMR, Vol. 9.

PART E: RESERVED

***For travel expenses not payable by the GOV'T, see par. C1000-D.**

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*PART F: REPATRIATION TRANSPORTATION

C7250 OTHER THAN ARMY CIVILIAN MARINE PERSONNEL

A. Conditions. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at GOV'T expense through violation of a service agreement, may be authorized GOV'T transportation for the employee and family members if ***all*** of the following conditions exist:

1. The employee was transported to the OCONUS PDS at GOV'T expense, and

2. The employee's actual residence is in the U.S., and

3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at GOV'T expense and the destination is in the U.S., and

4. 90 or fewer days have elapsed since transportation eligibility loss, and

5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss, and

6. GOV'T transportation facilities (AMC or MSC) are available to the U.S., and

7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the GOV'T's interest.

B. Transportation Payment. The employee is financially responsible for transportation charges when travel arrangements are made.

C. Transportation Cost

1. AMC. When travel is by AMC, the transportation cost is the International Rate Book Tariff rate.

2. MSC. When travel is by MSC, the transportation cost is the revenue tariff rate in the MSC tariff manual.

C7255 ARMY CIVILIAN MARINE PERSONNEL

A. Repatriation Authorized. Repatriation of a U.S. citizen civilian marine employee of the Department of the Army:

1. Applies to an employee who has been left ashore in an outport in the course of employment with no advance arrangements for return to the ship or home port.

2. Includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport.

3. Does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

B. Repatriation Not Authorized. Repatriation does ***not*** apply to a:

1. Local marine employee in an OCONUS area employed under a labor contract, or

2. Civilian marine employee paid under native wage scales.

The OCONUS command concerned repatriates such employees under local law and local prevailing maritime practice.

C. Repatriate Classification

1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander).

2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of actions that are not due to employee misconduct or negligence. This includes an employee put ashore:

a. As a result of a sudden, unannounced change in the ship's schedule,

b. For hospitalization or outpatient treatment as a result of a disability incurred in the service of the ship, or

c. As a result of a shipwreck.

3. Class II Repatriate. A Class II repatriate is a civilian marine employee/former employee who has been left in an outport because of the employee's own negligence, misconduct, or desire to leave employment. This includes an employee:

a. Hospitalized as a result of misconduct,

b. Who has deserted the ship, or

c. Detained by police authorities.

D. Assistance Furnished

1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance to return to:

a. Their ships,

b. Another Army civil service manned ship,

c. Their home port, or

d. A CONUS port.

2. Class I Repatriate. If a GOV'T civil service manned ship is not available for the transportation of a class I repatriate, a travel order may be issued providing travel and transportation.

3. Class II Repatriate

a. General. Generally, transportation is provided to a class II repatriate as an unpaid crew member (workaway) of an Army ship.

b. Personnel Directives. See appropriate personnel directives:

(1) Regarding a workaway's status as filling a vacancy on a manning scale and/or wages,

(2) Regarding a class II repatriate's duty performance requirements, and/or

(3) To determine if a workaway is to be assigned day work in the department of the workaway's rating and be subsisted with the crew.

4. Workaway Transportation and Subsistence

a. Transportation in an Army ship and subsistence in kind furnished to a workaway are at no cost to the GOV'T, even if the workaway is disabled and cannot perform work.

b. If the class II repatriate cannot be repatriated as a workaway, GOV'T funds may ***not*** be used for travel and transportation unless the individual is destitute. In cases of destitution, all GOV'T funds spent must be recovered through appropriate collection procedures, including deductions from compensation due.

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PART G: THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEE (FTR §301-31)

C7300 GENERAL

A. Authorization/Approval (FTR §301-31.1). The DoD COMPONENT may authorize/approve transportation and certain subsistence (***not per diem***) expenses to protect a law enforcement/investigative employee and immediate family, when their lives are placed in jeopardy as a result of the employee's assigned duties.

B. Transportation and Subsistence Expenses (FTR §301-31.5). The DoD COMPONENT may pay transportation and subsistence (***not per diem***) expenses when it is determined that a threat against the employee/immediate family member(s) justifies moving them to temporary accommodations at or away from the PDS.

C. Time Limits. The DoD COMPONENT must determine how long payments continue based on the specific nature and potential duration of the life threatening situation and the alternative costs of a PCS.

D. PCS Instead of Temporary Accommodations. If temporary accommodations are expected to exceed 120 days, the DoD COMPONENT should permanently relocate the employee, if a PCS is advantageous. Determining factors include the specific nature of the threat, the continued disruption of the family, and the PCS costs.

E. Orders. The DoD COMPONENT must establish specific administrative procedures for issuing travel orders and for payment of claims arising from the unique situations covered by this Part.

C7305 ELIGIBILITY (FTR §301-31.2, §301-31.3 and §301-31.4)

A. General. When authorized/approved by the DoD COMPONENT, a law enforcement/investigative employee (APP A) and immediate family member(s) (APP A) are eligible for subsistence and transportation expenses when the employee is in a life threatening situation because of the employee's assigned duties.

B. Extended Family. Based on the nature of the threat, the DoD COMPONENT may include other members of an employee's extended family, and the family of the employee's spouse/domestic partner.

C7310 TEMPORARY ACCOMMODATIONS

A. Location Determination (FTR §301-31.6). The DoD COMPONENT determines if lodging is obtained within the PDS area or at an alternate location.

B. Different Locations for Employee and Family Member(s) (FTR §301-31.7). Temporary accommodations may be at different locations for the employee and immediate family members.

C7315 DELEGATION OF AUTHORITY

The DoD COMPONENT head:

1. May delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses IAW this Part.

2. Must keep the delegation of authority to as high a level as practicable to ensure proper review of the circumstances to take protective action by moving an eligible individual from home.

C7320 RISK EVALUATION

A. General. When a situation occurs that appears to be life threatening, the DoD COMPONENT:

1. Must take appropriate action necessary to protect the eligible individual(s), including removal from home.

2. Must immediately inform the DoJ Criminal Division of the threat, IAW DoJ regulations.

3. Must provide the DoJ with the name of each person involved and other pertinent details to determine the degree and seriousness of the threat.

4. Must be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action.

5. Must apprise the DoJ, at 30 day intervals, of the situation for reevaluation/recommendation, and determine if an extension is necessary.

B. Individual Case Assessment. The DoD COMPONENT is responsible for deciding each individual case. The decision is based on an assessment of the situation and the advice of the DoJ as to:

1. Whether or not protective action should be initiated or continued, and

2. The amount of subsistence and transportation expenses that should be authorized/approved.

C7325 TRANSPORTATION (FTR §301-31.8)

A. General. The DoD COMPONENT may authorize/approve transportation expense payments to/from a location away from the employee's designated PDS when a situation requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's PDS.

B. Deviation for Security Reasons. Transportation to/from a location away from the employee's designated PDS must be IAW Ch 2 unless the DoD COMPONENT specifically authorizes/approves a deviation for security reasons.

C7330 SUBSISTENCE PAYMENTS

A. General. Subsistence payments may begin as soon as the DoD COMPONENT invokes the provisions of this Part.

B. DoJ Evaluation Period. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD COMPONENT returns the individual home.

C. Time Limitation (FTR §301-31.13). The DoD COMPONENT may authorize subsistence expense payments up to 60 days. Additional periods may be authorized if the DoD COMPONENT determines that an extension is justified.

D. Maximum Allowable (FTR §301-31.10)

1. The DoD COMPONENT may pay actual subsistence expenses NTE the maximum allowable amount for the period the employee/family member(s) occupy temporary accommodations.

2. The maximum allowable amount is the maximum daily amount multiplied by the ***authorized*** number of days the employee/family member(s) occupy temporary accommodations.

E. Maximum Daily Amount. The maximum daily amount is determined by adding the rates in the following table for the employee and each family member authorized temporary accommodations.

If the DoD COMPONENT Authorizes:	The employee, or *unaccompanied* spouse/domestic partner, or other *unaccompanied* family member may receive:	An *accompanied* spouse/domestic partner, or a family member who is 12 or older may receive:	A family member under 12 may receive:
Lodging only	The full locality lodging rate	.75 times the full locality lodging rate	.50 times the full locality lodging rate
Full per diem	The full locality per diem rate	.75 times the full locality per diem rate	.50 times the full locality per diem rate

F. Actual Expenses Payment (FTR §301-31.11). ***The DoD COMPONENT must not pay a per diem allowance instead of reimbursing actual expenses.***

G. Expenses Covered (FTR §301-31.9)

1. Limitations. Subsistence payments ordinarily are only for lodging costs.

2. Exceptions. Meals and laundry/cleaning expenses may be paid if the:

   a. Temporary accommodations do not have kitchen facilities,

   b. Temporary accommodations do not have laundry facilities, or

   c. DoD COMPONENT determines that other extenuating circumstances exist which necessitate payment of these expenses.

C7340 ITEMIZATION AND RECEIPTS (FTR §301-31.12 and §301-31.15)

A. Itemization. Actual expenses must be itemized to show the amounts spent daily for:

1. Lodging,

2. Meals, and

3. Other allowable subsistence expense items.

B. Receipts

*1. See par. C2710 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

2. Travelers should retain ALL receipts for tax or other purposes.

C. Exceptions. The DoD COMPONENT may waive all but essential documentation requirements if documentation compromises the security of any individual involved.

C7345 FUNDS ADVANCE (§301-31.14)

*A. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD COMPONENT policies and procedures, and IAW Ch 2, Part E.

B. Limitations. Advances must not exceed estimated expenses for a 30 day period computed under par. C7330.

C. Reimbursement to the GOV'T. An employee must reimburse the GOV'T for any portion of the advance disallowed or not spent.

PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301-30)

See Ch 7, Part M for Emergency Visitation Travel (EVT))

C7350 GENERAL

A. Eligibility (FTR §301-30.1). Travel and transportation expenses may be authorized/approved when an employee discontinues/interrupts a TDY travel assignment before completion because of:

1. An incapacitating illness/injury not due to the employee's misconduct, or

2. The death or serious illness of a family member, or

3. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

B. Medical Travel. See par. C7500 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.

C. Emergency Leave from the PDS. ***GOV'T funded emergency leave transportation from the PDS under this Part is not authorized.***

C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

A. Authorization/Approval. A DoD Component may authorize/approve reimbursement for transportation and per diem expenses, under this Part, based on the employee's personal situation and the component's mission.

B. Delegation of Authority. Delegation of authority must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION (FTR.§301-30.3)

A. General. The employee should immediately contact the AO for instructions when:

1. Incapacitated by illness/injury, or

2. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

B. Reimbursement. Payments may be approved after travel has been performed.

C7365 DEFINITIONS

As used in this Part, the following definitions apply:

A. PDS. In addition to the APP A definition, "PDS" also refers to the home/regular business place as it pertains to experts and consultants described in 5 USC §5703.

B. Alternate Location

1. An "alternate location" is a destination, other than the employee's PDS or the point of interruption, where necessary medical services or a personal emergency situation exists.

2. In the case of an employee's illness/injury, the nearest hospital/medical facility capable of treating the illness/injury is ***not*** an alternate location.

C. Employee's Incapacitating Illness/Injury

1. An "incapacitating illness/injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment (temporarily or permanently).

2. A sudden illness/injury may include a recurrence of a previous medical condition thought to have been cured or under control.

3. The illness/injury may occur while the employee is at, or en route to/from, a TDY location.

D. Family (FTR. §301-30.2)

1. "Family" means those dependents, defined in APP A, who are members of the employee's household at the time the emergency situation arises.

*2. For compassionate reasons, and when warranted by the circumstances of an emergency situation, the DoD Component may include other members of an employee's extended family and the family of the employee's spouse/domestic partner. Individuals named in APP A, who are not dependents/members of the employee's immediate household, fall within this group.

3. The DoD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. "Personal emergency situation" means:

1. The death or serious illness/injury of an employee's family member, or

2. A catastrophic occurrence/impending disaster such as a fire, flood, or act of God that directly affects the employee's family/home at the PDS, and occurs while the employee is at, or en route to/from, a TDY location.

F. Serious Illness/Injury of Family Member. "Serious illness/injury of a family member" means:

1. A grave, critical, or potentially life-threatening illness/injury,

2. A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available, or

3. Situations involving less serious illness/injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God

1. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes.

2. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C7370 EMPLOYEE'S INCAPACITATING ILLNESS/INJURY

A. General (FTR.§301-30.4). When an employee interrupts/discontinues a travel assignment because of an incapacitating illness/injury (par. C7365-C), transportation expenses and per diem may be allowed to the extent provided below.

B. Per Diem Continuation at the Interruption Point

1. Interruption Point. The interruption point may include the nearest hospital/medical facility capable of treating the employee's illness/injury.

2. Per Diem. Per Diem:

a. Is authorized for an employee who interrupts the TDY assignment ***because of an incapacitating illness/injury***, and takes any type of leave.

b. Must not exceed the maximum per diem rate for the location at which the interruption occurs.

c. May be continued for a reasonable period, ordinarily NTE 14 calendar days for any one absence. The DoD Component may authorize/approve a longer period if justified by the circumstances of a particular case.

d. ***Is not allowed while an employee is confined to a hospital/medical facility that is***:

(1) Within proximity of the PDS, or

(2) The one to which the employee would have been admitted if the illness/injury had occurred while at the PDS (FTR. §301-30.5).

3. Payments from Other Federal Sources (FTR.§301-30.5). Per diem must not be paid or, if paid, must be reimbursed to the GOV'T if the employee receives hospitalization/is reimbursed for hospital expenses under any Federal statute (including hospitalization in a VA/military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program) while in a travel status in par. C7370-B.

4. Documentation and Evidence of Illness

a. The type of leave and its duration must be stated on the travel voucher.

b. No additional evidence of the illness/injury is submitted with the travel voucher.

c. Evidence filed with the DoD Component is sufficient. This evidence must be IAWOPM annual and sick leave regulations.

C. Return to PDS/Home

1. General

a. En route transportation and per diem expenses must be allowed for return travel to the PDS when an employee discontinues a TDY assignment because of an incapacitating illness/injury.

b. Return travel may be from the interruption point or other point where the per diem allowance was continued (par. C7370-B).

c. If, when the employee's health has been restored, the DoD Component decides that it is in the GOV'T's interest to return the employee to the TDY location, such return is a new travel assignment at GOV'T expense.

2. Employee's Attendant/Escort

a. Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.

b. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.

c. Round trip transportation between the PDS and the TDY station or one-way transportation between those points is authorized for the attendant/escort (B-169917, 13 July1970).

D. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses

a. Reimbursement for certain excess travel costs may be allowed (par. C7370-D2) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:

(1) For travel to an alternate location to obtain medical services, and

(2) To return to the TDY assignment,

b. This interruption must be authorized with the approval of an appropriate DoD Component official,

c. The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. C7365-B).

2. Excess Cost Calculation

a. Reimbursement authorized/approved under par. C7370-D1 is the excess actual travel costs:

(1) From the interruption point,

(2) To the alternate location, and

(3) Return to the TDY assignment,

that exceed the constructed cost of round-trip travel between the PDS and the alternate location.

b. The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:

(1) Interruption point to the alternate location, and

(2) Alternate location to the TDY assignment.

c. ***No per diem is allowed for the time spent at the alternate location.***

d. The constructed travel cost is:

(1) The sum of transportation expenses the employee would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the PDS), ***PLUS***

(2) TDY per diem for the appropriate en route travel time.

The excess cost that may be reimbursed is the difference between the two calculations.

C7375 PERSONAL EMERGENCY SITUATION

A. Return to PDS/Home

1. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel order must be issued if the DoD Component decides that it is in the GOV'T's interest to return the employee to the TDY location after the personal emergency is resolved.

4. Contract city-pair airfares may be used ICW par. C7375-A.

B. Travel to an Alternate Destination and Return to the TDY Location

1. An employee may:

a. Interrupt a TDY assignment due to a personal emergency,

b. Take leave for travel to an alternate destination where the personal emergency exists, and

c. Return to the TDY assignment.

2. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. C7375-C.

3. ***Contract city-pair airfares may NOT be used ICW par. C7375-B.***

C. Discount Airfare Use

1. Contract city-pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. C7375-A.

2. Contract city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

3. If a contract city-pair airfare is not available, policy-constructed airfare (see APP A) (including a lower or equal airfare offered by a non-contract carrier limited to a GOV'T traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

3. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

D. Return to the PDS

1. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO/TMC, if one is available. See par. C2203.***

2. An unused portion of GOV'T-funded transportation for the TDY assignment must be used if possible.

3. The DoD Component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Destination

1. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD Component may:

a. Procure transportation, or

b. Provide an advance of funds for the employee to procure transportation.

2. Reimbursement to the GOV'T. The employee must reimburse the GOV'T for any GOV'T-funded transportation cost/travel advance in excess of the authorized/approved reimbursement.

3. City Pair Airfares. City-pair airfares may:

a. Be used only when transportation is entirely GOV'T-funded, and

b. ***May not be used for travel to an alternate destination***.

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING A MEMBER OF CONGRESS AND/OR CONGRESSIONAL STAFF

C7400 GENERAL

A. Application. This Part applies to DoD civilian employee travel accompanying a member of Congress, congressional staff employee and funeral support under the authority in 31 USC §1108(g). DoD COMPONENTS should refer to the below DoD issuances for guidance.

1. DoDD 4515.12, DoD Support for Travel of Members and Employees of Congress; and

2. DoDI 4515.19 DoD Support for Congressional Funerals.

B. Reimbursement. A DoD employee accompanying a Member of Congress/congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by a Member of Congress/ congressional staff employee(s) that the DoD civilian employee is accompanying, and

2. Per diem/AEA NTE the rate prescribed for a Member of Congress/congressional staff employee(s) that the DoD civilian employee is accompanying;

*provided the DoD civilian employee's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (pars. C3520-C8).

C7405 DEFINITION OF TERMS

A. Member of Congress. For this Part, "Member of Congress" means a Member of the U.S. Senate or the House of Representatives, a Delegate to the U.S. House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Staff Employee. For this Part, "Congressional staff employee" means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for a DoD civilian employee working in other than a military department.

C7410 TRANSPORTATION, PER DIEM, AND AEA RATES

When travel is authorized under 31 USC §1108(g), transportation service class, per diem, or AEA rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes/approves a specified per diem rate/AEA without regard to any established per diem rate.

C7415 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES

Approval codes required on documentation for other than economy/coach class Congressional travel are first-class (FC), and business-class (BC) (pars. C2204-B3g and C2204-B4j).

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*PART J: TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED (FTR §301-13)

C7450 GENERAL(FTR §301-70.400)

A. Provisions

1. Rehabilitation Act of 1973, as amended,

2. 29 USC §701 et seq., and

3. 5 USC §3102 as amended,

B. Policy. The provisions in par. C7450-A accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***An employee with a special need and an employee with a disability are treated the same.***

C. Applicability (FTR § 302-4.100 and §301-13.1). This Part applies to the following individuals with a disability/special need:

1. Employee, as defined in par. C7455, incident to TDY/PCS (59 Comp. Gen. 461 (1980)).

2. Employee as defined in par. C7455, on official travel within the PDS limits (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009).

3. Dependent traveling ICW a PCS, per the Agency's determination.

4. Tuition-free DoDEA dependent student IAW par. C5123.

D. Limitations

1. Payment is authorized for additional travel expenses in par. C7460 that are incurred by an employee/ dependent with a disability/special need to provide reasonable accommodations in the performance of official travel.

2. An agency is not authorized to reimburse an employee/dependent with a disability/special need for lodging unless traveling on official business away from the PDS.

3. The agency may choose any accommodation that is effective. Under the Rehabilitation Act, the employing agency is ***not*** required to provide accommodations that the employee with a disability/special need requests/ prefers.

C7455 DEFINITIONS

The terms below are defined for this Part.

A. Disability. A "disability" means:

1. A physical/mental impairment that substantially limits one or more major life activities;

2. A record of such an impairment; or

3. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 or fewer months.

B. Physical/Mental Impairment. "Physical/mental impairment" means/includes:

1. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

2. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.

3. "Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

C. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

D. Substantially Limits. "Substantially limits" means that the employee is:

1. Unable to perform a major life activity that the average person can perform; or

2. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

E. Has a Record of Such an Impairment. "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. Is Regarded as Having Such an Impairment. The employee has:

1. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;

2. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

3. None of the impairments defined in par. C7455-C, but is treated by the employing agency as having a substantially limiting impairment.

G. Employee with a Special Need. An "employee with a special need" means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler's weight, height, or a similar characteristic.

C7460 ALLOWABLE EXPENSES

The following expenses are payable to an employee with a disability/special need when appropriate IAW Agency/ Service regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the employee. The attendant does not have to be a member of the employee's immediate family.;

2. Specialized transportation for the employee to, from, and/or at the TDY location;

3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/

special need;

4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities (APP G, Baggage Expenses and Handling Tips);

5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Agency's/Service's other than economy/coach class travel policy. See par. C2000-A2c and APP P2, Sec C, FAQ #2 for medical justification of other than economy/coach class accommodation use.

7. Service of an attendant, when necessary, to accommodate the employee's disability/special need. See APP E1, par. A2l if the attendant traveler is not an employee or member.

C7465 PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/ SPECIAL NEED

A. General. 5 USC §3102, authorizes hiring (with or without pay) a/an:

1. Personal assistant,

2. Reader, and/or

3. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

B. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. Further guidance is available at: ***http://www.opm.gov/hrd/lead/pubs/handbook/lrbsa6.asp*** .

C7470 SPECIALLY EQUIPPED AUTOMOBILE TRANSPORTATION BETWEEN CONUS PDSs

A. Provision. Specially equipped automobile transportation between CONUS PDSs is based on 64 Comp. Gen. 30 (1984)). See : ***http://141.116.74.201/reqs/comp-gen-dec/B-215616.pdf***.

B. Transportation/Reimbursement. See par. C5248-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/ special need between CONUS PDSs.

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PART K: EMPLOYEE MEDICAL TRAVEL

***NOTE*: See Ch 7, Part M for Emergency Visitation Travel (EVT).**

C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (APP A), are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care.

2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.

3. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel IAW par. C7500-C.

4. When authorized, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to/from another location incident to the employee obtaining required health care (whether or not the care itself is at GOV'T expense) under the conditions and limitations in this Part.

5. Ch 7, Part H provides emergency travel and transportation for an employee due to incapacitating illness, injury, or a personal emergency situation while TDY.

B. Eligibility

1. Employee

a. An employee must be permanently assigned to a foreign OCONUS PDS.

b. An employee is eligible while performing foreign OCONUS PCS travel.

c. ***A locally hired employee, who does not have a service agreement, is not eligible for this travel.***

2. Attendant/Escort. See par. C7530.

3. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the employee if the AO determines that:

a. The family member is incapable of self care at the PDS, and

b. No suitable care arrangements can be made at the PDS, and

c. The travel is in the GOV'T's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee, stationed at a foreign OCONUS PDS, at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and which,

b. If delayed, could result in a worsening of the condition, and

c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

C7505 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Civilian. An employee performing medical travel in any capacity is governed by the JTR.

2. Uniformed Service Member. The JFTR provides the allowances for a uniformed service member serving as an attendant/escort as part of official duties.

3. Attendant/Escort. See par. C7530.

B. Travel Order. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree, in writing, to pay/reimburse the GOV'T's excess travel and transportation costs incurred by the employee, attendants/escorts, and accompanying family member(s).

2. The GOV'T's cost is based on transportation costs to and from the designated point.

3. Par. C7525 displays a sample excess cost agreement.

*E. 'Other than Economy/Coach' Accommodations. For full reimbursement, 'other than economy/coach' accommodations must be IAW par. C2110-D.

C7510 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see ***http://www.transcom.mil/tcsg_public/***.

4. After consultation with a professional certifying physician, the AO may authorize/approve necessary travel by private airline, ambulance service, or other specialized medical transportation provider.

B. Limitation. An eligible employee is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. C7505-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at GOV'T expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW par. C7510-B1.

3. Dental Patients. An employee is authorized health care transportation for required dental care once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C7515 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:

a. Employee, accompanying family member(s) and an attendant/escort, subject to the limitations in pars. C7515 and C7530, and

b. Uniformed member authorized as an attendant/escort, subject to the JFTR and par. C7530.

2. See par. C4555-B3 for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. C7515-C, C7515-D, C7515-E, C7515-F, and C7515-G, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 days including:

1. Travel time to/from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and

3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. C7515-B2 and C7515-B3 for dental patients may not be authorized/approved for more than:

   a. 3 days for emergency dental care, and

   b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

C7520 EXCESS ACCOMPANIED BAGGAGE

*The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. C3100-A2.

C7525 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. C7505-D.

DoD Component Letterhead Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee Name:_____

has been determined to be: _____
(Designated Point)

I agree to pay/reimburse to the GOV'T excess travel and transportation costs incurred by myself, attendant(s)/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

_____ _____
Employee's Signature Date

C7530 ATTENDANTS/ESCORTS

A. Definition. See APP A.

B. Determination. An employee, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee.

C. Appointment. Any person may be appointed to accompany an employee physically incapable of traveling alone as an:

1. Attendant, by Medical Authority, or

2. Escort, by the AO.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JFTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A DoD civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee; and,

b. Authorized the same travel and transportation allowances as a civilian employee IAW par. C7115-C.

E. Attendant/Escort Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses)

under Ch 7, Part K.

2. The compensation amount for a nonprofessional attendant/escort is NTE the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant/Escort Per Diem

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:

a. Consult the treating health care providers, and

b. Arrange return travel.

2. In extraordinary cases, if the attendant/escort's presence is necessary to the employee's treatment regimen, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/ escort, who is the employee's family member.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's travel.

PART L: FAMILY VISITATION TRAVEL (FVT)

See Ch 7, Part M for Emergency Visitation Travel (EVT).

C7550 GENERAL

A. Purpose. FVT enables an eligible employee to travel at GOV'T expense to:

1. The CONUS,

2. A non-foreign OCONUS area, or

3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.

2. Expenses are the responsibility of the employee's command.

3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for:

a. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and

b. Airport taxes and transportation between airports (par. C7550-D2).

2. Limitations. Reimbursement is:

a. Authorized only for air and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

b. Not authorized for ground transportation between PDS or home (or destination) and the airport.

3. Unauthorized Expenses. ***Per diem, excess accompanied baggage, and UB charges are not payable or reimbursable.***

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at GOV'T expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

*3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. C2800-B) or, when air service is not available, minimum first class rail or bus service.

4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

*5. U.S. certificated carriers must be used except as indicated in par. C2800-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

*2. Commercial Aircraft. See par. C3500 regarding use of commercial aircraft.

*3. Arranging Official Travel. See par. C2400 for arranging official travel.

H. Refund. An employee must repay GOV'T-paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or

2. Return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. C7550-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:

   a. Are evacuated from the foreign PDS, or

   b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. C7550-I) may not exceed the cost of two economy-/coach-class round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:

   a. Scheduled transfer,

   b. Departure on RAT, or

   c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

   a. Including travel time, and

   b. Excluding days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy-/coach-class round trips to the employee's actual residence (par. C5556).

2. The cost of the two economy-/coach-class round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:

   a. completion of tour,

b. transfer,

c. departure on RAT, or

d. voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

a. Including travel time, and

b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. C7550-M are made through the Secretarial Process.

PART M: EMERGENCY VISITATION TRAVEL (EVT)

C7600 RELATED INFORMATION

A. Allowable Expenses due to the Death of an Employee/Dependent. Ch 5, Part R.

B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part H.

C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part K.

D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part M.

C7602 GENERAL

A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV'T expense to the CONUS, non foreign OCONUS area, or another location in certain family emergency situations.

B. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

C. Restrictions

1. EVT is not permitted for travel wholly within the foreign area assignment.

2. An employee away from the foreign OCONUS PDS:

   a. On leave in a CONUS/non foreign OCONUS location, or

   b. TDY in a CONUS/non foreign OCONUS location

is not eligible for EVT.

D. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

E. Authority. EVT is authorized in the following circumstances:

*1. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).;

*2. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).;

*3. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632).; and

*4. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1 through E3 (See also par. C7634).

C7604 LEGAL AUTHORITY

10 USC §1599b; 22 USC §4081 and allowances must be similar to EVT allowances in 3 FAM 3740 (***http://www.state.gov/m/a/dir/regs/fam/c22159.htm***) of the State Department regulations.

C7606 FUNDING

EVT expenses are the responsibility of the employee's command.

C7608 LIMIT ON NUMBER OF TRAVELERS

A. General. Ordinarily, only one family member is authorized travel at GOV'T expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

B. Exceptions. Additional family members must travel due to:

*1. A critical injury to a dependent child attending school away from the PDS,

*2. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non foreign OCONUS area,

*3. A nursing child needs to accompany the mother, or

*4. Preschool children to accompany a single parent.

In such cases, the limitations in these regulations apply to each traveler.

C7610 DEFINITIONS

A. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

B. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

*1. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

*2. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51 percent dependent on the employee for support (APP A - DEPENDENT/ IMMEDIATE FAMILY);

*3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/ spouse/domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self support; and

*4. Spouse or domestic partner.

C. Immediate Family Member. For this Part "an immediate family member" means the following relative of the employee:

*1. Spouse or domestic partner;

*2. A child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

*3. A parent of the employee/spouse/domestic partner; and

*4. A sibling (including stepbrother and/or stepsister) of the employee/ spouse/domestic partner for cases of death.

D. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

*E. Parent. A "parent" is the mother/father of the employee/spouse/domestic partner, including stepparent, adoptive parent, or an individual who has stood in place of a parent (APP A - Dependent/Immediate Family). ***In no circumstance may an individual be deemed to have more than two parents.***

F. AO. The "AO" is the official delegated the authority at the PDS to authorize/approve EVT.

G. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which a medical official determines that death is imminent or likely to occur.

C7612 TRANSPORTATION EXPENSES

A. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS ***(or applicable originating point)*** to the airport serving the destination authorized for EVT and return;

2. Airport taxes; and

3. Air transportation, and ground transportation between interim airports. **Example**: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

Par. C7614 contains transportation cost limitations.

B. ***Expenses Not Allowed***

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

C7614 TRAVEL LIMITATIONS

*A. Routing. Travel from the employee's PDS (place of temporary abode at which the employee/spouse/ domestic partner is located because of an official authorization) to the CONUS/non foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

B. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the GOV'T's advantage to purchase a ticket in foreign currency at an intermediate point.

*C. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence (APP A), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

D. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

E. Accommodations. Accommodations must be in coach ***(unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. C3510-A)*** or, when air service is not available, minimum first class ship, rail, or bus service.

F. Special Fares. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

G. Authorized Transportation Mode. Air is the only authorized transportation mode (***except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).***

H. U.S. Certificated Air Carriers. U.S. certificated air carriers must be used except as in par. C3525.

C7616 ORDER

The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. C3525, use of commercial aircraft; par. C2400, arranging official travel).

C7618 REFUND

An employee must repay GOV'T paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. Example: Return to the CONUS or non foreign OCONUS area and resignation.

C7620 CHARGE TO LEAVE

DoD Civilian Personnel Manual (DoD 1400.25-M), Subchapter 630 Leave, and Subchapter 1260, Home Leave.

C7622 LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993

Following are links to websites with information about leave under the Family Medical Leave Act Program.

A. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).)
http://www.dol.gov/regs/compliance/whd/fmla/wh380.pdf.

B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993 -
http://www.opm.gov/compconf/Postconf00/Leave/herzbrg1.pdf.

C. OPM Final Regulations on Family and Medical Leave ***http://www.opm.gov/oca/fmla/index.htm.***

D. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification ***http://www.opm.gov/oca/leave/HTML/fmlafac2.asp.***

C7624 EFFECT OF EVT ON RAT

Time spent in a CONUS/non foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 5, Part K - RAT.

C7626 EVT FOLLOWED BY FVT

A. Waiting Time. If an employee is eligible for FVT, there must be a minimum three month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

B. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

C7628 EVT FOR MEDICAL REASONS

*A. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

*B. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

*1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;

2. The telephone number of the attending physician or hospital; and

3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

C. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

D. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/ approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

E. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

*F. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse/domestic partner has already identified two individuals as parents for EVT and (a) subsequent request(s) for EVT elects a third parental individual to visit.

*G. Travel in Advance of Authority Being Provided

*1. Employee/Spouse/Domestic Partner Elects to Travel before Authority Is Provided. The employee/spouse/ domestic partner may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

*a. Personal expense of the employee subject to reimbursement in the event of subsequent approval; or

*b. GOV'T expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.

*2. Repayment Acknowledgement. An employee traveling in advance of authority for transportation at GOV'T expense must execute the following repayment acknowledgement prior to commencing travel:

*REPAYMENT ACKNOWLEDGEMENT

"I, _____ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in Joint Travel Regulations (JTR), Chapter 7, Part M, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse/domestic partner) _____ become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Chapter 7, Part M. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

_____	_____	_____
Signature	**Date**	**Typed Name**

After execution of the Repayment Acknowledgement, the AO may authorize transportation.

*3. After Return to the PDS. In each case in which EVT is taken in advance of EVT transportation authority, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member's medical status at the commencement of EVT met the requirements of par. C7610-G. If the AO determines that the family member's status did not satisfy the requirements, all EVT expenses become the employee's financial responsibility.

C7630 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER'S DEATH

*A. Limitation. Only one round trip may be taken by either the employee or thespouse/domestic partner in the death of any immediate family member.

*B. Beginning Travel. Travel must begin as soon as practicable upon notice that the immediate family member has died.

*C. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area ***(whether death occurs at the PDS or elsewhere in a foreign area)***, one round trip to the place of interment is allowable for each eligible family member resident at the PDS (par. C7602-E2).

*D. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse or domestic partner) of the deceased.

C7631 EVT FOR PERSONAL EXPENSE TRAVEL TO VISIT SIBLING WHO SUBSEQUENTLY DIES

*A. General. When the employee, or employee's spouse or domestic partner, travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

1. Reimbursement for the round trip visitation travel already taken at personal expense, or

2. Subsequent EVT round trip travel for the interment of that sibling.

B. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. C7631-A1 is limited to par. C7612-A requirements, and must conform to par. C7614. Par. C7612-B lists unauthorized EVT expenses.

C7632 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to:

1. Arrange medical care,

*2. Arrange home care services, or

3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

B. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

*1. Eyesight of a parent (see par. U7610-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;

*2. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;

*3. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or

4. Similar circumstances.

*C. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner. ***The employee/spouse/domestic partner may choose to use both EVT trips in this category ICW the needs of one parent.***

Example: Employee takes EVT in 2006 and again in 2010 to care for the employee's mother. In 2012 the employee's father needs to be placed in an assisted living facility. Because the employee already used the two lifetime round trips to care for the employee's mother, the employee may not be authorized EVT to care for the employee's father.

*D. EVT Traveler. The employee may designate the spouse or domestic partner to travel in the employee's place or the employee may travel in the spouse's/domestic partner's place.

*E. Authorization Procedure

1. The employee:

*a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).

b. Should provide as much detail as available at the time of the request for travel at GOV'T expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.

c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

2. At a minimum the certification must include:

*a. The number of EVT trips already taken by employee/spouse/domestic partner during their lifetimes under the authority in pars. C7602-E3 and C7630.

b. The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

*c. A detailed description of the circumstances for which the EVT allowance is being claimed; and

*d. If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship that supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse or domestic partner.

*SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse/ domestic partner)** to travel to the location of my (**or eligible spouse's or domestic partner's**) parent,_____ who resides at:_____ to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (**or eligible spouse's or domestic partner's**) parent may not be able to continue living independently:
_____

I hereby declare that, if approved, this will be my ☐Employee ☐Spouse☐ Domestic Parnter ☐first/☐ **second** eldercare trip at Government expense during my lifetime IAW Joint Travel Regulations, par. C7632-C.

_____ _____
Signature **Date** **Typed Name**

*F. Request Submission. The request must be submitted to the AO. The AO must notify the requester of the action taken on the GOV'T funded travel request.

*G. Travel without Prior Authority

*1. GOV'T funded transportation is permitted without prior authority. If GOV'T funded transportation is permitted, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the parent's health status and travel purpose described above. The employee is financially liable for any expenditure not approved.

*2. In the event the employee or the employee's spouse or domestic parrtner elects to travel in advance of authority being provided, the following statement must be included in the employee certification:

"I have read and understand JTR, par. C7628-H, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse or domestic partner) (Name)*** become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in JTR, Chapter 7, Part M. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

C7634 UNUSUAL PERSONAL HARDSHIP

A. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD Component concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Immediate Family Member's Death), and C7632 (Incapacitated Parent). Requests for authorization/ approval of GOV'T funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

*B. Travel without Prior Authority. GOV'T funded transportation is permitted without prior authority. If GOV'T funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. C7628-H procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

C7636 EVT TABLE

EMERGENCY VISITATION TRAVEL					
Travel Authorized	**Who May Travel**	**Visitation Objective**	**Authorization**	**Action Required by Employee**	**Limitation of EVT Visit**
Medical (Serious Illness or injury) See pars. C7602-E1 & C7628	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part M	. Provide required medical contact information. . Submission of repayment acknowledgement, if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. C7602-E2 & C7630)	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part M	. Identify deceased family member not more than 30 calendar days after travel completion. . Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non foreign OCONUS area. See pars. C7602-E2 & C7630.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non foreign OCONUS area.	AO must authorize/ approve number of travelers	. Request AO approval . Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. C7602-E3 & C7632	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part M	. Submission of self certification acceptable to the AO[1]. . Submission of repayment acknowledgement, if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. C7602-E4 & C7634.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD component concerned.	. Submission of any available documentation related to request. . Submission of repayment acknowledgement.	Decided on a case by case basis.

Footnote:

1 Self certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

PART N: FEML

C7700 FEML TRANSPORTATION

A. Policy. FEML policy is established in DoDI 1327.06 (Leave and Liberty Procedures), subsection 1.j.(8), ***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***. This policy is applicable to a Uniformed Service Member and a DoD civilian employee.

B. Eligibility

1. Traveler . A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

NOTE: When a traveler on a 12-month without-dependent tour to a FEML area extends for a consecutive second 12-month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:

a. Command-sponsored (member only)/authorized (DoD civilian employee), and

b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

C. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is ***not*** discretionary.

D. Dependent Travel

1. A dependent may travel independently of the traveler and may travel even if the traveler does not.

2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

E. Number of FEML Trips

1. The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour ***extended*** at least 12 months	1 additional
b. At least 36 months	2
(1) Tour ***extended*** for any length of time	0 additional

2. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

3. A DoD civilian employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. See Par. C7700-N if the employee does not complete the FEML tour length.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or end of the 24 or 36 month tour.

2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.

3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from CBCA 1067-TRAV, 26 June 2008).

G. Waiver Authority. A major command is authorized, on a case-by-case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

H. FEML Combined with other Travel. ***FEML may be taken ICW any other funded leave transportation program or official travel.***

I. FEML Locations/Destinations. APP S contains a list of authorized FEML locations/destinations.

1. FEML Location. To qualify, a location must meet DoDI 1327.06 requirements and be designated by an authority listed in par. C7700-I5.

2. FEML Destination. The authorized FEML destination, determined IAW DoDI 1327.06, is listed in APP S.

3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city-pair airfares ***may*** be available for use. ***If a traveler travels to more expensive alternate destination(s), city-pair airfares are not authorized to any of the alternate destination(s).***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY-CONSTRUCTED AIRFARE (APP A) (incorporating some city-pair airfare connections) is $1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	$1,400
Round trip POLICY-CONSTRUCTED AIRFARE to/from Boston:	$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to/from Boston. The traveler's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. Example 2

A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city-pair airfare between Brazil and Miami is:	$980
Round trip city-pair airfare from Brazil to St. Louis is:	$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city-pair airfare to/from St. Louis ($840) NTE the $980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

(1) DoD Services: DUSD (MPP) IAW DoDI 1327.06;

(2) NOAA: Director, NOAA Corps;

(3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and

(4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW DoDI 1327.06.

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/ alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages to/from the authorized destination.

NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.

*3. Procurement. Commercial air transportation must be IAW par. C2400.

4. Reimbursement

*a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C4760).

b. Reimbursement is NTE the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination, plus ground transportation cost (par. C7700-E4a).

5. Transportation Funded by a Host Government. ***If a traveler/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

K. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.***

L. Dual Allowances. A traveler/dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent *provided* the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/ employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

M. Charge to Leave. DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

N. Repayment of FEML Transportation Costs. A traveler must repay FEML transportation costs if the tour is not completed, unless the lack of completion is a result of:

1. Compassionate transfer,

2. Management-initiated transfer,

3. Involuntary separation through no fault of the employee, or

4. Training needs,

5. Reporting date adjustments between losing and gaining PDSs.

O. Order

1. DD Form 1610. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation (APP I4-A).

2. Travel and Transportation. TDY regulations concerning transportation accommodations and travel apply to FEML travel.

*3. Commercial Air Transportation. See par. C3525.

*4. Arranging Official Travel. See par. C2400.

P. Legal Authority. Legal authority for FEML is 10 USC §1599B; 22 USC §4081(6).

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

1. DoDI 1327.06, subsec. 1.j.(9) (***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***) establishes the DoD policy for designating locations eligible for funded R&R transportation.

2. Under DoDI 1327.06, upon traveler request, the applicable Combatant Commander or the designated representative who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest.

3. All restrictions outlined in DoDI 1327.06 apply to the USCENTCOM R&R Leave program, unless otherwise directed in JTR.

B. General

1. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.***

2. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (APP I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.

*3. Arranging Official Travel. See par. C2400.

*4. Commercial Aircraft Use. See par. C3525.

5. Legal Authority for this Part. 10 USC §1599B; and 22 USC §4081(6) and (8).

6. Charge to Leave. DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.

2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:

a. Standard Tour. One per 12 month period.

b. Contingency Tour

(1) One per contingency tour, except as indicated below in item 5.

(2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).

(3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.

c. Extended Tour. Two per 18 month period or more.

3. R&R Travel Combined with other Authorized Travel. ***Unless it is requested by the traveler***, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel, the Combatant Commander may authorize the combined travel, provided it is in the GOV'T's interest.

4. 60 Consecutive Day Requirement

a. R&R may be taken after 60 consecutive days in the APP U location are completed.

b. The Combatant Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. C7750-D5. ***Do not send designation requests to PDTATAC.***

2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.

3. Alternate Destination

a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.

b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.

c. ***If the traveler travels to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination.***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. **Example 1**

EXAMPLE 1	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city-pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY-CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is:	$1,200
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city-pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. **Example 2**

EXAMPLE 2	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is:	$980
CONUS Location C, is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city-pair airfare to CONUS Location D ($1,200) ***NTE the $1,400 cost to CONUS Location C.***	

5. Location Designation/Re-designation

a. Designating Authority. PDUSD (P&R) is the designating authority for R&R locations/destinations for DoD Services.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327.06.

E. Transportation

1. Limitations. R&R transportation is only for civilian employees and uniformed members. See JFTR, par. U7300 for uniformed member R&R transportation.

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space-required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

*3. Procurement. Commercial air transportation must be IAW par. C2400.

4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination as determined in par. C7750-D2.

5. Time Limitation

a. Standard Tour: Traveler must have served more than 90 days in the R&R location prior to taking 1st R&R leave.

b. Contingency Tour: Traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

F. Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible DoD civilian employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible DoD civilian employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. C7750-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.*** .

1. Authorized Transportation. The employee:

a. Is authorized round trip transportation to the designated locations provided in APP U,

b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW DoD 1400.25-M.

The provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel.

2. Authority

a. P.L. 109-234 (Sec. 1603, Iraq and Afghanistan),

b 22 USC §4081(6),

c. OSD (P&R) memo dated 4 May 2007,

d. P.L. 110-417 (Sec. 1102, Iraq and Afghanistan),

e. OSD (P&R) memo dated 20 October 2008 (Iraq and Afghanistan),

f. P.L. 111-84 (Sec. 1107, Pakistan),

g. OSD (P&R) memo dated 26 August 2010 (Pakistan),

h. 5 USC §9904, and

i. OUSD (P&R) memo of 27 December 2011.

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

a. 6 or more Months but Fewer than 12 Months. An employee:

(1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and

(2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.

b. 12 Consecutive Months. An employee:

(1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period, and

(2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and

(3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).

4. Limitations. An:

a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual (DoD 1400.25-M) and/or other personnel-related written material; and

b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.

5. Retroactive Benefits and Gratuities. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. DOD COMPONENTS must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW OUSD (P&R) memo dated 26 August 2010.***

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PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED UNIFORMED SERVICE MEMBER

C7800 GENERAL

*A. Travel Status. A civilian employee, who is authorized travel under a competent travel order as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is treated as an employee in a TDY status.

*B. Authority. A TDY travel order for a family member's travel per JFTR, par. U5246 must be issued and cite par. C7800 as authority.

*C. Funding. The member's organization is responsible for funding the employee's TDY travel.

*D. Transportation Mode and Routing. The transportation mode/routing must be IAW Ch 2.

*E. Non-Family Member Travel. Another civilian, not a family member, must be issued an ITA and is authorized allowances under JFTR, par. U5246.

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PART Q: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

C7900 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.

*B. Transportation. If practicable, a courier must use an available CTO, and GOV'T procured transportation for necessary 'other than economy/coach' accommodations in pars. C3525 and C3650. Otherwise, reimbursement is for all personally procured transportation and 'other than economy/coach' accommodations (with the required documentation per par. C2100-A) on an actual cost basis (including tax)).

C. Documentation

*1. Documentation authorizing/approving 'other than economy/coach' accommodations required in par. C2100-A must be included in/with the order.

2. If a CTO and/or GOV'T-procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if $75 or more.

3. If an explanation, receipt/statement, and other than economy/coach class authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY-CONSTRUCTED AIRFARE (APP A).

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PART R: TRAVEL OF CONSULTANT OR EXPERT

*C7905 TRAVEL OF CONSULTANT OR EXPERT

A. Authority. Title 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: APP I, Part 3, par. D and APP E, Parts 1 and 2 for applicable order formats and par. C4562 for per diem.

B. Conditions. An individual serving without pay or at $1 per year is authorized the allowances in pars. C7905-B1, C7905-B2, C7905-B3, C7905-B4, and C7905-B5. A consultant or expert employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C7905-B1, C7905-B2, C7905-B3, C7905-B4, and C7905-B5 when it is determined to be in the GOV'T's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;

2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;

3. Travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the GOV'T's advantage;

4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;

5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 USC, App. §2160).

If more than 130 days of full-time service are performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment (35 Comp. Gen. 90 (1955) and 36 id. 351 (1956)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

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PART S: WITNESS TRAVEL

C7910 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial/agency proceeding, an employee is:

1. Summoned/authorized to respond,

2. Assigned by the agency to testify/produce official records on the GOV'T's behalf,

3. To testify in the employee's official capacity, or

4. To produce official records on behalf of a party other than the GOV'T.

B. Definitions. The following definitions only apply to par. C7910:

1. Judicial Proceeding. As used in this Part, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury, or coroner's inquest) that is judicial in nature held in the U.S./non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as a hearing/conference conducted by a prosecuting attorney to determine whether information or a charge should be made in a particular case) proceedings.

2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).

3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

*C. Reimbursement

1. Reimbursement, at the allowable TDY rate/amount, is paid to an employee traveling under par. C7910.

2. Expenses paid by the court, authority, or party causing the employee to be summoned as a witness for a non-GOV'T entity, must be deducted from the travel order.

3. Regulations of the separate departments, regarding absence from duty for court leave, apply.

*D. Funding

1. Case Involves the Employing Activity. If the employee serves as a GOV'T witness, and the case involves the employing activity, the employing agency pays the travel expenses.

2. Case Does Not Involve the Employing Activity. If the case does not involve the employee's activity, ***the responsible agency pays the travel expenses.***

3. Case Involves a Non-GOV'T Party. If an employee serves as a witness in an official capacity, or produces official records for a non-GOV'T entity, the employing agency pays the employee's allowable travel expenses.

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PART T: JUROR TRAVEL

*C7915 JUROR TRAVEL

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the GOV'T judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

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PART U: TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

*C7920 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor-management meetings that are certified to be in the GOV'T's primary interest. The term "Labor Organization Representative," as used in par. C7920, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor-management meetings must be supported by the certification cited in par. C7920-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the GOV'T's interest;

2. Incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;

3. Not for the purpose of engaging in activities covered by 5 USC §7131(b), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

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

*C7925 GENERAL

*A. Authority. GOV'T-funded travel and transportation allowances may be authorized for travel to receive an honor award sponsored by a non-Federal organization provided the award is closely related to the:

1. Traveler's official duties, and

2. Service/agency's functions and activities (55 Comp. Gen. 1332 (1976)).

*B. Authorization/Approval for Other Reasons. When attendance at the meeting/convention where the award is given has been authorized/approved for another reason, no further order is required for the traveler to accept an award (37 USC §412).

*C7926 PERSON ACCOMPANYING THE TRAVELER

Travel and transportation at GOV'T expense may be authorized for an individual to accompany the traveler receiving an honor award. The individual must be related by blood/affinity, or one whose close association with the traveler is the equivalent of a family relationship (APP E1, par. C-5).

*C7927 ALLOWABLE EXPENSES

TDY transportation and per diem/AEA are payable.

*C7928 REIMBURSEMENT RESTRICTION

There is no authority for a traveler authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

*C7929 REGISTRATION FEES

APP R2, par. E.

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