VOLUME 2

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

JOINT TRAVEL REGULATIONS

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

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

SUBJECT: Change to Joint Travel Regulations

REFERENCES:
(a) Department of Defense Civilian Personnel, 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

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references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.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

VOLUME 2

CHANGE 517

Alexandria, VA 1 November 2008

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 November 2008 unless otherwise indicated.

LYNN S. HEIRAKUJI
Deputy Assistant Secretary of the Army
Manpower and Reserve Affairs
(Personnel Oversight)

LYNDA DAVIS
Deputy Assistant Secretary of the Navy
(Military Personnel Programs)

BARBARA J. BARGER
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

This change includes all material written in the following CAP Items: 70-08(E); 72-08(I); 75-08(EI); 78-08(I); 86-08(I); 91-08(I); 92-08(I); 94-08(I); 96-08(I); 97-08(I); and 100-08(I).

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

This cover page replaces the Change 516 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 517:

C1101-J. Revises cross reference.

C2102-B1c and C2. Changes SDDC references to DTMO.

C5180-C2c(2 and C5770-Q. Adds updated CBCA decisions to JTR, pars. C5180-C2c(2) and C5770-Q reemphasizing that when a specific provision in statue or regulation is absent, an agency does not have the authority to waive or modify the Government's official travel regulations and to address customarily reimbursed real estate transactions.

C4430-E and C4715. Adds a footnote stating that state and local tax rules may differ by state.

C5750-H2. Supplements JTR by incorporating a GSBCA and CBCA decision stating that an employee is limited to pro rata reimbursement when the residence is a multiple occupancy dwelling or when land, in excess of that which reasonably relates to the residence site, is bought/sold.

Ch 5, Part R. Reassigns and revises transportation of remains of deceased members, employees, and dependents.

C6200, par. 614-c. Clarifies the process for requesting an alternate foreign OCONUS safe haven location.

C7085-A & B. Revises cross-reference.

APP A2 (DSSR). Revises this acronym to be applicable to both volumes.

APP E3. Changes SDDC references to DTMO

APP G. Changes SDDC references to DTMO.

APP O. Changes SDDC references to DTMO.

APP Q. Approves the return of adult non-school age dependents of military and civilian personnel residing in Eskan Village, Riyadh, Saudi Arabia.

APP Q1. Updates tour length information, and clarifies that the 90 days begins when the member arrives in Saudi Arabia in footnote 10.

APP S. Updates CENTCOM FEML recertification dates and terminates Asmara, Eritrea FEML location in JFTR/JTR, APP S per OSD (P&R) memo dated 15 August 2008.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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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. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary for each of the DOD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

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

The JTR is issued under the following authorities:

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

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

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

4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) or 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 United States settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the office of Management and Budget (OMB). OMB delegated this authority to the General Services Administration (GSA), who assigned it to the GSA Board of Contract Appeals (GSBCA). Effective 6 January 2007 Congress established the Civilian Board of Contract Appeals (CBCA) within GSA (Section 847 of Pub. L. 109-163) and transferred the claims settlement function from GSBCA to CBCA.

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

Correspondence to 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 Government Accountability Office (GAO – formerly the General Accounting Office) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (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). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 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 paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C1052-B2b(3)
JTR . . . . . .
Chapter 1. . . . . .
Paragraph 052 . . . . . .
Subparagraphs . . . . . .

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

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

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

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

The most specific unit of reference should be used.

CHANGES

Changes to JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs), and General Services Administration (GSA) bulletins, memoranda, or amendments. CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the PDTATAC 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.

FEEDBACK REPORTING

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

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations 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 USAF/A1SF, 1040 Air Force Pentagon, (Room 4D236) Washington, DC 20330-1040.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

HOW TO GET THE JTR

*Printed paper JTR copies and changes can no longer be ordered. You can download and print copies by accessing the following website: ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DOD) CIVILIAN PERSONNEL

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CHAPTER 1

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

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

1. A DOD personal services contract employee (see 27 Comp. Gen. 695 (1948));

2. A DOD civilian official/employee and/or their dependents, ***NOTE: This includes a direct hire foreign citizen employed by DOD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreement with the local government.***;

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

4. A civilian official and/or employee of another Federal Government department and/or agency who performs an official assignment for and at the expense of DOD;

5. A person who performs travel under a DOD ITA involving Government business (including foreign citizen indirect hires);

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

7. A person employed intermittently as a consultant or expert and paid on a when actually-employed (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 Government; and

8. A new appointee to the Senior Executive Service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

1. A NAF official and/or employee traveling on NAF business (may be adopted by NAF activities).

2. A contractor's representative and/or contractor's employee under a contract with DOD.

3. A DOD employee appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

4. 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.

5. A Uniformed Services' member assigned to DOD and Non-DOD agencies (i.e., DOS, DOT) for official duty. A member on loan, assignment, or detail to another department or agency is authorized travel and transportation allowances including station allowances under Joint Federal Travel Regulations, Volume 1 (JFTR). See JFTR, par. U1000. ***The member is financially responsible for all unauthorized or duplicate travel and transportation allowances erroneously received or reimbursed.***

D. Authority Not Stated. 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.

E. Duplicate Payment. A duplicate payment is a Government payment claimed by a traveler for an expense paid/ to be paid to the traveler by another entity. If an expense is encountered and reimbursed by another entity that would otherwise be reimbursed by the Government, that expense must not also be claimed against, nor paid by, the Government. ***A non-deductible meal as listed in par. C4554-B provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the Government for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 applies. See ***http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf.***

C1002 IMPLEMENTATION

*A. Allowance Regulations. Under DODD 5154.29, the provisions and subsequent amendments in this Volume are effective based on PDTATAC regulatory authority, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

*B. Regulation Review Process. DODD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied IAW GSA's FTR. The review process applies to all DOD components IAW par. C1001-A. A word document of the written material should be forwarded, via the Service/Agency CAP representative found in the Feedback Reporting section of the Introduction to:

*1. Email address: pdtatac@perdiem.osd.mil; or

*2. Fax: (703) 325-2945; or

*3. Mail to:

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

*C. Exclusion. The JTR provisions are not applicable to the organizations and personnel in par. C1001-C.

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

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

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

*A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the DSSR, Section 240 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81***. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at ***http://aoprals.state.gov/content.asp?content_id=248&menu_id=81***.

*B. Transfer. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS is authorized an MEA under Chapter 5, Part G but ***not*** the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81***). An employee transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Chapter 5, Part H1 but ***not*** the HSTA in par. C1004-C3b below (DSSR, Section 252.6 at ***http://aoprals.state.gov/content.asp?content_id=248&menu_id=81***). 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). 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 country PDS. The FTA/HSTA apply to an employee as indicated below. ***A new appointee is not eligible for any portion of the HSTA.*** The FTA and HSTA are composed of four elements:

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

2. Wardrobe Expense. ***This portion is not allowable for a DOD civilian employee***.

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: 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.***

   a. FTA. This portion is allowable for a DOD employee PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for a new appointee traveling from an actual residence in CONUS/a non-foreign OCONUS area to the first PDS in a foreign area.

   b. HSTA. ***This portion is not allowed for a DOD civilian employee.***

4. Lease Penalty Expense

a. FTA. This portion is allowable for any DOD employee (including a new appointee) PCSing to a foreign area PDS or between foreign country PDSs.

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

NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with a traveler. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in APP O, the separate DOD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.***

C1007 COMPUTATION RULES

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

*1. Use the actual amount without rounding when computing TDY mileage, MALT/PCS mileage, TQSE and per diem computation. AEA and PMR computations (PMR rates are pre-computed and are found in the per diem table at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) are rounded the next highest dollar with the provision in par. C1007-A2 in force.

*2. AEA computation is rounded-up to the nearest dollar. For example, $29.50 = $30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for lodging and M&IE exceeds the maximum AEA M&IE locality rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging rate.*** For example, reduce $70.50 to $70 as shown in par. C4626, example 5.

*3. PMR computation is rounded-up to the nearest dollar.

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

*B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate IAW par. C4620.

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. 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.***

B. Travel Justification (FTR §301-71.101)

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

   a. When officially justified, and

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

2. Employee Expenses. An employee must not be directed to:

   a. Perform official travel at personal expense, or

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

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

   a. Denying reimbursement for official travel, or

   b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DOD component to another, which is outside an employee's commuting area, is effective after the ***employee*** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A DOD component should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

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

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

   c. There are emergency circumstances.

C. PCS

1. Authorization/Order. (FTR §§302-2.102, 2.103, 2.104) When Government-funded PCS is authorized:

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

b. The DOD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written authorization/order has been received,

c. The travel authorization/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.

2. Reimbursement Provisions

a. 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:

(1) Successive changes to these regulations governing PCS allowances, and

(2) The extended period of time that an employee retains eligibility for certain allowances. See par. C1057.

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see APP A) apply for payment/reimbursement purposes.

D. Travel Official. 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.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. A traveler under an official travel authorization/order may use:

1. Government quarters,

2. Food services,

3. Exchanges, and

4. Recreational facilities owned, operated, or under the jurisdiction of the DOD.

*B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at ***http://www.apd.army.mil/series_range_pubs.asp?range=60***, DOD Instruction 1330.9, dated 7 December 2005 Under Secretary of Defense for Personnel and Readiness (USD (P&R)), Subject: Armed Services Exchange Policy at ***http://www.dtic.mil/whs/directives/corres/pdf/133009p.pdf*** and DOD Regulation 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at ***http://www.dtic.mil/whs/directives/corres/html/133017r.htm***, and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

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

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DOD Manual 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: See 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: Par. C1052 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. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DOD Component. See 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. C1052-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. C1052-B2.

C. Movement within the Same DOD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. 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 up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (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. C1052-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DOD Component in Hawai'i. Pars. C1052-C2, C1052-C3 and C1052-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: See APP A for the definition of "Actual Residence".

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

2. Return to a Different OCONUS PDS. Except for 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 who:

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

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

is authorized reimbursement for travel and transportation expenses to the new PDS instead of 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. If the Government incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee. 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 travel authorization/order to provide for return from the losing activity to the actual residence for separation. The travel and transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

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

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

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

b. After arrival at the destination is employed by another DOD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DOD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see 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.

F. DOD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. See DOD Instruction 1342.25, par. 5.4.5, dated 30 October 1996, (available at: ***http://www.dtic.mil/whs/directives/corres/html/134225.htm) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);"concerning eligibility for reimbursement for official travel.***

C1053 IDENTIFICATION CARD

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

*1. DOD Instruction 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at ***http://www.dtic.mil/whs/directives/corres/pdf/100001p.pdf***), and

*2. DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at ***http://www.dtic.mil/whs/directives/corres/pdf/100013p.pdf***).

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

C1054 PASSPORT, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

1. Passports,

2. Visas,

3. Immunizations,

4. Advance clearance,

5. Special conditions, and

6. Other restrictions.

B. No-Fee Passport

1. Authority. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards). See par. C1415.

2. Travel Requirements

a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

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

(1) Foreign country, or

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

C. Time Limitations

1. A passport is valid for specific period from date of issuance and requires renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

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

B. Quarters Not Available. An employee is not required to check Government quarters availability in the following circumstances. Government quarters are not available:

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

2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: An employee in a Senior Level (SL) position, Scientific and Professional (ST) position and an SES employee (including individuals described under 5 USC §5703) determines personal quarters availability.***;

3. During en route travel periods; or

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

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

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

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

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

2. 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 for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C5750-C. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

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

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

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

4. A traveler is advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program (***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' code as opposed to a 'GOV' or other code.***) provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not every program is available to each traveler.

C1059 SCHEDULING TRAVEL

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

1. Duty hours;

2. Duty requirements;

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

4. The need for onward transportation;

5. The 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 the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par. C1060-B or C1060-C;

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

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

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

***NOTE*: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.**

A. Starting and Ending Travel

1. General

a. The travel authorization/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. See pars. C1060-C and C1060-D.**

d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there is a more reasonable schedule that meets mission requirements.

e. A prudent AO should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

f. Transportation should be arranged so that the traveler is scheduled 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. C1060-C and C1060-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 having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem 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. Such a rest stop 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. C1059 about scheduled travel and the ***NOTE*** before par. C1060-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. C1060-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 travel authorization/order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

3. En Route Rest Stop Prohibited. An en route rest stop at Government 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 travel authorization/ order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;

3. The 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. C1060-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 Government; 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).

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

C1065 OFFICIAL DISTANCE DETERMINATION

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

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

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

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

****NOTE: Each DOD installation (CONUS and OCONUS) is supposed to be listed in the DTOD. DTOD should be informed if an installation cannot be located. All feedback should be directed through the DTOD website at https://dtod.sddc.army.mil.***

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

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

*6. Website is found at ***https://dtod.sddc.army.mil***.

B. Privately Owned Airplane

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

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

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

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A commands/unit is expected to take appropriate disciplinary action when an employee and/or AO fails to follow the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must ***not*** be through refusal to reimburse. See par. C2203-A4 for exceptions when reimbursement is ***not*** allowed.

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PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. A traveler on official business:

a. Is responsible for travel expenses, but

b. Should not have to pay official travel expenses entirely from personal funds (unless the traveler decides not to use Gov't resources such as the GTCC or traveler's checks).

2. Responsibilities. A DOD Component:

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

b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Component and the traveler (such as using the GTCC).

B. GTCC Use

1. General Policy. "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).

2. DOD Policy. ***The GTCC program policies and procedures (including central billing and unit cards) are found in the DOD Financial Management Regulation (DODFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DOD Comptroller Finance Management Regulation website is found at http://www.defenselink.mil/comptroller/fmr/09/index.html***

3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel authorization/order indicating whether transportation tickets are ordinarily purchased using a GTCC CBA or using a GTCC IBA. ***This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.***

NOTE: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is GTCC misuse. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent GTCC IBA misuse and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO before the final ticketing. An electronic DTS generated authorization/order, available on line for viewing or reproducing, suffices to meet this requirement and precludes the necessity of the authorization/order being physically provided. 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 authorization/order is issued, however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

C1101 ALLOWABLE ADVANCES

A. Authority (FTR §302-2.21). A travel advance described in par. C1101 may be paid when authorized on a travel authorization/order.

B. TDY Travel. A DOD Component may pay a travel advance (as opposed to authorizing IBA card use for an ATM advance) when permitted IAW the DODFMR, Volume 9. An advance may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301–74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in APP R, Part II, par. H.

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and 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.

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

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

G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the anticipated transportation costs sum, and the maximum per diem allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the HHT location and duration. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. ***The fixed-amount per diem payment under par. C5624-B2 is not an advance but rather is a payment.*** See par. C5632.

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

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

*J. Attendants/Escorts for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C5850 or C7105.

K. 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.

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.

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

C1200 RETAINING PROMOTIONAL ITEMS

A. General

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

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

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

B. Seat Relinquishing

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

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

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

C1201 ADMINISTRATIVE INSTRUCTIONS

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

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

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER and par. C1200 concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards in connection with official travel.

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PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 TRAVEL CLAIM SUBMISSION

An employee should submit a travel voucher as specified in DODFMR, Volume 9, Travel Policy and Procedures except when official assignments (TDY, TCS or PCS) are funded by a non-DOD agency. See par. C1001-C4. ***The DOD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C1305 FALSIFIED TRAVEL CLAIMS

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

C1310 RECEIPT REQUIREMENT

A. General. A receipt is required for:

1. Any lodging expense regardless of amount, and

2. An individual expenditures of $75 or more.

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

B. Lost Receipt. If a receipt is impractical to obtain or it has been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not another shared the room (and the sharer's status as an official traveler or not), and the cost incurred.

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

1. Inflated, or

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

they must be disallowed.

NOTE 1: Each traveler must be advised to retain ALL receipts for tax or other purposes.

NOTE 2: Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4530-C.

C1320 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

NOTE: SF-1170, Redemption of Unused Tickets, found at: http://www.gsa.gov, is usable, if authorized in Service regulations, for use ICW turning in unused tickets.

A. Lost/Stolen/Unused Ticket. The traveler:

1. ***Must safeguard each ticket, if issued, carefully at all times***;

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

3. Is financially responsible to purchase a replacement ticket;

4. Must not be reimbursed for the purchase of a replacement ticket until the Government 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 Government 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. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=0E3EB9E4BC75914185256B110055C4C1, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

B. Lost/Stolen/Unused GTR. A t***raveler or other person accountable for GTRs must safeguard them carefully at all times.*** However, the traveler or other accountable person must immediately notify the proper official (as prescribed by the DOD Component's procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified IAW the DOD Component's procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in the DOD Component's procedures. A traveler or other accountable person may be held financially liable for any Government expenditure caused through negligence on that person's (the employee for the dependents under most circumstances) part in safeguarding GTRs.

NOTE 1: A traveler without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DOD Component procedures. See DOD 4900.9-R (DTR, Part I). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.

NOTE 2: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

C1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. ***Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.*** Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services to include cellular phones may be used when Government services are not available. When cellular phones are used for official communication the traveler must be able to document each call showing the additional cost incurred outside of the normal usage covered in the cell phone contract. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for Internet connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See APP G, *Item 21g.*

NOTE: Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.

C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

See APP G.

C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBCA 15923-RELO, 16 December 2002)

A. General for All Travel

*1. An employee is reimbursed the associated expenses (for member and/or dependent if officially required to obtain a change of status. Examples of status changes are: renew passports, visas (including green cards, mandatory biometric collection data necessary for passport/visa issuances, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). A dependent's fees are reimbursable ***except*** ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTES: A travel authorization/order may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:

1. A visa issuing office located outside the employee's PDS local area if the traveler's presence at that office is/was mandatory.

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the employee's PDS local area.

*2. Expenses include fees/charges for legal services including lawyer fees (except for retainer fees) for obtaining and/or processing applications for passports, mandatory biometric visa requirements, visas (including green cards) for TDY, PCS or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

*3. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visas (including green card), are not reimbursable, except for inoculations as in APP G, Item 6.

B. Reimbursement. Reimbursement authority is for a traveler who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,

2. Serving under a service or renewal agreement, ***and***

*3. Required to obtain/renew passports, mandatory biometric visa requirements, and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, ***or***

4. Described in par. C1415-C.

*C. Emergency Technical Support Personnel. An activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards), may be reimbursed for the preparation expenses/fees paid for passports, mandatory biometric visa requirements, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

****NOTES: A travel authorization/order should be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to:***

1. A visa issuing office located outside the employee's PDS local area if the traveler's presence at that office is/was mandatory.

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the employee's PDS local area.

D. Reimbursement when No Travel Is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

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

C1420 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;

2. Parking fees;

3. Repairs;

4. Ferry fares;

5. Bridge, road or tunnel tolls;

6. Trip insurance for travel in foreign countries (APP G, Item 20);

7. Guards; and

8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the actual necessary expenses NTE the Government's commercial transportation cost. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the Government's total commercial transportation costs for the pilot and accompanying travelers. ***The accompanying travelers receive no transportation-related payments for the transportation in the Aero Club aircraft.*** Necessary expenses include:

a. The hourly fee imposed by the Aero Club,

b. Fuel charges if not reimbursable by the Aero Club, and

c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is IAW Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

A. When the Commercial Transportation Cost Is $100 or Less (FTR §301-51.100)

NOTE: It is DOD policy that, when available, CTO services be used to arrange official travel.

1. General. When the commercial passenger transportation cost is in excess of $10 but does not exceed $100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request IAW the provisions contained in pars. C1425-A2 and C1425-A3, or use a GTCC. Cash payment is ordinarily made for transportation when the amount involved is $10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow par. C2204-A, governing the use of less than premium-class accommodations when purchasing commercial transportation.

3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or GTCC) purchase of transportation of $100 or less, plus Federal tax, when approved as claimed on a travel voucher. Finance regulations may require the traveler to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a GTCC) must, IAW finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds $100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual authorized transportation and accommodations cost. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds $100, reimbursement is authorized NTE the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190) Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and

2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

C1430 BAGGAGE EXPENSES (FTR §301-12.2)

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***

B. Baggage transfer; ***NTE the customary local rates, and necessity for the transfer must be explained.***

C. Baggage Storage;

D. Checking Baggage. ***NTE the customary local rates.***

E. Terminal Porter Charges. ***Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following***:

1. When authorized under par. C7460-4, for a traveler with a disability,

2. Charges or tips at transportation terminals for handling Government property carried by the traveler,

3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and

4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. ***Charges for handling baggage/Government property at hotels/motels are travel expenses payable out of the incidental expenses portion of per diem and are not miscellaneous expenses for separate reimbursement except when***:

1. Authorized under par. C7460-4, for a traveler with a disability, or

2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state for over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met.

1. POC use is authorized as being to the Government's advantage ICW a TDY assignment as provided in par. C2153.

2. The traveler's PDS is not in the state in which the TDY assignment is performed.

3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.

4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

***C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION/ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED** (FTR §301-11.16)

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, mandatory biometric visa requirements, visas (including green cards) (see par. C1415), and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Government's interest, and a refund is unobtainable.

C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost reimbursement may be authorized/approved by the AO (APP G, Item 22k) . (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider all of the following conditions.

1. The traveler acted reasonably and prudently in incurring lodging expenses.

2. The traveler had a reasonable expectation of the TDY being completed as authorized.

3. The assignment was changed for official purposes or for an acceptable reason beyond the traveler's control.

4. The traveler took reasonable steps to obtain a refund once the TDY was officially canceled or curtailed.

C1450 REGISTERED TRAVELER PROGRAM

1. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for a traveler who voluntarily enrolls in the program.

2. Participation in this program is not required by the Government.

3. Fees for enrollment in this program are ***not*** reimbursable.

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

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CHAPTER 2

PART A: TRAVEL POLICY

C2000 GENERAL

A. Travel and Transportation Policy. The following applies to each traveler whose travel and transportation allowances are governed by these regulations:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204, C2205, C2208 or C7460. ***See NOTE at the start of par. C1060.***

2. Premium (First and Business)-class Travel/Accommodations. (See APP A): See par. C2204-B2a, C2204-B2b and C2208-C (trains only) to determine whose authority is required for Government-funded premium-class accommodations to be provided. See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel authorization/order MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of APP H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is $765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."

*a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pair airfares), is to the Government's advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to a Government or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: ***http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-16524&specialContentType=FTR&file=FTR/Chapter301p010.html#wp1203841***) and DOD Regulation 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: ***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf***). ***NOTE: A grantee (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Only a person senior to the traveler may authorize/approve premium-class accommodations for the traveler/dependents (DODD 4500.9-R, par. E3.1.4, Encl 3, 12 February 2005). See par. C2204-B2.

c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/ approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. C7460-1, may be authorized/ approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authority for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for definition of "special needs".

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.

4. An employee or dependent may not be provided a contract city-pair airfares provided under GSA contract (see APP P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.

5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.

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

7. A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.

8. A traveler may not be reimbursed for travel at personal expense (see par. C2203-C) on non-U.S.-certificated ships/aircraft, except as specified in par. C2204-C.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each DOD Component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Gov't's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization/order is authorized travel and transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location plus the associated per diem. When TDY travel is to/from a non-PDS location:

1. The traveler must pay any excess travel/transportation cost; and

2. The constructed cost for each leg of the trip must be based on Gov't 'YCA' city-pair contract airfares, if available.

NOTE: See par. C4564 for TDY travel and transportation allowances when a TDY travel authorization/order is received while the employee is on official leave.

*D. TDY Departure from/Return to Dependents' Residence. See par. C4475.

C2001 TRANSPORTATION MODE

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, GOV, Gov't-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. An employee's travel should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization/order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be to the Gov't's advantage, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization/order and actually used instead of the constructed cost of the mode otherwise apparently to the Gov't's advantage. (Ex: Air transportation is apparently to the Gov't's advantage but air travel is medically precluded. The travel authorization/order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For any senior official designated by Secretary of Defense as a "required use" traveler on military aircraft, see DODD 4500.56, DOD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, use of discount airfares, offered by a contract air carrier between certain cities (city-pairs), is to the Gov't's advantage. These airfares should be used for official air travel between those cities. If a city-pair airfare is not available, the policy-constructed airfare (see APP A) (including a lower airfare offered by a non-contract carrier limited to a Gov't and/or military traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: ***http://policyworks.gov/org/main/mt/homepage/mtt/ftr/newftr/301-10_107.html***) and DOD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: ***http://www.transcom.mil/j5/pt/dtr.cfm***). ***NOTE: A grantee (whether 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. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization/order or other form of travel authorization/order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DOD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DOD component to be to the Gov't's advantage with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Gov't by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

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

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to an employee who travels to a destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under par. U2001-A3, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. A Government-furnished automobile continues to be available for use in an isolated area in which a commercial rental contractor is not available.

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

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

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DOD Component concerned as being to the Government’s advantage. 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 employee's responsibility.

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

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

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

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

3. Savings in the traveler’s productive time (workdays only);

4. Availability of adequate accommodations;

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

6. Savings to the Government ICW a PCS authorization/order and dependent’s transportation.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or CTO. See par. C2203. Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or CTO IAW the guidelines in this Part unless the official directing the travel has specified a particular mode IAW this Part. The transportation officer or CTO must not under any conditions provide transportation via a mode that has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by AMC, including charter or individually ticketed commercial service made available by that command; at special tariff rates for DOD traffic; by MSC, when available; or by commercial transportation IAW the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ship is not to the Government's advantage in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ship may be authorized/ approved as being to the Government's advantage only through the Secretarial Process. Reimbursement for use of ships is subject to the further prerequisites of Chapter 2, Part E, concerning use of ships of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities ICW TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. A traveler is required to arrange transportation, even circuitous or interrupted travel, IAW par. C2203.

D. Travel by Aircraft

1. General

a. ***AOs directing travel must strictly adhere to the policy on aircraft travel contained in par. U2001***.

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

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

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

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

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

g. A traveler must make transportation arrangements IAW pars. C2203-A and C2203-B.

2. Government Aircraft Use. Government aircraft may be used only for official purposes IAW 41 CFR 101-37.402.

3. Overseas Travel. Travel is required by Government air or Government-procured air transportation unless medically inadvisable for an employee:

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

b. And a dependent performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technician and Crash Firefighter. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and a crash firefighter for whom travel by aircraft is necessary ICW the employee's duties, is required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions may include such an air travel requirement.

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

6. Necessary for Mission Accomplishment or when Air Is the Only Mode Available. Travel by aircraft for any distance is required with or without the employee's consent when such transportation mode is necessary for the accomplishment of the activity's mission or is the only transportation mode available. Such an employee may be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. An employee's acceptance of a travel authorization/order authorizing air travel constitutes agreement to the provisions of the particular travel authorization/order.

7. Air Evacuation Required for Medical Reasons

a. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines this transportation mode is necessary for an employee's medical evacuation.

b. Employee Medical Transportation. See par. C7500 for authority to provide Government funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.

c. Dependent Medical Transportation. See par. C5134 for authority to provide Government funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.

d. Other Employee Transportation. For a civilian employee assigned to an Defense Attaché Office and/or a DIA Liaison Office, see also DIA Manual 100-1, Vol. 1, Part 4, Section K.

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

***C2002 CITY PAIR AIRFARE PROGRAM**

*See APP P. Regulations applicable to the Contract City Pair Airfare Program are found in DOD Regulation 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at:
http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf

CHAPTER 2

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050 GOVERNMENT AUTOMOBILE

A. Requirements

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

*2. Per diem for travel by Government automobile is computed as for PCS POC travel. See par. C5060-A.

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

B. Exceptions

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

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

C. Limitations

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

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

a. Duty sites,

b. Lodgings,

c. Dining facilities,

d. Drugstores,

e. Barber shops,

f. Places of worship,

g. Cleaning establishments, and

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

C2051 GOVERNMENT AIRCRAFT

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

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

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Government loaned aircraft must not take precedence over ordinary Government conveyance use. Authorization for travel by Aero Club aircraft must be in accordance with the DoD component's administrative regulations. Reimbursement for expenses incurred is limited as provided in par. C1420-B.

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

C2100 GENERAL

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

C2101 TAXICAB USE

A. To/from a Transportation Terminal. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

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

2. Transportation terminals if free transfer is not provided; or

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

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

C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

A. General. An AO may authorize/approve a special conveyance when to the Gov't's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2500 plus constructed per diem for the official distance not to exceed the Gov't's constructed cost. See par. C2150, item 8.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf***)

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

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

*c. 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. ***NOTE: To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't and should not be rented for official Gov't***

travel. Usually, there is at least one company listed that has a vehicle necessary for official Gov't travel and this company should be used.

****Example: Rental Car Company A may have a standard SUV to rent listed on the DTMO website. If this SUV type is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Gov't traveler traveling on official Gov't business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents a SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Gov't travel.***

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car cost before reimbursement is allowed.

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

*2. Defense Travel Management Office (DTMO) Policy (website address: ***http://www.defensetravel.dod.mil***)

*a. DTMO vehicle rental agreements apply to all DOD Components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 N. Fairfax Drive
Arlington, VA 22203-1500

or via the DTMO website at ***http://www.defensetravel.dod.mil***.

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

*C. Special Conveyance (Includes Aircraft) Reimbursement. When the AO authorizes/approves special conveyance/ rental vehicle use for official business, the following reimbursements are authorized per APP G. 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. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

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

*2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the DTMO rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel by the Gov't renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional

special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tires and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

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

D. Insurance on a Rented Automobile

NOTE: See par. C2102--B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel.

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

a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S. or outside the non-foreign OCONUS areas, or

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

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

NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004)).

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

4. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

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

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

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

F. To/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 authorized travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

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

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

1. May be used for PDT when other transportation modes in par. C2001-A are not to the Gov't's advantage,

2. Must be authorized in a PCS travel authorization/order,

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

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

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

NOTE: An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

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

C2103 BUS, STREETCAR, OR SUBWAY USE

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

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Gov't transportation used;

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

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

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

C2104 AIRPORT LIMOUSINE SERVICE USE

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

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Gov't transportation mode used;

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

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

4. An airport and airport limousine terminal.

C2105 LODGING-PROVIDED COURTESY TRANSPORTATION USE

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

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PART D: POC TRAVEL

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

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

2. ***POC travel may not be directed***; but is permitted 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 authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or MALT rate for PDT travel.

*6. POC travel not authorized in advance of travel may be approved by travel authorization/order amendment after travel by the AO. See APP I, Part II for travel authorization 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.

C2153 GOV'T ADVANTAGE DETERMINATION

A. General

1. POC use is authorized when to the Gov't's advantage.

2. A determination that POC use is to the Gov't's advantage is made when common carrier, Gov't contract rental automobile, or Gov't-furnished transportation is not available or is not to the Gov't's advantage.

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

B. Considerations. The following elements must be considered when determining if POC use is to the Gov't's advantage than other available transportation modes:

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

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

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

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

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

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

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

*1. Limitations. See APP I, Part II for travel authorization policy and procedures.

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

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

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

a. Tolls, ferry fares, parking fees and other allowable costs in par. C2188; 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. See par. C1060-A2.

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. See par. C1065.

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. See par. C2198-B4.

B. Constructed Cost Comparison by Airplane

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

2. Contract 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 (see APP A) between the origin and destination (with the exception noted in par. C2204-B1f).

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

C. Constructed Cost Comparison by Train

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

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

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Gov't advantageous.

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

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PART D: POC TRAVEL

SECTION 2: PERMANENT DUTY TRAVEL

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

C2159 AUTOMOBILE USE (FTR §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. PCS MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2505.

3. RAT by automobile is to the Gov't's advantage when travel and transportation costs at the applicable PCS 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. C2198 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 PCS MALT rate (see par. C2505) and car ferry fees applicable for each POC.

2. Except as in par. C2159-C, PCS 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. PCS 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. PCS MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the PCS MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, PCS 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. C2159-C1 should be shown in the travel authorization/ order or approved by travel authorization/order amendment after the fact. See APP I, Part II for travel authorization/order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road and tunnel tolls ***is not authorized for PDT.***

C2162 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

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

b. PCS travel,

c. Separation travel, or

d. RAT

is to the Gov't's advantage when travel costs at the applicable PCS 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.

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. C2500.

3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately owned airplane is in par. C2198

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.

C2164 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 PCS 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. C2500.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

***C2165 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. C2206-B and APP I3, par. E4a(5), must ensure a statement is on the travel authorization/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).

C2166 OCEAN-GOING CAR FERRIES

A. Authorized Allowances. A traveler authorized to travel by POC over a route that requires use of one or more car ferries is authorized the allowances in pars. C2166-B, C2166-C and C2166-D.

B. PCS MALT

1. PCS MALT (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;

2. If more than one car ferry is used, PCS MALT is payable for overland travel between ferries;

C. Transportation. The employee and each dependent is authorized:

1. Gov't-procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry (limited to the Gov't-procured ferry transportation cost);

3. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and each dependent using the highest CONUS M&IE rate (see APP A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

a. Standard CONUS per diem rate (see ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C4550-F) if debarkation is in CONUS, and

b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or

c. Per diem rate for the en route location at which the employee/dependent obtains overnight lodging on that day while en route to the new OCONUS PDS.

NOTE 1: The percentages in par. C5125-A apply when computing a dependent's per diem.

NOTE 2: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

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

NOTE: See par. C2205-F3 for required documentation if U.S. registered ferries are not available.

PART D: POC TRAVEL

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE USE

NOTE: See Chapter 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 definition - APP A) been used. In addition to TDY mileage reimbursement (see par. C2500 for current rates) for the official distance, the official traveler is authorized reimbursement for expenses authorized under par. C2188 and per diem or AEA, whichever applies, as prescribed in Chapter 4, Part L or Chapter 4, Part M for the allowable travel time. ***NOTE: The authorized travel days are calculated using 400 miles (or an increment thereof) per calendar day (e.g., 415 miles = 2 calendar days). If a POC is used but not authorized by the AO as being to the Gov't's advantage, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.***

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except for an airplane) is determined using the DTOD distance (see par. C1065), the appropriate TDY mileage rate in par. C2500, and the factors in par. C2184-D.

C. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under par. C2180 not to exceed 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. C2184-D2, 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. C2184-D2 or C2184-D3. See APP I, Part II for travel authorization policy.

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PART D: POC TRAVEL

SECTION 4: POC USE FOR TDY TRAVEL

C2182 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.

C2184 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. C2500, and private automobile rates affected by pars. C2184-B, C2184-C and C2184-D may be prescribed in a travel authorization/order.

B. POC Use to the Gov't's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the Gov't's advantage.

C. POC Use Not to the Gov'ts 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 travel authorization/order.

2. Constructed Cost. See par. C2156.

3. POC Use Instead of Gov't-furnished Automobile. See par. C2184-D.

4. POC Use for Local Travel. See pars. C2400 and C2401.

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. See par. C2500 for current rates.

b. Higher 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. C2500 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. C2188 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. C2500.

*3. Official Traveler Assigned a Gov't-furnished Vehicle. When an official traveler is assigned a Gov't-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, POC use reimbursement is at the partial rate in par. C2500-A.

4. Reimbursement when Transportation in a Gov't-furnished Automobile as Passenger/Driver Is Available

a. Reimbursement Not Authorized. 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. Partial Reimbursement. If under the circumstances in par. C2184-D4a, 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 partial rate in par. C2500-A for POC use instead of a Gov't furnished vehicle (62 Comp. Gen. 321 (1983)).

c. Reimbursement at POC Rate. If the Gov't-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a Gov't furnished vehicle when use of the Gov't furnished vehicle is to the Gov't's advantage.

C2188 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;

2. Automobile parking fees; (related to official business only (except those incident to PDT)); and

3. Aircraft landing, parking, and tie-down fees.

C2190 TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the official traveler incurring the operating expenses.

2. No deduction is made from the 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.

C2192 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 taxicab 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 taxicab fares, including allowable tips.***

C2194 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 under par. C5060-A.

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. C2198-B, except when a POC is used instead of a Gov't-furnished automobile. See par. C2180.

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

C2196 TRAVEL TIME

Necessary travel time is allowed when POC use is to the Gov't's advantage. See par. C2194-A. 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. C2180).

C2198 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. C2194.

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). See ***http://141.116.74.201/reqs/comp-gen-dec/31USCS3721-2004.PDF***.

4. See par. C2188 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. C2184 plus per diem.

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. U2198 does not apply to travel performed under par. C2180. See B-183480, 4 September 1975.

2. 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. C2198-B2a.

c. The per diem rate in the travel authorization/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 fares or charges for the policy-constructed airfare (see APP A) (often contract city-pair airfare; see par. C2156) 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.

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. See par. C2156 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. C2162 and C2165, 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. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes current PCS MALT rates. For current per diem rates go to ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html.***

EXAMPLE 1
TDY Per Diem and POC TDY Mileage Computation

*A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/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 between the residence and TDY location. See par. C2150-8. The traveler arrives at the TDY location on day 3, 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 $109 ($70/ $39) 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) requiring two 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. See par. C2159-D.

*The traveler is paid $381.77 (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 directives.

ITINERARY

Date	Depart	Arrive	Per Diem Rate	Lodging Cost	Distance
1 Jun	Residence	1st Stopover	$115 ($76/ $39)	$35	400
2 Jun	En Route	2nd Stopover	$112 ($73/ $39)	$39	300
3 Jun	En Route	TDY Station	$104 ($70/ $39)	$40	50
4 Jun	TDY Station	3rd Stopover	$110 ($71/ $39)	$80	400
5 Jun	En Route	4th Stopover	$120 ($81/ $39)	$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

REIMBURSEMENT

ACTUAL POC TRAVEL COST
(including per diem on travel days to and from Location B)

Day 1	75% x $39 + $35 (1st stopover lodging cost) =	$64.25
Day 2	$39 + $39 (2nd stopover MI&E rate and lodging cost) =	$78.00
Day 3	$39 + $40 (Arrive TDY location) =	$79.00
Per Diem for Travel from Location A (residence) to Location B (TDY) - $221.25		
Day 4	$39 + $71 (Depart TDY location. 3rd stopover lodging cost =	$110.00
Day 5	$39 + $70 (4th stopover M&IE rate and lodging cost) =	$109.00
Day 6	75% x $39 (use 4th stopover MI&E rate) =	$29.25
Per Diem for Travel from Location B (TDY) to Location A (residence) - $248.25		
Transportation Costs	*Round-trip mileage – 1,500 miles times $0.585 cents/mile Round-trip tolls	*$877.50 $12.00
Actual Travel Cost by POC Total		***$1,359.00**

COMMON CARRIER CONSTRUCTED COST
(including per diem on travel days to and from Location B)

Day 1	75% x $39 plus $40 (lodging cost) =	$69.25
Day 2	75% x $39	$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by Gov't) Shuttle costs between airport and hotel ($20.00 each way, par. C2101-A) Taxicab costs between residence and airport ($40.00 each way, par. C2101-B)	$163.27 $40.00 $80.00
Constructed Travel Cost by Common Carrier Total		**$381.77**

EXAMPLE 2
TDY Per Diem and POC TDY Mileage Computation

*A traveler is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the traveler to travel by common carrier; however the traveler requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the Gov't's advantage because there is no city pair contract fare available. The commercial air fare from Location A to Location B is $1,250. The traveler is authorized to travel using POC as it is to the Gov't's advantage and arrives at the TDY location on day 3, completing the TDY assignment on the same day. The traveler arrives at the TDY location on day 3, completing 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. See par. C2159-D.

*The traveler is paid $1,516.00 (actual travel cost by POC) since the constructed Gov't common carrier cost exceeds the actual POC cost and POC was authorized as being to the Gov't's advantage.

ITINERARY

Travel Date	Depart	Arrive	Per Diem Rate	Lodging Cost	Distance
1 Aug	Residence	1st Stopover	$127 ($88/ $39)	$60	400
2 Aug	En Route	2nd Stopover	$114 ($75/ $39)	$50	400
3 Aug	En Route	TDY Station	$127($88/ $39)	$65	50
4 Aug	TDY Station	3rd Stopover	$114 ($75/ $39)	$50	400
5 Aug	En Route	4th Stopover	$127 ($88/ $39)	$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	75% x $39 + $60 (1st stopover MI&E rate and lodging cost) =	$89.25
Day 2	$39 + $50 (2nd stopover MI&E rate and lodging cost	$89.00
Day 3	$39 + $65 (Arrive TDY location =	$104.00
Per Diem for Travel from Location A (residence) to Location B (TDY) = $282.25		
Day 4	$39 + $60 (Depart TDY location 3rd stopover lodging cost) =	$99.00
Day 5	$39 + $60 (4th stopover M&IE rate and lodging cost) =	$99.00
Day 6	75% x $39 (use 4th stopover MI&E rate) =	$29.25
Per Diem for Travel from Location B (TDY to Location A (residence) = $248.25		
Transportation Cost	*Round-trip mileage – 1,700 miles x $0.585 cents/mile =	*$994.50
	Round-trip tolls =	$12.00
Actual Travel Cost by POC Total		***$1,516.00**
COMMON CARRIER CONSTRUCTED COST (including per diem on travel days to and from Location B)		
Day 1	75% x $39 + $75 (lodging cost) =	$104.25
Day 2	75% x $39 =	$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by Gov't)	*$1,350.00
	Shuttle costs between airport and hotel ($20 each way, par C2101-A)	$40.00
	Taxicab cost between residence and airport ($40 each way, par. C2101-B	$80.00
Constructed Travel Cost by Common Carrier Total		***$1,603.50**

E. Mixed Modes

1. General. All official travel must be:

a. Arranged IAW pars. C2203-A and; C2203-B; and

b. Reimbursed IAW par. C2203-D.

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 (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 the 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 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. C2198-B3 for authorized travel.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that coach (less than first/business) class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

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

C. GSA City-pair Airfares. See APP P.

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

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

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

G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. 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). See par. C7455-H -H for the definition of "special needs". A traveler may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DOD Component's needs require use of these accommodations.

H. Non-U.S.-certificated Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on non-U.S.-certificated aircraft/ships, except as specified in par. C2204-B or C2205-F.

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

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer accompanied baggage between airlines), then the traveler is not required to use the non-interlining airline, even if less expensive.

NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.

NOTE 2: In the absence of 'interlining', the traveler usually must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DOD Component concerned. All adjustments ICW official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local CTO/TMC. A traveler's failure to follow these procedures may subject the traveler to liability for any resulting losses.

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

C2202 RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT

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

C2203 ARRANGING OFFICIAL TRAVEL

A. CTO/TMC Use

1. Mandatory Policy. It is DOD ***mandatory policy*** that an employee uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at Gov't expense to a traveler without prior proper authorization.***

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

3. Failure to Follow Regulations

a. A commands/unit is expected to take appropriate disciplinary action when an employee and/or an AO fails to follow the regulations concerning CTO/TMC use. See par. C1070.

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other personnel means. Action must ***not*** be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. ***Reimbursement is not allowed when the traveler does not follow the regulations for non-U.S.-certificated carriers. See par. C2200-H.***

B. Requirements

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

a. A CTO/TMC (see APP A), or

b. In-house travel offices,

2. All travel arrangements must be made IAW:

*a. DOD Directive 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf***

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

c. Service regulations that supplement the DODD and the DODI.

C. Non-U.S-certificated Aircraft or Ship Transportation. Transportation on non-U.S.-certificated aircraft or ships must ***not*** be authorized/approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

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

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

NOTE 1: The cost paid by the Government for Government/Government-procured transportation, in house or CTO/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by an employee is reimbursable under APP G, Item 13. When an available CTO/TMC is not used and no transaction fee is included in the Government/Government-procured transportation, the transaction fee for personally procured transportation from other than a CTO/TMC may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the cost of the Government/Government procured transportation

NOTE 2*: DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607 (available at: http://www.dod.mil/comptroller/fmr/09/09_03.pdf) indicates the purposes for which a DOD GTCC may be used. Charging for personal travel expenses is misuse of the GTCC. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel, a copy of the relevant travel authorization/order must be provided to the CTO before the final ticketing. An electronic DTS generated authorization/order, available on line for viewing or reproducing, suffices to meet this requirement and precludes the necessity of the authorization/order being physically provided. 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 authorization/order is issued; however, the official who directed the travel is responsible for providing a confirmatory travel authorization/order to the CTO as soon as possible.

C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO/TMC is mandatory.*** See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. ***NOTE*: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.**

B. Service Class

1. General. Government policy is that:

a. A traveler must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, EVT, FVT, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.

b. Each commands and traveler should determine travel requirements in sufficient time to reserve and use coach-class accommodations.

c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.

d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.

e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.

f. If an airline flight 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. 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 fares are in the ‘economy’ cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is ‘economy’.

***NOTE 1*: A COMMAND MUST NOT PERMIT A CTO/TMC TO ISSUE A TRAVELER ANY PREMIUM-CLASS TICKET WITHOUT PRIOR PROPER AUTHORIZATION.**

***NOTE 2*: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization/order (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). See par. APP I, Part 2, par. C and APP A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.**

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by a traveler if any of the criteria in par. C2204-A3 are met. DODD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for a DOD traveler.

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approval authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.

c. Premium Class Approval Authorities.

	First Class (DODD 4500.9)	**Business Class**
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: See APP H, Part II, Section C, for a first-class decision support tool.***

a. Lower Class Airline Accommodations Are Not Reasonably Available. "Reasonably available" means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or is scheduled to arrive up to 24 hours before the traveler's proposed arrival time. "Reasonably available" does not include a scheduled arrival time later than the traveler's required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty. When par. C2204-B3 is used to justify premium-class accommodations, the AO must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/ reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than first-class accommodations would entail danger to the traveler's life or Government property.

(2) A agent of a protective detail accompanying an individual authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. For DOD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.dtic.mil/whs/directives/corres/html/55007r.htm,*** or ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***). One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization/order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part I.

4. Business-class Accommodations Use. ***(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. See APP H, Part III, Section B, for business-class accommodations procedures/requirements.*** Business-class accommodations may be authorized/approved when:

a. Space Is Not Available in Coach-Class Accommodations 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. When "space is not available in coach-class" is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization/order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, EVT, FVT, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Coach (economy) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization/order on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than business-class accommodations would entail danger to the traveler's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

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

d. When required by the mission. This criterion is exclusively for use ICW Federal advisory committees, special high-level invited guests, and U.S. defense attachés accompanying ministers of foreign governments traveling to the United States to consult with members of the Federal Government. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DOD 5500.7-R, at ***http://www.dtic.mil/whs/directives/corres/html/55007r.htm*** ***or*** ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***. The travel authorization/ order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Non-U.S.-certificated Carriers do not Provide Adequate Sanitation or Meet Health Standards and Non-U.S.-certificated Air Carrier Service Use is Authorized/ Approved IAW the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred while Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization/order.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), the Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, the TDY Purpose/Mission is so Urgent It Cannot Be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See ***NOTE 2*** below.

NOTE 1: The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be 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 or a layover en route to allow rest before traveling on to the destination to begin work. When using 'length of flight' to justify business-class accommodations, the business-class authorizing/ approving official must cause the travel authorization/order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.

****NOTE 2: The AO must certify that the options contained in NOTE 1 in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization/order IAW par. APP I, Part 4, par. A2, item 16 (c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT leave, Emergency Leave, EVT, FVT, R&R, FEML, personnel evacuation, or any other transportation.***

NOTE 3:

(1) The traveler is not eligible for business-class airline accommodations at Government expense if:

(a) A 'Stopover' en route (regardless of who pays the expenses during the 'stopover') is an overnight stay,

(b) A Rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. C2204-B4i above) only applies en route to the TDY site. Less than business-class (e.g., economy/coach) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

(4) When business-class accommodations use is authorized/approved, use of available business-class airfares provided under the contract city-pair program is mandatory.

j. Congressional Travel. Travel of a DOD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part I.

k. Required by Foreign Government Regulations, MOU/MOA/SOFA. Travel of personnel employed by a foreign government if required by the foreign 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 U.S. Government's interest.

5. Documentation Requirements. See APP H for document requirements/procedures.

a. Travel Authorizations. See par. C2000-A2a.

b. Travel Certification. A traveler must certify on the travel authorization/order, or by attachment to the travel authorization/order the reason(s) for the use of premium-class airline accommodations. ***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*** Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization/order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization/order. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 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. 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 flag air carrier may be authorized or approved (GSBCA 16632-RELO, 15 July 2005)).

NOTE 2: Title 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 foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DOD civilian employees, or their dependents. Uniformed Service members, DOD civilian employees and dependents are required to use available U.S.-certificated carriers for all commercial air transportation as indicated in par. C2204 (FTR §301-10.135).

1. Requirements. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S.-certificated air carrier service is available if:

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

b. The service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,

(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 between points in the CONUS or non-foreign OCONUS location and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (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)).

NOTE: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier 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.

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

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

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

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

d. Non-U.S.-certificated air carrier service would be three or fewer hours, and U.S.-certificated air carrier use would at least double en route travel time.

e. Air transportation on a non-U.S.-certificated flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***

f. 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.

g. 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 route portion in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:

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

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

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

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

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

j. Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

***NOTE*: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of 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 Federal Aviation Administration and the Department of State. Determination and authorization/approval of non-U.S.-certificated (foreign) air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/ approval.**

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

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

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/ leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (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)).

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

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial non-U.S.-certificated air transportation may be authorized/approved. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization/order and/or Government travel procurement document, made IAW Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S.-certificated/registered ship (s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

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

(1) U.S.-certificated air carrier service is available at 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 or an 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 between the U.S. and another continent, the travel should be rerouted so that available U.S.-certificated air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

Example

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

Schedule I					**Schedule II**			
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 III					**Schedule IV**			
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	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service. Schedule III provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S.-certificated air carriers than does schedule I. See 55 Comp. Gen. 1230 (1976).

5. Reimbursement. ***There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated air carrier service is used.*** If 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 or the entire trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).

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

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.

2. Performed more economically/efficiently by ship.

NOTE: See par. C2000-A2c for medical reasons.

C. Ship Accommodations. A traveler authorized to travel by ship at Government expense must use the least costly room accommodations. More costly ship accommodations at Government expense must be authorized/approved IAW par. C2205-D. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is normally charged 1.5 times the per person rate when not sharing the room.

D. Authorization/Approval for more Costly Ship Accommodations Use at Government Expense. ***NOTE: See par. C2000-A2b.***

1. Authorization/Approval. More costly accommodations use, under the circumstances in par. C2205-E, may be authorized/approved IAW par. C2204-B2.

2. Requirements. See par. C2000-A2a.

E. More Costly Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See APP H, Part II, Section C, for requirements/procedures.) More costly accommodations at Government expense may be authorized/ approved only when:

1. Less costly accommodations are not available.

2. See par. C2000-A2c for medical reasons.

3. There are exceptional security requirements. Examples are:

   a. A traveler whose use of less costly accommodations would entail danger to the traveler's life or Government property.

   b. Protective detail agent accompanying an individual authorized to use more costly accommodations.

   c. A courier and/or control officer accompanying controlled a pouch or package and adequate lower cost accommodations are not available.

F. U.S. Registry Ship Use

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

2. U.S. Registry Ship Use Impracticable. When using a U.S. registry ship would seriously interfere with/ prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 explaining why a U.S. registry ship is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

3. U.S. Registry Ship Unavailable. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use. Documentation required by par. C2204-B3 is used explaining why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization/order endorsements are acceptable.

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

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

A. General. Par. C2206 applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructed cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in par. U2206.

B. Government and Government-procured Air Transportation Available. When Government/Government-procured air transportation use is required under pars. C2001-D3 through C2001-D6, 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 Government/Government-procured 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. If a city-pair airfare is not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (see APP A) (with the exception noted in par. C2204-B1f). 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.

***NOTE*: Government and Government-procured air transportation are not available when:**

1. ***An AO determines that Government and/or Government-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;***

2. ***Government and/or Government-procured air transportation use would involve circuitous travel or undue inconvenience; or***

3. ***Travel via aircraft is inadvisable medically.***

The lower-priced transportation mode is the reimbursement limit if appropriate Government transportation and Government-procured transportation are both available. If only Government-procured transportation is available, its cost is the reimbursement limit.

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

D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships. ***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. If U.S.-certificated/registry carrier or ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier or 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. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route. The traveler is paid whichever is less. The authorized transportation mode means the transportation mode that would have been furnished IAW this Volume. Constructed reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, must not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The 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 Government-offered Air Transportation Cost. Dependent travel reimbursement is subject to the limitation on the travel authorization/order, if any, under par. C2001-D1.

C2208 TRAIN ACCOMMODATIONS

A. Policy. The Government purchases and furnishes to an official traveler, who travels by train, reserved coach-class accommodations except as noted in par. U2208. When adequate reserved coach-class accommodations are available, an AO must require that those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

1. Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Business-class. A class of service offered on Amtrak Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).

4. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. AO Approval. The AO can approve the following:

1. Coach-class. Any ‘standard’ economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel authorizations. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. C2208-D and C2208-E.

D. First-class Train Accommodations Use. (See APP H, Part II, Section C, for a first-class decision support tool and procedures.)

1. Authorization/Approval. See par. C2000-A2b.

2. Requirements. See par. C2000-A2a.

E. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***

2. See par. C2000-A2c for medical reasons.

3. There are exceptional security requirements. Examples are:

   a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.

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

   c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

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

*PART F: TRANSPORTATION REQUESTS

C2250 GENERAL

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

C2251 WHEN GTR'S MAY NOT BE USED

GTRs may not be used in the following instances.

1. Personal transportation services or privileges that increase or exceed the cost of those authorized when the travel is by a circuitous route for personal convenience. The traveler may not use GTR to procure transportation accommodations for the circuitous travel. However, a common carrier ticket procured by GTR for travel at Government expense may be reissued for a common carrier ticket to travel by a circuitous route for personal reasons. In these instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience is the personal financial responsibility of the traveler. Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, is the personal financial responsibility of the traveler.

2. Individually procured taxicab, airport limousine, intra-city transit, rental automobiles, or other for-hire automobile services.

3. Payment of toll road or toll bridge charges.

4. Passenger transportation services costing $10 or less, excluding Federal transportation tax, unless justified by special circumstances.

C2253 WHEN GTR'S NOT AVAILABLE

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

C2254 ACTING TRANSPORTATION OFFICER

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

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PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE ACCOMPANIED BAGGAGE

A. General. ***The rules governing free accompanied baggage allowances and charges for excess accompanied baggage are outlined in the carrier's tariff.*** Weight limitations are free checkable accompanied baggage for the different transportation modes, as known at the time of writing, are as stipulated in pars. C2300-B, C2300-C, C2300-D, and C2300-E.

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

C. Commercial Aircraft

1. Travel within CONUS. Free checkable accompanied baggage ordinarily applies to a traveler performing official travel within CONUS. Generally, most domestic carriers authorize free accompanied baggage based on the 'number of pieces' concept as opposed to weight. Carriers who have adopted the 'number of pieces' concept apply this concept to all travel. Under the 'number of pieces' concept, the air carrier transports, free of charge, three pieces of luggage NTE certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the 'piece of baggage' plan, each carrier's tariffs may prescribe different dimensional limitations and conditions with regard to pieces of checked accompanied baggage and unchecked carry-on baggage allowable as free baggage. ***Carrier's tariffs should be consulted in this connection.***

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

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

b. Foreign Flag Carriers. Forty four pounds are allowed when traveling in economy/coach class and sixty-six pounds are allowed when traveling in a premium class. Weight and dimensional limitations are prescribed in the carrier's tariffs.

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

1. Checked Accompanied Baggage

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

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

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

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

e. ***Items exceeding 100 pounds may not be accepted.***

2. Carry-on Accompanied Baggage

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

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

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

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

****NOTE: For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website: http://www.e-publishing.af.mil/shared/media/epubs/AMCI24-101V15.pdf.***

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds of accompanied baggage is allowed for each traveler age 12 or older and 175 pounds of accompanied baggage is allowed for each dependent under age 12.

C2302 EXCESS ACCOMPANIED BAGGAGE

A. General. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. Excess accompanied baggage charges are allowed only when authorized/approved. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are:

1. Does not include pets (see par. C5410-D); and

2. Travelers who purchase their own airline tickets to accommodate circuitous or personal convenience travel in conjunction with official travel are not authorized reimbursement for excess baggage costs that would not be incurred if Government-procured airline tickets were available and used. See par. C1058.

B. Authorization/Approval for Excess Accompanied Baggage. Excess accompanied baggage may be authorized/approved by the Secretarial Process under official travel IAW Service/Agency regulations. ***The traveler should be financially prepared to pay for excess accompanied baggage while traveling.*** Examples of when excess accompanied baggage transportation may be necessary involving official travel only are:

1. Family size; or

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

3. Professional article(s)/materiel required for the performance of official duties at the TDY/next PDS location.

C. Excess Accompanied Baggage Cost Payment. Excess accompanied baggage charges/fees reimbursement may be authorized prior to or approved after the completed official travel IAW Service/Agency regulations.

D. Baggage Reimbursement. See APP G, item 22h regarding excess accompanied baggage for official TDY travel and item 32 for accompanied baggage on PCS/TCS moves. For travelers with a disability or special needs, refer to APP G, items 17 and 18, for baggage handling fees or tips reimbursement.

C2303 PUBLIC PROPERTY

Public property which cannot be transported as baggage must, when authorized, be shipped IAW the regulations of the separate departments.

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

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

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

C. Excess UB. When excess UB is allowed ICW permanent duty travel, except ICW RAT, the excess weight is part of the maximum HHG weight allowable. If the baggage moves as accompanied baggage, the authorized excess accompanied baggage amount is treated as gross weight. If baggage is shipped as UB, the authorized excess amount is net weight.

D. Unaccompanied Baggage. The weight of any UB transported by any mode, at Government expense, is part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL (RAT)

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

C2306 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 Government expense to/from a school, is authorized a UB (see the definition in APP A) shipment of 350 pounds net weight. See par. C5160-B. Transportation must be made by the least costly transportation mode that meets the dependent student's needs.

B. UB to 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 Government 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 pounds. ***The employee is financially responsible for any overweight UB storage costs during educational travel.***

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

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

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

C2309 UNACCOMPANIED BAGGAGE ICW EXTENDED TDY ASSIGNMENTS

UB may be authorized/approved when justified ICW a TDY assignment for 30 or more days. The allowable weight, up to a maximum of 350 pounds, 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 in conjunction with or in addition to a shipment effected under par. C2309.

C2310 UNACCOMPANIED BAGGAGE 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 pounds of UB for each eligible adult, and

2. 175 pounds 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 in conjunction with/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 permanent duty travel.**

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PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

C2400 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. These expenses are those not specifically included in travel under authorizations in Chapter 2.

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

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;

2. Within a local commuting area of the PDS/TDY station, ***(NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.)***; or

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

If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Delegation

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

2. These officials also are responsible for:

a. Furnishing public carrier tokens/tickets, when appropriate; and

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

D. Miscellaneous Expense Reimbursement. See Appendix G.

*C2401 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel 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,

*during official duty.

*B. Commercial Transportation. 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. When reimbursement is authorized/approved, a traveler who travels by authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);

2. Taxicab fares plus transportation-related tips; and

3. 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 (see par. C2500) 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, Part I, Item 20.

*c. TDY mileage payments, and expense reimbursement are made only to the employee defraying the POC operating expenses, regardless of the number of passengers who accompany the employee or which passengers contributed funds to defray the POC operating expenses.

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

*a See par. C2192 for travel to and 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 and 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 use of a POC and/or commercial transportation 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 and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;

2. Actual cost of necessary POC parking; and

3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

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 normal 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 duty 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 ordinary POC commute).

C2402 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. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

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

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

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

1. Local public transportation fares;

2. Taxicab fares plus transportation-related tips ***(when advantageous to the Government)***; and

3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility ***(when advantageous to the Government)***.

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

C2403 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 as advantageous to the Government 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).***

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 1, Part E.

PART I: MILEAGE RATES

C2500 TDY AND LOCAL TRAVEL

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

POC	Rate Per Mile	Effective Date	NOTE
Airplane	*$1.26	*1 Aug 2008	*1
Automobile (if no GOV is available)	*$0.585	*1 Aug 2008	*1
Motorcycle	*$0.585	*1 Aug 2008	*1
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	$0.285	4 Feb 2005	
Partial reimbursement for POC use when the employee is committed to use a GOV and a GOV has been procured and is available for the employee's use but the employee elects to use a POC	$0.125	4 Feb 2005	

NOTE
*1 For travel performed on or after 1 August 2008.

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. C2162-B and C2165.

C. POC Use Instead of GOV. See par. C2180 for POC use instead of a GOV.

D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

1. $0.285/mile (fixed cost $0.16 and variable cost $0.125) if GOV use is to the Gov't's advantage, there is a GOV available for the employee, but one has not been procured specifically for the employee's use.

2. $0.125/mile (variable cost) when a GOV is directed, has been procured for the employee's use, is available for the employee's use and the employee elects to use a POC.

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

A. General. The PCS MALT paid (see par. C2505-B for the rate) is determined by the official distance for which PCS MALT may be paid under the circumstances (as determined IAW the applicable JTR provisions).

B. MALT/PCS Mileage Rate

1. ***Effective 1 July 2008***, the PCS MALT rate per authorized POC is $.27/mile. The PCS MALT rate in effect from 1 January – 30 June 2008 was $.19/mile.

2. This rate is effective for all PCS travel that commences on or after 1 July 2008 (i.e., the initial travel is started).

3. PCS travel that commenced prior to 1 July 2008 must be paid at the old rate($.19/mile).

4. See par. C5050 for general information and reimbursement ICW MALT.

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

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

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

Effective 30 June 2005

*PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

C2600 GENERAL

Army, Navy, Air Force, and Marine Corps civilian employees are to be reimbursed for that portion of their monthly parking expenses in excess of $25 but not to exceed $200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where they are assigned to duty:

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

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

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

For example: Monthly parking expenses of $135.00 would warrant reimbursement of $110.00 ($135 - $25 = $110) while monthly parking expenses of $320.00 would warrant reimbursement of $200.00 ($325 - $25 = $295 but NTE $200.00. ***Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.***

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CHAPTER 4

EMPLOYEE TRAVEL

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C4109 TEMPORARY ASSIGNMENT OF AN EMPLOYEE BETWEEN THE FEDERAL GOVERNMENT AND A STATE OR LOCAL GOVERNMENT 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 Government and:

1. State or local Gov't,

2. Institutions of higher education,

3. Indian tribal Gov'ts,

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 Chapter 4, Part L (is taxable for an indeterminate period or a period of more than one year) for the employee, or

2. Limited Relocation IAW Chapter 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 C5159.

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.

***C4113 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 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. C4113-D1a and C4113-D1b.

a. Before the PCS effective Date

(1) Return transportation to the old PDS under the TDY travel authorization/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 travel authorization/order, or reimbursement on a PCS MALT basis 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 travel authorization/order to the old PDS, or reimbursement on a PCS MALT basis 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 travel authorization/order, or reimbursement on a PCS MALT basis 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. Comptroller General 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 authorization/order and the authorization/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. C4113-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 travel authorization/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 travel authorization/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 travel authorization/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 temporary or permanent duty station is a question of fact to be determined from the travel authorization/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 PCS MALT expenses for the round-trip since relocation travel by privately owned vehicle 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.

CHAPTER 4

PART D

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PART H

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

C4360 DEFINITIONS

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

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the Combatant Command 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 Combatant Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

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

E. TDY Options

1. General

a. The Combatant Commander/JTF Commander:

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

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

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

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

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

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

(1) Not located in the Combatant Command's/JTF's AOR but who is operating in a support capacity, or

(2) Located in the Combatant Command's/JTF's AOR but are not part of the Combatant Command/ JTF.

2. Regular TDY

a. General. For regular TDY, a traveler:

(1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. C4430-C for exceptions and waiver authority to the 180 day limit);

(2) Is reimbursed for lodging, meals and incidental expenses in Chapter 4, Part L or par. C4360-E2b*;* and

(3) Receiving the GMR rate while TDY to a Combatant 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 location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).

b. Temporary Dining Facilities – Combatant Command or JTF. If:

(1) A traveler consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for the meals, the traveler is reimbursed the discount GMR plus an incidental expense of:

(a) $3.00 in CONUS, or

*(b) The applicable locality incidental expenses rate (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) or $3.50 OCONUS when on a U.S. Installation (see APP A) or the Combatant Commander/JTF commander determines $3.50 to be adequate.

(2) The traveler's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized (see par. C4554-A1a3) for that day.

*(3) A Combatant Command/JTF traveler outside the AOR or en route to the AOR pays the meal rate IAW the DOD Financial Management Regulation at ***http://www.defenselink.mil/comptroller/fmr/***, the traveler is reimbursed IAW Chapter 4, Part L.

c. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. See exceptions for exercises in par. C4360-E4.

3. Essential Unit Messing (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 Government 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 Government quarters or quartered in accommodations ordinarily associated with field exercises.

c. Reimbursed the discount GMR but not incidental expenses..

NOTE: A Combatant Commander-/JTF- determined official may place the traveler in a field duty status if quarters and subsistence, obtained by contract, are 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
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full GMR 1/
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Government Meals at the Discount GMR 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Government Meals **(In AOR only)**	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full GMR
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for Government Meals at the Discount GMR
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Traveler pays for Government Meals at the Discount GMR

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PART J: TEMPORARY DUTY (TDY) TRAVEL

C4405 JUSTIFICATION

1. TDY may be authorized/approved only when necessary ICW official DOD activities or Gov't business.

2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.

3. Procedures must be in place to evaluate TDY requests to ensure that the:

   a. Purpose is essential official business;

   b. Objective cannot be satisfactorily accomplished less expensively by correspondence or other appropriate means;

   c. Duration is no longer than required; and

   d. Number of persons assigned is held to the minimum.

4. TDY travel should not be authorized for secretaries, or clerical personnel when such services are available at the TDY site, unless essential for mission accomplishment.

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. 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 a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and

9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DOD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for 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 activities 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. All departmental security regulations must be followed while by an employee who is TDY.

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 travel authorization/ order.

e. The AO must ensure the 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 TDY travel and transportation allowances paid by the Gov't.

D. Other Requirements. Departmental regulations require that Department of State (DoS) be notified when high-level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

C4425 ITINERARY VARIATION

A. Variation Authorized in the Travel Authorization/Order. A travel authorization/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 Travel Authorization/Order

1. When a travel authorization/order does not contain authority for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate AO orally may authorize changes before the variance is made and later confirm it in writing.

2. ***The authority for itinerary variation must not be substituted for inadequate advance preparation.***

3. ***Variation authority does not grant a blanket travel authorization/order.***

C4430 TDY TIME LIMITATION (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. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The “temporary” designation of an employee's duty station on a travel authorization/order is not necessarily controlling.

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

5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-A), is payable for a long-term TDY assignment of more than 180 consecutive calendar days at one location.

6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180 Consecutive Day Time Limitation. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to an employee assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY travel authorization/order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY travel authorization/order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of180 days when the initial travel authorization/order was issued.***

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the AO (see APP I, Part 1, par. A) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the AO as soon as practicable. This determination should be made before the travel authorization/order is issued. If the situation does not permit determination before travel authorization/order issuance, the travel authorization/order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the travel authorization/order as written (making sure the advice in par. C4430-E is contained in the TDY authorization/order remarks section), or

2. Direct the travel authorization/order be amended to:

a. Terminate the duty thereby returning the employee to the old station or assigning a new station,

b. Change the assignment from TDY to a PCS,

NOTE: If an employee is transferred by PCS travel authorization/order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the employee is notified of the transfer. See par. C4113.

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

d. Authorize a TCS (see par. C4430-E).

NOTE: Authorization/approval to exceed the 180-day TDY limit is essential. 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).

D. Temporary Change of Station (TCS) Instead of an Extended TDY. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. See Chapter 5, Part O.

E. Taxation of Reimbursable TDY Allowances

1. An AO must advise an employee of the potential federal, state, and local income tax liability if the TDY assignment (including training assignment) is at one location for more than a year.

*2. ***A civilian employee's TDY assignment at one location for more than a year is considered, by the IRS, to be a permanent assignment and any reimbursement (especially per diem) may be considered taxable income by the IRS. 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 Income Tax Reimbursement Allowance (ITRA).***

*3. An IRS statute, 26 USC §162(a) and the implementing IRS regulations in 26 CFR 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. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

****NOTE: Tax rules may differ by state and locality.***

F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply. See pars. C4560 and C4561-A. The rule applies if the scheduled TDY duration, measured from the date of the travel authorization/order directing the additional/extended duty including the time remaining on the original travel authorization/order, is more than 180 consecutive days.

Example 1. An employee's original TDY travel authorization/order is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2. An employee's original TDY authorization/order is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized

(and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the 'long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized additional 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.

B. TDY at Leave Point. An employee on leave away from the PDS, who receives a TDY authorization/order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the travel authorization/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 authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the travel authorization/order is received, whichever applies), and the TDY location. See par. C2000-B. TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY travel authorization/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 travel authorization/order is received, whichever applies) to the TDY station (see par. C2000-B); and

b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to 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 travel authorization/order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

b. Leave address or place at which the travel authorization/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. This instruction can be accessed from the Internet at website address: ***http://www.combatindex.com/mil_docs/pdf/secnav/6400/6420-1D.pdf***.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 7, Part H.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Chapter 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. C2192.

PART K: TRAINING COURSE ATTENDANCE

C4500 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 (see par. C4530) or AEA (see par. C4600); or

2. Dependent and HHG transportation to and from the training location. See pars. C4505 and C4510.

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. C4500-B1 or for common carrier transportation in par, C4500-B2, except as provided in par. C4520, 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 ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 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 lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

C4505 DEPENDENT AND HHG TRANSPORTATION

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents ***(excluding per diem)*** and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the 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 privately owned automobile, mileage 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 Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,

2. A house-hunting trip,

3. TQSE payment ***(see par. C5356-B),***

4. Miscellaneous expense reimbursement, 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 authorization issuance.

C4510 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 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 cost of dependent and HHG transportation and per diem 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 Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. Mileage Reimbursement. For MALT/PCS mileage reimbursement when an employee and/or dependents travel by privately owned automobile, 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 Chapter 5, Part P purposes.

2. Before the training begins, a selected employee should be issued a PCS travel authorization/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 authorization/order establishes the employee's authorization for the real estate transaction allowance reimbursement in Chapter 5, Part P.

3. Payment of the real estate transaction allowances in Chapter 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.

C4515 INTERN AND/OR TRAINEE

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility 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.

4. ***If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work. See par. C5075.***

C4520 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 may not exceed 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.

C4525 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 Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Chapter 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Chapter 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

C4530 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are determined under par. C4530 in the same manner as for any other TDY (see Chapter 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances 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 and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during 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 Government quarters use, the $12.50 is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for a Training Assignment of more than 30 Consecutive Calendar Days. Per diem rates for a training assignment of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. A training assignment includes research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, IAW par. C4515. ***Any assignment under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DOD, or similar training and development programs, are primarily for training***. Per diem payments for training determined IAW instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

D. Per Diem for a Training Program

1. Training Program. Per diem allowances for a training program of more than 30 consecutive calendar days are:

*a. 55 percent of the applicable maximum daily training locality per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, rounded to the next higher dollar (paid in a fixed amount plus actual lodging tax as indicated in ***NOTE 1*** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging tax); except that if:

b. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);

c. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

*d. Meals and lodgings are furnished without cost to an employee, per diem payable is $3 within CONUS, or $3.50 OCONUS when lodgings used are on a US Installation (see definition in APP A) or the applicable incidental expense allowance in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** if lodgings are not on a US Installation. See the ***NOTE*** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

****NOTE 1: Tax on lodging in the CONUS and non-foreign OCONUS areas (see APP A definitions) are limited to tax on the maximum amount prescribed for lodging in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for the training location and are reimbursable in addition to the 55% per diem. Tax on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.***

NOTE 2: If an employee is transferred by PCS travel authorization to the long-term training location, per diem being paid ICW the training assignment stops on the date the employee is notified of the transfer (see par. C4113).

2. Exceptions to the Prescribed Training Program Per Diem Allowances. When the 55 percent rate prescribed in par. C4530-D1a is not appropriate for a particular training assignment, a DOD component may request an exception to the 55 percent rate IAW pars. C4530-D2a and C4530-D2b, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

a. Training Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD component involved may request a lower fixed per diem rate under par. C4550.

*b. Training Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the training locality.

*c. Reimbursement for the Cost of Retained Lodging when an Employee on a Training Assignment of More than 30 Consecutive Days Takes Leave. It may be necessary for an employee on a training assignment of more than 30 consecutive calendar days to retain lodgings while on leave. The per diem rate paid while the employee is in a duty status may be adjusted to cover the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***. The total amount paid for lodging on the duty days cannot exceed the lodging amount that would have been paid had the employee not taken leave. In an instance in which the adjusted per diem exceeds the maximum per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the TDY location, reimbursement on an actual expense basis for the lodging expense may be approved IAW Chapter 4, Part M, while the amount for meals and incidental expenses (55 percent of the M&IE rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the TDY location) is paid on a per diem basis.

Example 1

a. An employee on a training assignment of more than 30 consecutive calendar days is paid per diem at the rate of $50.05 (55% of $91, the per diem applicable to the training location, rounded to the next higher dollar. The $91 rate includes $31 for M&IE and $60 for lodging).

b. The $50.05 per diem paid the employee consists of $17.05 (55 % of $31, the applicable M&IE rate) for meals and incidental expenses and $33.00 ($50.05 minus $17.05) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying $800 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $990.00 (30 days x $33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, $800, is less than the amount the employee would have received at the 55 percent rate, $800 is used.

e. The daily lodging cost for each day is $40, determined by prorating the $800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.

f. The adjusted per diem is $57.05 ($17.05 for M&IE and $40 for lodging). Since $57.05 does not exceed the locality per diem rate of $91, it may be paid without AEA.

Example 2

a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of $91 (55% of $164, the per diem rate applicable to the training location, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE).

b. The $91 per diem paid the employee consists of $25.30 (55% of $46, the applicable M&IE rate) for meals and incidental expenses and $65.70 ($91 minus $25.30) for lodging.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying $2,100 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $2,036.70 (31 days x $65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.

e. Since $2,100 exceeds $2,037.70, $2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is $135.78, determined by prorating the $2,037.70 over 15 days during which the employee is authorized per diem.

f. The adjusted per diem is $161.08 ($25.30 for M&IE and $135.78 for lodging). Since $161.08 does not exceed the $164 locality rate, the $161.08 may be paid daily without AEA authority.

3. Return to PDS during TDY. See Chapter 4, Part N for return to the PDS during TDY.

PART L: PER DIEM ALLOWANCES

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 M, applies, and for all PDT periods. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location. See par. C4555-A.

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the reservation, station or other established area front gate location. Refer to the U.S. Census Bureau website http://quickfacts.census.gov/cgi-bin/qfd/lookup which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town not the county is listed, that area is a Standard CONUS per diem rate location. For the current Standard CONUS per diem rate, see http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C4550-F3.

B. Responsibility for Authorizing/Approving a 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 TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;

2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;

3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;

4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee using a purchase order. See par. C4552-H.

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** A fixed per diem may not exceed the locality per diem rates prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the locality

concerned. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office listed in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization/order before travel begins.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, NTE the applicable maximum rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the TDY or training locality; or

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: An Army Command Commander, an Army Service Component Command Commander, a Direct Reporting Unit Commander/Superintendent, and the Administrative Assistant to the Secretary of the Army (AASA). For this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staffs 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 AASA's purview. This authority may be re-delegated at the commander's/agency head's discretion. In addition, a command may submit a request for an employee attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DOD Components: Offices listed in APP L, par. B-1.

NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a travel period that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1 through C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate IAW pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001;

2. Navy and Marine Corps: Office of Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072;

3. Air Force: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;

4. OSD/WHS/Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl***.

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

3. Effective 1 October 2007, the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$70	**$39**	**$109**

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) via 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-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations 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 USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

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 ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001	**Per Diem, Travel and Transportation Allowance Committee (PDTATAC)** ATTN: E&S Branch Hoffman Building 1, Room 836 2461 Eisenhower Avenue Alexandria, VA 22331-1300	**Department of State** Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction in Establishing PDS. ***Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).***

C. Per Diem at the PDS

1. Per Diem Not Allowed

a. Per diem cannot be authorized or paid within the PDS limits (see definition, 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.

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 quarters at the old PDS and lodged in temporary quarters 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 (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then 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).

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). ***A per diem allowance is not allowed when the official travel period is 12 or fewer hours.*** This also applies to permanent duty travel. 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 regulation 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 Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Extended TDY Assignment. Authority should be sought to set a reduced per diem rate under par. C4550-C when a travel assignment involves extended periods at TDY locations and an employee should be able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;

2. Par. C4430 concerning authority for a long-term TDY assignment; and

3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

J. Meeting and Convention. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which 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. See APP R regarding attendance at a meeting and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM 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 'Lodgings-Plus' Computation.

A. General. Per diem allowances for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment 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. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;

4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;

5. A per diem rate prescribed in par. C4558 for travel by ship applies;

6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;

7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there are no commercial establishments that prepare and serve meals;

8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of a military unit while on field duty;

9. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or

10. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings, plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rate

1. Rates. All travel per diem rates are at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***. For CONUS locations not encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C4550-F3 for the current Standard CONUS per diem rate.

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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs NTE the applicable maximum amount. ***Receipts for lodging are required. See par. C1310.***

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without expense itemization or receipts. See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation. 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 clothing laundry, dry cleaning and pressing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.**

D. Computation. Per diem is calculated using pars. C4553-D1 and/or C4553-D2.

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, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No meals deduction is made.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, the highest M&IE rate prescribed for any of the TDY locations is used. See par. C4565, Example 4. Use the school location M&IE rate for student dependent travel instead of a TDY location M&IE rate. See par. C5120-C, Example 1.

***NOTE*: Per diem payment authorized by par. C4553-D1a may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).**

b. Lodging Required. If lodging is required, the rules in par. C4553-D2 for travel of more than 24 hours apply.

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; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, 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 allowance is the actual lodging cost incurred by the traveler, NTE the stopover point or TDY location maximum lodging rate (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 allowance is the TDY destination 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 allowance is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging rate ***(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 allowance is the TDY location 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 allowance is the actual lodging cost, NTE the applicable stopover point or TDY location lodging rate (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 allowance 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.

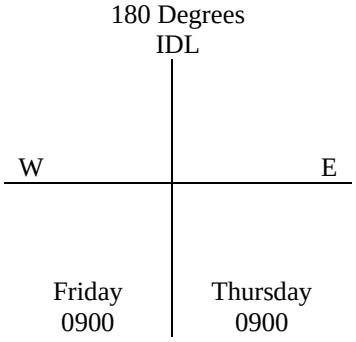
(3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). For a student dependent the M&IE rate is the rate applicable to the student dependent's school location unless lodging en route was required.. See par. C4553-D2e. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required.

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

(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 and Return Day to PDS. The applicable M&IE rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** 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. ***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 Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.



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 'Lodgings-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 governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. M&IE Rate Determination

1. Full Day

a. CONUS. The

(1) Applicable locality rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***,

(2) Standard GMR, plus $3 for incidental expenses on any day all three meals are consumed in a Government mess, or

(3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus $3 for incidental expenses.

b. OCONUS. The

(1) Applicable locality rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, (use $3.50 for the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the locality incidental expense rate (see ***NOTE*** below on incidental expense));

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see ***NOTE*** below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see ***NOTE*** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: The incidental expense rate OCONUS is the applicable locality rate in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html, or $3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:

1. $3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS $3.50 incidental expense may be authorized and must be stated in the travel authorization/order.

2. That $3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html. In this case, locality incidental expense rate payment must be stated in the travel authorization/order.

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. ***On the days of departure from and return to the PDS, the GMR or PMR do not apply.***

3. Schoolhouse Training (Formal Courses of Instruction). ***The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization/order to the contrary.*** If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization/order. If that information is not available prior to travel authorization/order issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meal

1. The PMR in par. C4554-A applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The Government should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Government 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 travel authorization/order indicates the facility providing the meal(s) is available;

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

c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;

d. Furnished by the Government 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) are included in the lodging cost under an agreement between the Government 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).

3. The following is not a deductible meal:

a. Box lunch (which includes such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the ***only method*** of providing adequate subsistence to a traveler. ***NOTE: See Chapter 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 Government on military aircraft,

d. Government meal paid for by the traveler and consumed in a Government 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 incidental expenses for that day ($3 in CONUS; or the locality incidental expenses (see http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html) or $3.50 OCONUS) are payable.

C. Absence of a Commercial OCONUS Establishment that Prepares and Serves Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and

2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally

used by a traveler at that place. The AO must determine and state in the travel authorization/order, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus $3.50 for incidental expenses or the incidental rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, when the AO determines $3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of a Military Unit on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization/order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit. See APP A for the definition of FIELD DUTY. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

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 lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs NTE the maximum amount prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

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. For double occupancy, see par. C4555-Il. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). ***Lodging cost reimbursement is not ordinarily authorized when staying with a friend or relative.*** When an official traveler lodges with a friend or relative - 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 travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The 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.

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 taxes if applicable. See pars. C4430, C4530-D and C4552-I 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 quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF.

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 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF).

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.

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. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as quarters, per diem is computed IAW par. C4553, and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging expenses are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);

2. Parking space rental for the recreational vehicle;

3. Appropriate and necessary furniture rent, 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 Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

***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 temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: http://www.gsbca.gsa.gov/travel/t1669917.txt*).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. Dumping fees;

6. Shower fees;

7. Maid fees and cleaning charges;

8. Monthly telephone use fees (***does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See par. C1405 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 lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/ disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,

2. Property tax, and

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

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

****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. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at TDY location (Location B) at which ther traveler remained overnight is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the other location (Location A) is reimbursable as a miscellaneous expense (APP G, Item 22j) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging tax that would have been paid had the traveler remained there (Location A) overnight. A travel authorization/order that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization/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, in fact, to be going to one or more other locations for lengthy periods during the TDY period. Using the authority in 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.)

Example 1
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the $45 daily apartment cost as a miscellaneous expense (APP G, Item 22j). The lodging cost incurred in Location B ($95/day) was used for computing the traveler's per diem while TDY in that location.
Applicable per diem rates as used in this example:
Location A ($130/ $46) Location B ($119/ $46)
Location A apartment reimbursement for 5 days: $225 ($45/day x 5 days)
TDY assignment per diem in Location B:
First day (departure day from Location A and arrival day in Location B): $46 (M&IE) + $95 (lodging cost) = $141/day plus lodging tax (see ***NOTE***)
Second thru fifth day: $46 (M&IE) + $95 (lodging cost) = $141/day x 4 days = $564 plus lodging tax (see ***NOTE***)
Return day to Location A: $46 (M&IE) + $45 (lodging cost) = $91

Example 2
A traveler occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost $25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense (App G , Item 22j). The lodging costs ($110/day) incurred in Location D was used to determine the traveler's per diem while on TDY in that city.
Applicable per diem rates as used in this example:
Location C ($109/ $38) Location D ($130/ $46)
Government quarters reimbursement for 3 days: $75 ($25/day x 3 days).
TDY assignment per diem in Location D:
First day (departure day from Location C and arrival day in Location D): $46 (M&IE) + $110 (lodging cost) = $156/day plus lodging tax (see ***NOTE***)
Second and third day: $46 (M&IE) + $110 (lodging cost) = $156/day x 2 days = $312 plus lodging tax (see ***NOTE***)
Return day to Location C: $38 (M&IE) + $25 (lodging cost) = $63
NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.

*G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains 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 Government cost does not exceed the cost of renting conventional lodgings at a daily rate. ***NOTE: This does not apply when a residence is purchased. See par. C4555-E.***

*EXAMPLE
1. A traveler is TDY at a location at which the per diem is $109 ($70/ $39).
2. The traveler obtains lodgings on a long-term basis and is paying $900 a month for an apartment and utilities.
*3. The daily lodging cost per month is $30 ($900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $70/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. See APP G, Item 22k for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. For double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. Otherwise, the official traveler is allowed the single room rate. ***The official traveler must provide the single room rate.***

*J. Lodging Tax. Unless exempted by the State or local jurisdiction, an employee, paying for lodging with the Government reimbursing the employee, is required to pay applicable lodging tax while traveling on Government 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 (***www.gsa.gov/statetaxforms***) lists jurisdictions where lodging tax-exemption may be offered.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to a traveler incident to a TDY or training assignment, the per diem allowance is:

1. $3 incident to an assignment in CONUS; and

2. $3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the $3.50 is not adequate and authorizes/approves the incidental expense rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** (in this case, locality incidental expense rate payment must be stated in the travel authorization/order); or

3. The incidental amount prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the locality concerned instead of $3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine $3.50 to be adequate for anticipated expenses when the traveler is not lodged on a U.S. installation. The OCONUS $3.50 incidental expense may be authorized and must be stated in the travel authorization/order.

However, the applicable amount, plus the cost of meals - and lodgings furnished without cost to the traveler - may not exceed the applicable maximum per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***. See par. C4554-D for per diem when TDY is performed in support of a field training exercise with a military unit.

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental expenses portion of per diem for OCONUS areas is $3.50 instead of the amount prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** or the locality concerned. The AO can determine that the $3.50 is not adequate and authorize/approve the incidental expense rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***. In this case, locality incidental expense rate payment must be stated in the travel authorization/order. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. ***The resultant amount is not to be rounded off to the next higher dollar.*** In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-Plus' method in par. C4553. ***There is no per diem paid for the first and/or last travel day by Government ship when it departs from the port at the employee's PDS and/or returns to the port at the PDS.***

B. Government Ship

1. General. No per diem is payable when TDY aboard a Government ship when furnished quarters without charge and meals with or 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) Government meal rate (see APP A) is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily quarters cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for the TDY locality concerned.*** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** 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 mess facility 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 the per diem rates at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** or par. C4550-F3 for the current Standard CONUS per diem rate) is paid. The AO should have stated in the travel authorization/order the circumstances and rate. The actual lodging cost, if any, NTE the Standard CONUS lodging rate is paid, 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 cost of the meals furnished, 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 travel authorization/order the circumstances warranting the rate.

D. Car Ferry. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505). TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location. If more than one car ferry is used, TDY mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

a. Government-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

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

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

NOTE: 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. See par. C4553.

4. Ferry Fee. Reimbursement is authorized for a ferry fee.

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 RECREATIONAL VEHICLE USE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem IAW par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When rented recreational vehicle use is authorized/approved as being to the Government's advantage, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If rented recreational vehicle use is not authorized/ approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENT

NOTE 1: Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined IAW instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and long-term TDY assignment authority.

NOTE 2: See Chapter 4, Part K, for per diem for training assignments.

A. Long-term TDY Assignment. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in ***NOTE 1*** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:

2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);

3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

4. Meals and lodgings are furnished without cost to an employee, per diem payable is $3 within CONUS, or $3.50 OCONUS when lodgings used are on a U.S. installation (see definition in APP A) or the applicable incidental expense allowance in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** if lodgings are not on an installation. See the ***NOTE*** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: Taxes on lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) are limited to taxes on the maximum amount prescribed for lodging in http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.

NOTE 2: If an employee is transferred by PCS travel authorization/order to the long-term TDY location, per diem being paid ICW the long-term TDY assignment stops on the date the employee is notified of the transfer. See par. C4113.

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowance. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DOD Component may request an exception to the 55 percent rate IAW pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, adequate lower-cost lodgings availability (or non-availability)) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DOD Component involved may request a lower fixed per diem rate under par. C4550.

2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DOD Component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the TDY locality.

3. Reimbursement for Retained Lodging Cost when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve retained lodgings cost reimbursement (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

a. An employee on a long-term TDY assignment is paid per diem at the rate of $50.05 (55% of $91, the per diem applicable to the TDY location, rounded to the next higher dollar. The $91 rate includes $31 for M&IE and $60 for lodging).

b. The $50.05 per diem paid the employee consists of $17.05 (55 % of $31, the applicable M&IE rate) for meals and incidental expenses and $33.00 ($50.05 minus $17.05) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying $800 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $990.00 (30 days x $33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual lodging cost, $800, is less than the amount the employee would have received at the 55 percent rate, $800 is used.

e. The daily lodging cost for each day is $40, determined by prorating the $800 lodging cost for June over the 20 days during which the employee is authorized per diem.

f. The adjusted per diem is $57.05 ($17.05 for M&IE and $40 for lodging). The $57.05 does not exceed the $91 locality per diem rate.

Example 2

a. An employee on a long-term TDY is paid a $91 per diem rate (55% of $164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE).

b. The $91 per diem paid the employee consists of $25.30 (55% of $46, the applicable M&IE rate) for meals and incidental expenses and $65.70 ($91 minus $25.30) for lodging.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the retained lodgings cost during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying $2,100 per month for lodgings (an apartment, including utilities).

d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is $2,036.70 (31 days x $65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.

e. Since $2,100 exceeds $2,037.70, $2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is $135.78, determined by prorating the $2,037.70 over 15 days during which the employee is authorized per diem.

f. The adjusted per diem is $161.08 ($25.30 for M&IE and $135.78 for lodging). Since $161.08 does not exceed the $164 locality rate, the $161.08 may be paid daily without AEA authority.

3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR A CONSULTANT, AN EXPERT, AND/OR A PRIVATE INDIVIDUAL TRAVELING WORLDWIDE

A. General. An individual employed intermittently in the Government 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, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from home or the regular place of business and while at a place of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. 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, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.***

C. Consultant and/or Expert Employed on an Intermittent Basis. An individual serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, is authorized a per diem or AEA IAW pars. C4553 and C4600.

D. Private Individual Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see APP E), are authorized per diem/AEA (see pars. C4553 and C4600). An individual is not authorized per diem on pre-employment interview travel (see par. C7150), but may be authorized reimbursement on an AEA basis NTE the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

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 where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For par. C4562, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON 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 Chapter 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 Government 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 which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon TDY assignment completion, is allowed per diem and transportation expenses from the place where 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 where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the travel authorization/order indicates clearly that an adminsirtative 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 travel authorization/order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon 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 where 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 Travel Authorization/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 travel authorization/order is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization/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

Following are per diem computation examples for specific circumstances.

***NOTE 1*: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for all per diem rates.**

***NOTE 2*: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html.**

Example 1 **TDY Travel**		
See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C4550-F3 for the current Standard CONUS per diem rate.		
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. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee paid $40 for 6 nights of lodging in a hotel, $4 for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	75% x $39 (M&IE rate) + $40 (lodging) =	$ 69.25
Day 2 to 6	$39 (M&IE rate) + $40 (lodging) x 5 days =	395.00
Day 7 to 8	$39 (M&IE rate) + $4 (lodging) x 2 days =	86.00
Day 9	$39 (M&IE rate) + $0 (lodging) =	39.00
Day 10 (return day)	75% of $39 (preceding calendar day M&IE rate) =	29.25
Amount due employee		**$618.50**
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement may not exceed the maximum amount prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the locality concerned. The Standard CONUS per diem rate of $109 ($70/ $39) is used for this example. **Day 1** (departure day) - the applicable per diem rate is 75% of the M&IE rate ($39) ($29.25) plus the lodging cost ($40) for that day, pay $69.25. **Days 2 to 6** - the applicable per diem is the M&IE rate ($39) plus the lodging cost ($40) times the number of days 5, pay $395. **Days 7 and 8** - the applicable per diem is the M&IE rate ($39) plus the lodging cost ($4) times the number of days 2, pay $86. **Day 9** - the applicable per diem is the M&IE rate ($39) plus the lodging cost ($0), pay $39. **Day 10** (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate ($39), pay $29.25. 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.		

Example 2 TDY Travel			
DEP	Residence	1st Day	
ARR	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEP	Goteborg, Sweden	8th Day	
ARR	Residence	8th Day	
Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at $4 per night. The per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for Goteborg, Sweden at the time the employee traveled was $256 maximum, ($143/ $113). The employee's authorized per diem is computed as follows:			
1st Day	Travel day with no lodging expense	75% times $113 (M&IE for Goteborg) =	$ 84.75
2nd Day	Arrival day	$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + $4 (charge for Government quarters) =	117.00
3rd-7th Day	TDY at Goteborg $23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + $4 (charge for Government quarters) = $27 x 5 days =	135.00
8th Day	Travel day with no lodging expense	$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	$ 84.75
Amount due			$421.50

EXAMPLE 3
TDY Travel Involving IDL 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 Government 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)	$90 (M&IE) + $135 (lodging) = $225 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**

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 Government 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 (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	$72 x 75 % =		$54.00
19-24 Aug (Thursday-Tuesday)	$140 (lodging) + $72 (M&IE) = $212/day x 6 days =		$1,272.00
25 Aug Wednesday	$72 x 75 % =		$54.00
Total			**$1,380.00**

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authority						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	**Govt**. = Government		**GMR** = Government meal rate	**NTE** = Not to exceed		**PMR** = Proportional meal rate
Footnotes: See table # 4						
	A	**B**	**C**	**D**	**E**	**F**
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	**Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.**	**Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.**	**Traveled overnight – no lodging required.**	**Overnight lodging required at a stopover en route to TDY.**	**Arrived at a long-term TDY or training location on same day as departed PDS.**
Per Diem for Departure Day from PDS [6/]	75% of M&IE Rate for TDY Locality [1/] plus lodging cost NTE maximum lodging prescribed for TDY locality. [2/, 5/]	75% of M&IE rate for TDY locality [1/] plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality [1/] plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. [8/]	75% of M&IE Rate for destination TDY Locality [1/] for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. [2/, 5/]	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.

(2) Whole Days of Travel in CONUS						
Abbreviations used:	**Govt**. = Government	**GMR** = Government meal rate		**NTE** = Not to exceed		**PMR** = Proportional meal rate
Footnotes: See table # 4						
	A	**B**	**C**	**D**	**E**	**F**
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	**Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.**	**Each whole day at CONUS TDY locality (not on U.S. installation).**	**Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.**	**Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.**	**Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.**
Per Diem for Whole Days of Travel [6/]	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality [2/].	M&IE plus the cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3, if all three meals are consumed in a Govt. mess, (3) PMR plus $3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality [2/] (If one or two deductible meals are provided, M&IE is PMR plus $3. See par. C4554-B.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3, if all three meals are consumed in a Govt. mess, (3) PMR plus $3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	M&IE plus the cost of occupied lodging NTE maximum rate prescribed for TDY locality [8/]. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus $3, if all three meals are consumed in a Govt. mess, (3) PMR plus $3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus $3 if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved). See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. [2/ 6/8/]

(3) Whole Days of Travel – OCONUS						
Abbreviations used:	**Govt**. = Government	**GMR** = Government meal rate		**NTE** = Not to exceed		**PMR** = Proportional meal rate
Footnotes: See table # 4						
	A	**B**	**C**	**D**	**E**	**F**
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	**Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.**	**Each whole day at OCONUS TDY locality (not on U.S. installation).**	**Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.**	**Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.**	**Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.**
Per Diem for Whole Days of Travel [6/]	M&IE [4/] applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus $3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE [4/] applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging [5/] NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus $3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. [5/8/] (M&IE may be at (1) The meal rate prescribed for the TDY locality plus $3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus $3.50 [3/], if all three meals are consumed in a Govt. mess, (3) PMR plus $3.50 [3/], if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus $3.50 [3/] if one or two deductible meals are provided [7/], or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved. See par. C4554-A for M&IE rate determination.	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. [5/ 6/8/]

(4) Day(s) of Return to PDS					
Abbreviations used:	**Govt**. = Government	**GMR** = Government meal rate		**NTE** = Not to exceed	**PMR** = Proportional meal rate
	A	**B**	**C**	**D**	**E**
	Arrived at PDS on same day as departed TDY location.	**Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.**	**On departure day from TDY overnight lodging was required at a stopover en route to the PDS.**	**On day travel ended lodging was required en route to the PDS.**	**Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.**
Per Diem for Return Day to PDS [6/]	75% of M&IE rate for last TDY locality. [1/]	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the last TDY locality M&IE rate. [1/]	For departure day from TDY: M&IE plus lodging [2/, 5/] cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for the stopover locality. [1/]	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. C4553-D2c(4).	75% M&IE rate for the TDY/training locality. The fixed reduced/55% rate does not apply on return day to the PDS.

Footnotes

1/ GMR/PMR and the $3.50 incidental rate do not apply on departure day from or return day to PDS.

2/ Lodging tax ***is*** separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.

3/ The AO can determine that $3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***. TDY locality incidental expensae rate payment must be stated in the travel authorization/order.

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

5/ Lodging tax ***is not*** separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes.

6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is ***within CONUS is reimbursable*** under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing ***is not*** separately reimbursable when travel is ***OCONUS*** because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry.

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

8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's travel authorization/order, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

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. The per diem allowance is provided to assist an employee in meeting the excess costs involved in temporarily maintaining dependents at a safe haven.

B. 'Lodgings-Plus' Per Diem Method Applicability to an Evacuated Employee/Dependent. An evacuated employee and/or dependent is authorized a per diem allowance under the 'Lodgings-Plus' per diem computation method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part M, do not apply to an evacuation.*** The 'Lodgings-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 allowance is intended to cover, see the APP A definition of "Per Diem Allowance" and Chapter 4, Part L. 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. Because an evacuated employee and/or dependent may stay with friends/relatives while at a safe haven, the rule in par. C4555-B3 applies to them. ***That is, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative***. This restriction does not apply when the employee/dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See computations in par. C4566-C. Government mess or open mess availability/use has no effect on per diem allowances for an employee/dependents even though such facilities may be or are used without charge to the employee/dependent. Per diem allowances payable under par. C4566 may be paid in advance as prescribed in Chapter 6, Part D, §550-403(d).

C. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

1: The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current allowances. Please check http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html, as appropriate, for current per diem rates.

2. Taxes paid on lodgings while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.

3. Taxes paid on lodgings while at a safe haven or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the lodging cost. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

4. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

5. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.

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 for lodging taxes (8%). The maximum per diem applicable at that location was $109, ($70/ $39).

(a) Unless a lower rate is authorized under Chapter 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 (See Chapter 6, Part D, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($109) ($70/ $39). Each dependent under age 12 is authorized per diem NTE 50 percent of the rate.

	M&IE	**Max Lodging**	**Total**
Employee:	$39	$70	$109.00
Employee's spouse	$39	$70	$109.00
Child (age 12 or older)	$39	$70	$109.00
Child (under age 12)	$19.50 ($39 x 50%)	$35 ($70 x 50%)	$ 54.50
Max daily amt that may be paid for costs incurred by employee & 3 deps	$136.50		$381.50

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($136.50 for M&IE and NTE $240 for lodging), as follows:

M&IE:	$136.50 (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 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum ($240) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$231.50 (Daily amount that is payable to the employee and dependents (within the maximum $381.50 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	$7.60
Total:	$239.10 (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 percent (for employee and dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***, unless a lower rate is authorized under Chapter 6, Part D, §550-405(b)(3). Determine 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	**$23.40** ($39 x 60%)	**$42** ($70 x 60%)	$65.40
Employee's spouse:	**$23.40** ($39 x 60%)	**$42** ($70 x 60%)	$65.40
Child (age 12 or older)	**$23.40** ($39 x 60%)	**$42** ($70 x 60%)	$65.40
Child (under age 12)	**$11.70** ($39 x 30%)	**$21** ($70 x 30%)	$32.70
Max daily amt that may be paid for costs incurred by the empl & 3 deps	$81.90	$147	$228.90

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($81.90 for M&IE and NTE $147 for lodging), as follows:

M&IE:	$81.90 (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 (This is the actual daily amount (not including lodging tax) paid for lodging by the employee and three dependents, which is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$176.90 (Daily amount that is payable to the employee and dependents within the maximum $228.90 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60
Total:	$184.50 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

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PART M: ACTUAL EXPENSE ALLOWANCE (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 the per diem allowances in Part L, or the per diem rates in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***. ***An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.***

*C4602 JUSTIFICATION

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

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,

2. Of special duties, or

3. Costs for items in par. C4610-A have escalated temporarily due to special/unforeseen events.

C4604 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed;

2. Should be stated in the travel authorization/order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);

4. An authorization/approval covers individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. C4551) for a per diem rate adjustment.

4. The definitions and rules applicable to the traveler's authority for per diem under Chapter 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

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. Sports event,

c. World's fair,

d. Convention,

e. Natural disaster, or

f. Similar event;

3. To a location at which affordable lodgings are not available within a reasonable commuting distance of the traveler’s TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;

4. During which special assignment duties require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);

5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. 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 in APP L, par. E.

C4610 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem as defined in 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 Government;

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". See B-193504, 9 August 1979 and B-192246, 8 January 1979.

C4612 AEA REQUEST

A. General

1. An AEA request should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

a. Specific reason for travel (see APP H for general travel purposes);

b. Senior party traveler identity (civilian or uniformed), including grade, full name, SSN and Service branch/employing DOD component;

c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and Service branch/employing DOD component;

d. Proposed itinerary showing locations at which an AEA is required, the estimated duty duration at each location, and the travel dates;

e. Information available that indicates the expenses that may be incurred, AEA amount necessary, and/or reasons why locality per diem does not suffice;

f. A reimbursement limitation recommendation; and

g. A PoCs name and phone number (commercial (and DSN with area code if available)) for the request.

2. ***Vouchers/receipts are not submitted with the AEA request.***

3. Allowance uniformity must be ensured (if possible) among Uniformed Service members, civilian employees, and others traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Submission Channels. See APP L.

C4614 150% MAXIMUM AEA

*A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

*1. 150% of the per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***; or

*2. $50 plus the locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

See APP L for a list of who may authorize/approve an AEA NTE 150%.

C4616 300% MAXIMUM AEA

***C4616 300% MAXIMUM AEA**

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

See APP L for a list of who may authorize/approve an AEA NTE 300%.

C4620 OVER 300% MAXIMUM AEA

An AEA in excess of 300% shall not be authorized for a traveler covered by these regulations.

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. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:

a. 150% of the M&IE rate for the TDY location,

b. $25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

B. Incidental Expenses. When Government quarters are available on a U.S. Installation (see APP A), the maximum reimbursement for incidental expenses is:

1. CONUS. $3 in CONUS, and

2. OCONUS

a. $3.50 OCONUS for all full TDY days, except the days travel begins/ends, or

b. The locality incidental expense rate when the AO determines the $3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' method (see par. C4553) while the lodging cost is reimbursed on an actual expense basis.

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

3. **Example**

a. A traveler is authorized/approved an AEA for lodging.

b. The traveler is paid M&IE on a per diem basis. Meal and incidental expenses itemization is not required when M&IE is paid on a per diem basis.

c. The locality per diem rate is $60 (lodging) + $46 (M&IE) = $106 (Total).

d. The AEA must not exceed 150% of the ***total*** locality per diem rate.

e. The AEA for the maximum amount allowed for ***lodging*** is computed as follows:

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

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

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

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and AEA reimbursement is authorized/ approved, the total daily amount paid by the Government to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, and 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. For M&IE reimbursement on a per diem basis (and AEA for lodging only), meal and incidental expenses itemization is not required.

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 allowed by the AO to be paid. ***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, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

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

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

a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive CONUS TDY lodging nights, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expenses allowance included within the per diem rate/AEA authorized/approved for OCONUS travel.

3. **OCONUS Example**: 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.

4. **CONUS 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 indicated 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. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

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:

****1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html) does not include an amount for lodging tax. Lodging tax in the U.S. and non-foreign OCONUS areas is a separately reimbursable expense in addition to AEA.***

****2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html) includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas/countries is part of per diem/AEA and is not separately reimbursable.***

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

EXAMPLE 1
AEA– single TDY location
AEA authorized for lodging and M&IE paid on a per diem basis.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146.00 Lodging - $99, M&IE - $47.00	AEA authorized NTE $219 ($146 x 150%) Lodging NTE $172 ($219 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$130.00
11-12 Aug		At TDY Station, Lodging - $130/day x 2 days =	$260.00
13 Aug	TDY	Residence	
Date	**REIMBURSEMENT** (* denotes AEA computation)		**Amount**
10 Aug	$47 x 75% = $35.25 + $130 =		*$165.25
11-12 Aug	$47 + $130 = $177/day x 2 days =		*$354.00
13 Aug	$47 x 75% = $35.25		$35.25
Total Reimbursement			**$554.50**

EXAMPLE 2
AEA to multiple CONUS TDY locations A, B, and C
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $296($248.50 = $249/$47).
Location B – Lodging and M&IE paid on a per diem basis, $108 ($77/$31).
Location C – Lodging and M&IE paid on a per diem basis, $116($77/$39).

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location 'A' Per Diem w/o AEA	**CONUS TDY Location 'A' Per Diem Rate w/AEA**
Maximum Per Diem - $197 Lodging - $150, M&IE - $47	AEA authorized NTE $295.50 ($197 x 150% = $295.50 = $296) Lodging NTE $249 ($296 - $47) M&IE - $47

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
7 Sep	Residence	TDY, Location A	$170
8 Sep		TDY, Location A	$170
9 Sep	TDY, Location A	TDY, Location B	$70
10 Sep		TDY, Location B	$70
11 Sep	TDY, Location B	TDY, Location C	$75
12 Sep	TDY, Location C	Residence	

Date	**REIMBURSEMENT** (* denotes AEA computation)	**Amount**
7 Sep	$47 x 75% = $35.25 + $170 (AEA lodging) TDY Location A =	*$205.25
8 Sep	$47 + $170 (AEA per diem rate) =	*$217.00
9-10 Sep	$31 + $70 = $101/day x 2 days, TDY Location B =	$202.00
11 Sep	$39 + $75, TDY Location C =	$114.00
12 Sep	$39 X 75% =	$29.25
Total Reimbursement		**$767.50**

EXAMPLE 3
AEA for two CONUS TDY locations A and B
Location A – Lodging and M&IE paid on a per diem basis, $110 ($71/$39).
Location B – AEA authorized for lodging, M&IE paid on a per diem basis, $198 ($159/$39) AEA.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location 'B' Per Diem w/o AEA	**CONUS TDY Location 'B' Per Diem Rate w/AEA**
Maximum Per Diem - $132 Lodging - $93, M&IE - $39	AEA authorized NTE $198 ($132 x 150% = $295.50 = $198) Lodging NTE $159 ($198 - $39) M&IE - $39

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
1 Oct	Residence	TDY, Location A	$70
2 Oct		TDY, Location A	$70
3 Oct	TDY, Location A	TDY, Location B	$120
4 Oct	TDY, Location B	Residence	

Date	**REIMBURSEMENT** (* denotes AEA computation)	**Amount**
1 Oct	$39 x 75% = $29.25 + $70, TDY Location A =	$99.25
2 Oct	$39 + $70 =	$100.00
3 Oct	$39 + $120 (AEA), TDY Location B =	*$159.00
4 Oct	$39 x 75% =	$29.25
Total Reimbursement		**$396.50**

EXAMPLE 4
AEA for multiple CONUS and OCONUS TDY locations A, B, and C
CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, $254 ($208/$46).
OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, $294 ($209/$85).
OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, $365 ($293.50 = $294/$71)
AEA

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. Unused AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

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

ITINERARY

Date	**Depart**	**Arrive**	**Lodging**
5 Aug	Residence	TDY, Location A	$200
6 Aug		TDY, Location A	$200
7 Aug	TDY, Location A	TDY Location B	$205
8-9 Aug		TDY Location B – Lodging $205 x 2 days	$410
10 Aug	TDY, Location B	TDY, Location C	$200
11 Aug		At TDY Location C	$200
12 Aug	TDY, Location C	Residence	

Date	**REIMBURSEMENT** (* denotes AEA computation)	**Amount**
5 Aug	$46 x 75% = $34.50 + $200, TDY Location A =	$234.50
6 Aug	$46 + $200 =	$246.00
7-9 Aug	$85 + $205 = $290/day x 3 days, TDY Location B =	$870.00
10-11 Aug	$71 + $200 = $271/day x 2 days, TDY Location C (AEA per diem) =	*$542.00
12 Aug	$71 x 75% =	$53.25
Total Reimbursement		**$1,945.75**

***EXAMPLE 5**
AEA Single TDY location
AEA authorized for lodging and M&IE.
When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This rule applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. C1007-A2.

See APP L, for a list of who may authorize/approve AEA NTE 300%. An AEA increase beyond 300% is not authorized for a DOD civilian employee. See par. C4620. 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

CONUS TDY Location Per Diem w/o AEA	**CONUS TDY Location Per Diem w/AEA**
Maximum Per Diem - $146.00 Lodging - $99, M&IE - $47.00	AEA authorized NTE $219 ($146 x 150% = $219) Lodging NTE $149 ($99 x 150 = $148.50 = $149, add .50 cents) M&IE - $70 ($47 x 150% = $70.50 = $71, reduce to $70)

ITINERARY

Date	**Depart**	**Arrive**	***Meals and Incidentals**	***Lodging**
10 Aug	Residence	En route/TDY	Dinner - $25	$130.00
11 Aug		At TDY Station	Breakfast - $6, Lunch - $10, Dinner - $24, Incidentals - $3	$130.00
12 Aug		At TDY Station	Breakfast - $15, Lunch - $20, Dinner - $40, Incidentals - $3	$130.00
13 Aug	TDY	Residence	Breakfast - $5, Lunch $12	

Date	**REIMBURSEMENT** (* denotes AEA computation)	***Amount**
10 Aug	$25 + $130 =	$155.00
11 Aug	$43 + $130 =	$173.00
12 Aug	$78 + $130 = (Total reimbursement is limited to maximum daily AEA $70 M&IE)	$200.00
13 Aug	$17	$17.00
Total Reimbursement		**$545.00**

PART N: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATION/ORDER

*A. Authorized Return. The AO must state in the travel authorization/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 authorization/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 an traveler to return to the PDS for non-workdays provided the conditions in C4676-B 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 authorization/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 only and may not reflect current rates.** • **See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.** • **For current per diem rates go to *http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*.**		
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 $39 equals $100 (does not exceed the TDY location $109 maximum per diem rate).		
Actual Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x $39) + $61 =	$ 90.25
Thurs 10/21	$39 + $61 =	$100.00
Fri 10/22	Per diem for the return day to the PDS 75% x $39 =	$ 29.25
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 $39) + $61 =	$ 90.25
Mon 10/25	$39 + $61 =	$100.00
Tue 10/26	$39 + $61 =	$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x $39 =	$ 29.25
	Total Actual Cost	**$639.00**
Constructed Cost		
Wed 10/20	Per diem for the travel day to the TDY location (75% x $39) + $61 =	$ 90.25
Thurs 10/21	$39 + $61 =	$100.00
Fri 10/22	$39 + $61 =	$100.00
Sat 10/23	$39 + $61 =	$100.00
Sun 10/24	$39 + $61 =	$100.00
Mon 10/25	$39 + $61 =	$100.00
Tue 10/26	$39 + $61 =	$100.00
Wed 10/27	Per diem for the return day to the PDS 75% x $39 =	$ 29.25
	Total Constructed Cost	**$719.50**
In this example the traveler is due $639.00 (actual cost) since it is less than the constructed cost ($719.50).		

*2. Example 2

Example 2		
• **The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.** • **See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.** • **For current per diem rates go to *http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*.**		
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
An traveler's daily TDY lodging cost was $55, which, when added to the applicable M&IE rate of $39 equals $94 which does not exceed the TDY location $109 maximum per diem rate.		
Constructed Cost:		
Applying the $94 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 $282 for Friday, Saturday and Sunday ($94/day x 3 days = $282).		
Actual Cost:		
Per diem for the return day to the PDS on Friday 75% x $39 =		$ 29.25
Cost of round-trip transportation =		$180.00
Per diem for the travel day to the TDY location (75% x $39) + $55 =		$ 84.25
Total		**$293.50**
Since the actual cost of per diem and the transportation ($293.50) for round trip travel to the PDS exceeds the constructed cost of per diem ($282) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed $282		
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 $293.50. 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. See par. C2198-B5.**		
If each traveler's per diem is taken into account, the maximum per diem payable would be $564 ($94/day/traveler x 3 days = $282/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 $407). $29.25 per diem for Friday + $84.25 per diem for Sunday = $113.50 $113.50/person (per diem for Friday and Sunday) x 2 people = $227 per diem $227 (per diem) + $180 (transportation for 2 travelers) = $407 The driver receives $293.50. The passenger receives $113.50. There is a $157 savings to the Gov't ($564 - $407).		

3. Example 3

EXAMPLE 3
(TDY Per Diem AND POC TDY Mileage Computation)

- **The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.**
- **See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.**
- **For current per diem rates go to *http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*.**

An traveler is assigned to a TDY location. The travel authorization/order does not require the traveler's daily return to headquarters. The traveler elects to travel by POC (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 but less than 24 hours.

The maximum TDY per diem rate is $101 ($62/ $39) which is 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 $392.25(constructed cost) which is less than the actual cost.

ITINERARY

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles
Tue	10/16	0600	1830	75 miles
Wed	10/17	0600	1830	75 miles
Thu	10/18	0600	1830	75 miles

REIMBURSEMENT

PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED

Mon	10/15	75% x $39 (par. C4553-D) =	$29.25
Tue	10/16	75% x $39 =	$29.25
Wed	10/17	75% x $39 =	$29.25
Thurs	10/18	75% x $39 =	$29.25
Four round trips of 150 miles each = 600 miles @ $0.585/mile =			$351.00
Per Diem & POC TDY Mileage for Actual Travel Total =			**$468.00**

GOV'T'S CONSTRUCTED COST

10/15	75% x $39 = $29.25 + $60 =	$89.25
10/16 to 10/17	$39 + $60 = $99/day times 2 days =	$198.00
10/18	75% x $39 =	$29.25
One round trip of 150 miles x $0.585/mile =		$87.75
Per Diem & POC TDY Mileage for Constructed Cost Total		**$404.25**

4. Example 4

Example 4		
• **The per diem/TDY mileage rates used in this example are for illustrative purposes only and may not reflect current rates.** • **See par. C2500 for the current TDY mileage rate; and par. C2505 for current PCS MALT rates.** • **For current per diem rates go to *http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*.**		
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 a 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, incidentals) and on Sunday after return (lodging)) amount to more than the traveler would have received by staying at the TDY location, 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 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. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased traveler efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.

2. The TDY assignment length and purpose and the return travel distance must be considered.

3. ***An analysis must be conducted at least every other year.***

C. Authorized Return

1. Authorized return travel is intended for a traveler whose employment ***requires frequent extended TDY*** assignments away from the PDS.

2. A traveler on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the traveler commutes daily to the PDS) as frequently as every other weekend provided the return is:

a. Justified by the cost analysis required in par. C4678-B, and

b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

3. ***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 reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

4. A statement that return travel is authorized must be included in the travel authorization/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.

5. 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)).

6. 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 taxes 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 the $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 $31 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 quarters 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 $113 ($70/ $43) 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 (up to $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 quarters 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 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 (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 (per par. C4677) or required (per par. C4676) return, is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return – 'Lodgings-Plus'

1. When a traveler is authorized 'Lodgings-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 amount of personal belongings, the capability of the establishment 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 site is paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem

1. When a traveler is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement for out-of-pocket expenses.

2. The amount allowed for lodging cost as a reimbursable expense may not be more than the amount the traveler would have received if the return trip to the PDS was not taken.

3. Example

Example
1. The traveler is on long term TDY renting an apartment at a cost of $1,000/month. 2. The authorized per diem rate is $55 (i.e., 55% of the locality rate of $100). 55% x $34 (M&IE) = $18.70 55% x $66 (Lodging) = $36.30 Total = $55 or 55% of $100 = $55 3. The traveler is reimbursed $36.30/day x 30 days = $1,089 per 30-day month for lodging. 4. The travel authorization/order allowed the traveler a return trip home every 3 weeks.
Scenario 1 1. The traveler returned to the PDS once during the first month. The traveler is not paid for the 2 nights lodging spent at the PDS. 2. The traveler is authorized $1,016.40 (28 days x $36.30/day) for lodging for the first month. 3. Since the traveler is authorized $16.40 more than actual lodging cost ($1,016.40 vs. $1,000), the traveler is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.
Scenario 2 1. The traveler returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the traveler is not paid lodging for 5 nights spent at the PDS. 2. The traveler is authorized 25 days x $36.30/day = $907.50 for lodging for the third month. 3. The traveler is out-of-pocket $92.50 for lodging costs ($1,000 vs. $907.50). 4. The traveler would have been reimbursed $181.50 (5 nights x $36.50/night) for those 5 nights had the traveler not returned to the PDS. 5. The $92.50 out-of-pocket cost is less than the amount the traveler would have been paid had the traveler not returned to the PDS ($181.50). 6. At the AO's option, the traveler may be authorized $92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

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PART O: 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 incidental expenses) in par. C4554-A for meals and/or payment for lodging up to the maximums (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) when the traveler is required to purchase these items when not authorized per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

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PART P: 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 Income Tax Reimbursement Allowance (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), ***http://www.gsbca.gsa.gov/travel/t1537504.txt***.

****NOTE: Tax rules may differ by state and locality.***

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CHAPTER 4

PART Q

RESERVED

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PART R: RESERVED

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CHAPTER 4

PART S: RESERVED

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PART T: SPECIFIC ASSIGNMENT CONDITIONS

C4975 TRAVEL OF CONSULTANTS AND EXPERTS

A. Authority. Title 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and reimbursement of expenses incident to TDY assignments for these individuals.

NOTE: See, par. APP I, Part 3, par. D and APP E, Parts I and II for applicable travel authorization formats and par. C4562 for per diem allowances.

B. Conditions. An individual serving without pay or at $1 per year is authorized the allowances in pars. C4975-B1 through C4975-B5. A consultant or expert employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C4975-B1 through C4975-B5 when it is determined to be in the Government'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 more advantageous or economical to the Government;

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 is 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); 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.

C4976 WITNESS TRAVEL

A. General. TDY allowances apply when, ICW any judicial or agency proceeding, an employee is:

1. Summoned/authorized to respond,

2. Assigned by the agency to testify/produce official records on the Government'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 Government.

B. Definitions. The following definitions only apply to par. C4976:

1. Judicial Proceeding. As used in par. C4976, 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. and 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. Allowable Travel Reimbursement. Travel reimbursement at the rates/amounts allowable for employees on TDY are paid to an employee performing travel under par. C4976. However, if any travel expenses are paid to the employee for appearance by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the Government, the payment must be deducted from the amount otherwise payable under the travel authorization/order. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a witness for the Government, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, ***the agency chargeable with the travel expenses issues a travel authorization/order for the required travel.*** If an employee serves as a witness in an official capacity or produces official records for a party other than the Government, the employing agency pays the employee's allowable travel expenses.

C4977 JUROR TRAVEL

A TDY travel authorization/order must not be issued when an official or 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 judiciary branch of the Government. Regulations of the separate departments of the DOD regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement apply.

C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

A. General. TDY travel allowances apply when an employee, serving as labor organization representative, performs travel to attend labor-management meetings that are certified to be in the Government's primary interest. The term "Labor Organization Representative," as used in par. C4978, means a DOD employee specifically designated by a labor organization to represent an organization in dealing with management.

B. Certification. Each authorization/order for the payment of travel expenses to an employee serving as a labor organization representative to attend labor-management meetings must be supported by the certification cited in par. C4978-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 Government'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.

C4979 TRAVEL TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

A. General. Travel and transportation at Government expense may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined in each case to be closely related to the official duties of the employee and the functions and activities of the employee's agency (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization/order is required for the traveler to accept an award.

B. Allowable Expense. TDY transportation and per diem or AEA are payable.

C. Prohibition. Travel and transportation at Government expense is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee (see APP E, Part I, Invitation to Travel, par. A-5). Except as provided in Chapter 4, Part Q, there is no authority for an employee authorized travel under par. C4979 to accept reimbursement from a private organization for travel and other expenses.

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CHAPTER 5

PERMANENT DUTY TRAVEL

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CHAPTER 5

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter 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 Government's interest from one PDS to another without a break in Federal Government employment.

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 the same/another OCONUS 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 Government service.

7. Career Senior Executive Service (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). See par. C5080-C for a DOD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter 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 a dependent of the other employee.

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 are to be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the Government'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))***. See pars. C5310-E3 and C5358 regarding duplicate payments.

D. Travel Authorization/Order Issuance. See APP I for travel authorization/order issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government 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 (see par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government'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 Government's interest.

2. PCS Moves Not in the Government'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 Government's interest, and that the Government 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 Government'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 are to 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 (see 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 Government 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 Government'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.

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 Government's interest.

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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.										
Movement Situation	**Agreement Required**	**Employee & Dependent Transportation**	**Employee Per Diem**	**Dependent Per Diem**	**HHT Per Diem & Transportation**	**TQSE**	**MEA**	**Sell & Buy Residence Lease Termination**	**HHG SIT**	**NTS of HHG**
First PDS Tvl Appointees & Student Trainees In CONUS	Yes	Yes Advance Mileage only	Yes Advance	No	No	No	No	No	Yes ***NOTE 4*** Advance	***NOTES 5 & 7***
First PDS Tvl To OCONUS PDS ***NOTES 8, 9, & 10***	Yes	Yes Advance Mileage only	Yes Advance	No	No	No	No	No	Yes ***NOTE 4*** Advance	Yes ***NOTE 7***
PCS Between CONUS PDSS ***NOTE 1***	Yes	Yes Advance Mileage only	Yes Advance	Yes Advance	Yes Advance Per Diem & Mileage	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 Mileage 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***
PCS From CONUS PDS To OCONUS PDSs ***NOTES 1, 8, & 10***	Yes	Yes Advance Mileage 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 Mileage 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***

TABLE 1 - ELIGIBILITY TABLE
NOTES

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4500 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 Government's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS. See par. C5750-D.

4 -- Advance allowed if not shipped via a Government-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 Government must arrange the NTS.

8 -- Foreign Transfer Allowance (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. C1004.

9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

10 -- Foreign Transfer Allowance/Home Service Transfer Allowance (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.

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 CONTINENTAL UNITED STATES (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, Chapter 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, Chapter 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, Chapter 5, Part F) (FTR, §302–10.2)[2].	1. POV shipment (JTR, Chapter 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 component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this Volume. JTR, Chapter 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. See JTR, par. C5212.

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (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, Chapter 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, Chapter 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Chapter 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, Chapter 5, Part E) (FTR, Part 302–9). 2. TQSA may be authorized for temporary quarters occupied at the foreign PDS under the DSSR (Government Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters 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 Chapter 5, Part H is ***not*** authorized for new appointee movement to the first PDS.

(b) The MEA in Chapter 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, Chapter 5, Part Q) (FTR, Part 302–12).

(d) The RIT allowance is ***not*** authorized for a new appointee assigned to first PDS (JTR, Chapter 5, Part N) (FTR, Part 302–17).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)	
Column 1—Relocation allowances that a DOD Component must pay or reimburse ***when the component authorizes PCS allowances.***	**Column 2**—Relocation allowances that a DOD Component has discretionary authority to pay or reimburse ***when the component authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chapter 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Chapter 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (JTR, Chapter 5, Part P) (FTR, Part 302–11). 4. Transportation including SIT of HHG (JTR, Chapter 5, Part D) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (JTR, Chapter 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, Chapter 5, Part F) (FTR, §302–10). 7. RIT Allowance (JTR, Chapter 5, Part N) (FTR, Part 302–17).	1. HHT - per diem, & transportation, employee & spouse only (JTR, Chapter 5, Part M) (FTR, Part 302–5). 2. TQSE (JTR, Chapter 5, Part H) (FTR, Part 302–6). 3. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9). 4. Relocation service company use (JTR, Chapter 5, Part P) (FTR, Part 302–12). 5. Property management service use (JTR, Chapter 5, Part Q) (FTR, Part 302–15). 6. Home marketing incentive (JTR, Chapter 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 OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)	
Column 1—Relocation allowances that a DOD Component must pay or reimburse ***when the Component authorizes PCS allowances.***	**Column 2**—Relocation allowances that a DOD Component has discretionary authority to pay or not pay ***when the Component authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chapter 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Chapter 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Chapter 5, Part D) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (JTR, Chapter 5, Part D) (FTR, Part 302–8). 5. RIT Allowance (JTR, Chapter 5, Part N) (FTR, Part 302–17)[1].	1. TQSE under JTR, Chapter 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 quarters 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 quarters occupied at the foreign PDS upon arrival. 4. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under JTR, Chapter 5, Part Q (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chapter 5, Part Q) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chapter 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, Chapter 5, Part A) (FTR, Part 302–4). 2. MEA when moving a household (JTR, Chapter 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chapter 5, Part P) (FTR, Part 302–11) [1]. 4. Transportation including SIT of HHG (JTR, Chapter 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, Chapter 5, Part N) (FTR, Part 302–17).	1. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9). 2. TQSE (JTR, Chapter 5, Part H) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters 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 Government'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, Chapter 5, Part A) (FTR, Part 302–4). 2. Transportation & SIT of HHG (JTR, Chapter 5, Part D) (FTR, Part 302–7). 3. MEA (JTR, Chapter 5, Part G) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (JTR, par. C5195-A) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chapter 5, Part N) (FTR, Part 302–17).	1. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9). 2. Property management services (JTR, Chapter 5, Part Q) (FTR, Part 302–15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chapter 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, Chapter 5, Part K) (FTR, §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, Chapter 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, Chapter 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, Chapter 5, Part D) (FTR, Part 302–7).	1. POV shipment (JTR, Chapter 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, Chapter 5, Part A) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, Chapter 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (JTR, Chapter 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, Chapter 5, Part F) (FTR, §302–10).	1. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Chapter 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, Chapter 5, Part O) (FTR, Part 302–4). 2. MEA (JTR, Chapter 5, Part G) (FTR, Part 302–16). 3. Transportation including SIT of HHG (JTR, Chapter 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, Chapter 5, Part F) (FTR, §302–10). 5. POV shipment (JTR, Chapter 5, Part E) (FTR, Part 302–9). 6. RIT Allowance (JTR, Chapter 5, Part N) (FTR, Part 302–17).	1. House-hunting trip expenses (JTR, Chapter 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chapter 5, Part H) (FTR, Part 302–6). 3. Property management services (JTR, Chapter 5, Part Q) (FTR, Part 302–15).

TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109) [1] (JTR, par. C4500)
1. Transportation of employee & immediate family member(s) (JTR, par. Chapter 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (JTR, Chapter 4, Part K) (FTR, Part 302–4). 3. Movement of HHG & SIT (JTR, Chapter 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.***

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

C5050 MALT/PCS MILEAGE (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the MALT/PCS mileage for PDT by POC, when authorized/approved is determined by the official distance for which MALT/PCS mileage may be paid under circumstances (as determined IAW the applicable JTR provisions).

2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization/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 travel authorization/order is authorized the MALT/PCS mileage rate per mile even if traveling as a passenger in a POC. If more than one employee travels in the same POC and each has a PCS travel authorization/order, each is authorized MALT/PCS mileage for the official distance. See par. C5000-B1a. While each employee receives MALT/PCS mileage, only one employee receivess the reimbursable expenses.

a. Example 1. An employee-married-to-employee couple, each on a PCS travel authorization/order and therefore eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in one POC. Each employee receives MALT/PCS mileage for the official distance. Either employee may submit all of the reimbursable expenses.

b. Example 2. An employee-married-to-member couple, each eligible for travel and transportation allowances on a PCS travel authorization/order, and their two children travel together in one POC. Each receives MALT/PCS mileage for the official distance. Either employee may submit all of the reimbursable expenses.

3. See par. C2505 for the MALT/PCS mileage 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, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The MALT/PCS mileage rate for the distance traveled by POC;

2. The common carrier cost; and

3. Per diem for actual travel time.

The total amount must not exceed the MALT/PCS mileage 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/PCS mileage 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 AUTOMOBILES

Authority for reimbursement for the use of more than two POCs is limited to PDT that is to the Government's advantage. Conditions for reimbursement authorization are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

NOTE: 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. See FTR §302-11.2.

A. POC Use to the Government's Advantage. When POC use for PDT is authorized (see note above) when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-B), or

2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

B. 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.

C. POC Use Not to the Government's Advantage. When a POC is used for PDT and it is not to the Government'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.***

D. Per Diem Rates for PDT

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

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; and

   e. While occupying temporary lodging (except when TQSE(F) is authorized under Chapter 5, Part H3).

The locality rates listed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

3. ***Effective 1 October 2007*** the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$70	$39	$109

4. OCONUS Travel. The maximum per diem rates prescribed in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** apply to OCONUS travel.

   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 quarters at an OCONUS location.

E. Per Diem Allowance Elements

1. Maximum Lodging Expense. Per diem rates include a maximum lodging expense *reimbursement amount*. Reimbursement may not exceed *the lesser of the* actual lodging cost *or* the applicable maximum amount. ***Receipts for lodging are required.*** S*ee par. C1310.*

NOTE: The maximum lodging amount allowed in CONUS and non-foreign OCONUS areas does not include an amount for lodging tax. Lodging tax in CONUS and non-foreign OCONUS areas are separately reimbursable as miscellaneous expenses. The maximum lodging amount allowed in foreign OCONUS areas includes lodging tax. Lodging tax in foreign OCONUS areas are not separately reimbursable. See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for world-wide per diem rates.

2. Meals and Incidental Expenses (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.

F. 'Lodgings-Plus' Per Diem Computation Method. Compute per diem for all PCS travel using the 'Lodgings-Plus' method. Each travel day's per diem is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total NTE the Standard CONUS per diem rate (or for OCONUS PCS travel the maximum OCONUS locality per diem rate(s)).

1. Per Diem Computations. Per diem must be calculated using the following rules:

a. PCS 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, per diem for the entire trip is calculated as indicated in pars. C5060-F1a(1) and C5060-F1a(2). No deduction is made for meals.

(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the Standard CONUS M&IE rate (or OCONUS M&IE rate for the new PDS) for one day.

NOTE: Per diem payment authorized by par. C5060-F1a(1) may be taxable (ref. IRS Revenue Rule 68-663 & 26 CFR §162-2(a); verify possible state and local implications).

(2) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

b. Travel of More than 24 Hours

NOTE: This is the departure day from the PDS, home, or other authorized point.

(1) Day Travel Begins

(a) Lodgings Required. When lodging is required on the day travel begins, the per diem allowance is the actual lodging cost incurred by the traveler, NTE the Standard CONUS rate or maximum OCONUS locality rate as appropriate, plus 75% of the Standard CONUS M&IE rate (or OCONUS M&IE rate as appropriate).

(b) Lodgings Not Required. If lodging is not required, per diem is 75% of the Standard CONUS M&IE rate (or OCONUS new PDS M&IE rate) for one day.

(2) Full Calendar Days

(a) Lodging Required. When lodging is required and the traveler is still en route, the Standard CONUS per diem rate (or OCONUS locality rate) is the maximum rate prescribed for a stopover point at which lodging is obtained, plus the Standard CONUS M&IE rate (or destination OCONUS M&IE as appropriate).

(b) Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem allowance is the Standard CONUS M&IE rate (or OCONUS M&IE rate as appropriate.

(3) Day Travel Ends

(a) Lodgings Required. When lodging is required on the day travel ends, the per diem allowance is the lesser of the actual lodging cost incurred by the traveler or the Standard CONUS lodging rate (or maximum OCONUS locality lodging rate as appropriate) plus 75% of the Standard CONUS M&IE rate or of the new OCONUS PDS M&IE rate as appropriate).

(b) Lodgings Not Required. If lodging is not required, per diem is 75% of the Standard CONUS M&IE rate or of the new OCONUS PDS M&IE rate for that day.

G. PDT

NOTE: The per diem rates prescribed for PDT in par. C5060-D apply when computing per diem in pars. C5060-G1 House-hunting Trip, C5060-G2 En Route Travel to the New PDS, C5060-G3 RAT, and C5060-G4 Separation Travel.

1. House-hunting Trip. When computing per diem for house-hunting trips, see Chapter 5, Part M, except for determining the applicable rates. See ***NOTE*** above.

2. En Route Travel to the New PDS. Except for determining the applicable rate (see ***NOTE*** above), par. C5060-G applies when computing en route travel per diem allowances to a new PDS. The Standard CONUS M&IE rate or OCONUS M&IE locality rate, as appropriate, (see ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the current rate), applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060-F1b(1) and C5060-F1b(3) apply. See ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C5060-D3 for the current Standard CONUS per diem rate.

3. RAT. When computing per diem for RAT, see Chapter 5, Part K, except for determining the applicable rate. See ***NOTE*** above.

4. Separation Travel. Except for determining the applicable rate (see ***NOTE*** above), pars. C5060-F1b(2)a and F1b(2)b 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-F1b(1) and C5060-F1b(3) apply. See ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C5060-D3 for the current Standard CONUS per diem rate.

H. Per Diem Computation Examples

1. Example 1

PCS Travel		
***NOTE*: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or 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 privately owned-automobile, 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 up to 8 days based on 350 miles per day. See par. C5060. The standard CONUS per diem rate is $109 ($70/ $39). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings-Plus' Method		
Maximum allowable per diem for 8 days x $109/day (Standard CONUS per diem rate) =		$872.00
Day 1 (departure day)	75% of $39 + $58 (lodging) =	$87.25
Day 2	$39 =	$39.00
Day 3 to 8	$39/day x 6 days = $234 + Lodging $(57, 59, 58, 57, 56, and 59 = $346)	$580.00
Day 9	$39 + $0 (lodging) =	$39.00
Day 10 (arrival day)	75% x $39 =	$29.25
Employee's per diem authorization =		**$774.50**
Per diem for accompanying spouse at ¾ of the amount due the employee ($860.50) =		$580.87
Per diem for accompanying child (under age 12) at ½ of the amount due the employee ($860.50) =		$387.25
Total amount payable to employee =		**$1,742.62**
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 $109 ($70/ $39) prescribed in ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($39) plus $58 lodging cost for a total of $87.25.		
Day 2, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($0) for a total of $39.		
Day 3 to 8, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($346) NTE $70 times 6 days for a total of $654.		
Day 9, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($0) for a total of $39.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($39) for a total of $29.25.		
The per diem for actual travel by the employee is $774.50. Since the per diem for actual travel does not exceed the maximum allowable ($872.00) for 8 days travel time, the employee is authorized the full amount ($774.50) for the actual travel time and authorization for dependents is ¾ and ½ respectively of the $774.50 due the employee.		

2. Example 2

PCS Travel		
***NOTE*: See *http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl* or 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 privately owned-automobile, accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6. The employee may be paid per diem for up to 4 days based on 350 miles per travel day per the official distance of 1,443 miles. See par. C5060. The standard CONUS per diem rate is $109 ($70/ $39). Lodgings were 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 Lodgings-Plus' Method		
Maximum allowable per diem for 4 days x $109/day (Standard CONUS per diem rate) =		$436.00
Day 1 (departure day)	75% of $39 + $0 (lodging) =	$29.25
Day 2	$39 + $59 (lodging) =	$98.00
Day 3	$39 + $0 (lodging) =	$39.00
Day 4	$39 + $53 (lodging) =	$92.00
Day 5	$39 + $0 (lodging) =	$39.00
Day 6 (arrival day)	75% x $39 =	$29.25
Employee's per diem authorization =		***$326.50***
Per diem for accompanying spouse at ¾ of the amount due the employee (326.50) =		$244.87
Per diem for accompanying child (under age 12) at ½ of the amount due the employee (326.50) =		$163.25
Total amount payable to employee =		***$734.62***
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $109 ($70/ $39) prescribed in ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C5060-D3.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($39) for a total of $29.25.		
Day 2 and 4 - the applicable per diem rate is the M&IE rate ($39) for each day plus lodging cost ($59 and $53) NTE $70 for each day.		
Day 3 and 5 - the applicable per diem rate is the M&IE rate ($39) for each day for a total of $78.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% ($29.25) of the Standard CONUS M&IE rate ($39).		
The per diem for actual travel time ($326.50) did not exceed the maximum allowable ($436.00), therefore the employee is authorized the lesser amount and the authorization for dependents is ¾ and ½ respectively of the $326.50 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the Government Cost ***NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or 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 privately owned-automobile. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem for up to 8 days based the official distance of 2,615 miles. See par. C5060. The standard CONUS per diem rate is $109 ($70/ $39). Lodgings were 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 Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ $109/day (Standard CONUS per diem rate) =		$872.00
Day 1	75% x $39 = $29.25 + $70 (lodging) =	$99.25
Day 2 to 10	$39 + $70 (lodging) = $109/day x 9 days =	$981.00
Day 11-14	$39/day x 4 days =	$156.00
Day 15	75% x $39 =	$29.25
Total		**$1,265.50**
Per diem for accompanying spouse at ¾ of the amount due the employee (1,265.50) =		$949.12
Employee total travel costs (1,265.50 + $949.12) =		**$2,214.62**
Total amount payable to employee ($872 + dependent per diem $654, 75% of $872) =		**$1,526.00**
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 http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html or 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 privately owned automobile 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 for up to 3 days based on 350 miles per calendar day. See par. C5060. Lodgings were 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 'Lodgings-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =		$500.00
Day 1 (departure day)	75% of $156 + $127 (lodging) =	$244.00
Day 2	$72 + $125 (lodging) =	$197.00
Day 3 (arrival day)	75% of $68 =	$51.00
Employee's per diem authorization =		$492.00
Per diem for accompanying spouse at ¾ of the amount due the employee =		$369.00
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		$369.00
Total amount payable to employee = ($492 + 2 dependents per diem (738, 75% of $492) =		$1230.00

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 for PCS travel in OCONUS is the maximum OCONUS locality per diem rate prescribed in. ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.
Day 1 (departure day), the applicable per diem rate is 75% of the OCONUS locality M&IE rate ($156) plus $127.00 lodging cost for a total of $414.00.

Day 2, the applicable per diem rate is the OCONUS M&IE rate ($72) plus lodging cost ($125) 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 $51.00.

The per diem for actual travel by the employee is $492.00. Since the per diem for actual travel does not exceed the maximum allowable ($500.00) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and authorization for dependents is ¾ each of the $492.00 due the employee.

5. Example 5

PCS/Separation Travel
***NOTE*: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or 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. See par. C5060-G
4. Since travel begins and ends on the same day, par. C5060-G1a and C5060-G1a(2) applies. See also par. C5060-H4.
5. The maximum per diem rate at the time of travel was $109 ($70/ $39). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $29.25 (75% x $39).
7. Per diem payable for the spouse is ¾ of the $29.25 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 But Not Exceeding 24 Hours		
Depart	Old PDS CONUS()	1 May
Arrive	New PDS (OCONUS)	2 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = $78.00 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-D for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.**		
75% x $78.00 (M&IE) rate for new PDS location =		$58.50
Total reimbursement =		$58.50
Per diem for the accompanying spouse if 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 PCS MALT and per diem incident to PDT by automobile.

2. The per diem/PCS MALT rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS MALT rates. For current per diem rates go to ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html.***

3. See ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C4550-F3 for the current Standard CONUS per diem rate.

4. The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

B. Reimbursement Computation Example for One Automobile

Reimbursement Computation for One Automobile	
An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by the spouse and a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.	
*1. Automobile travel reimbursement is based on 2,826 miles x $0.27/mile. See par. C2505-B. 2,826 miles x $0.27/mile = $763.02	* $763.02
2. Allowable per diem for employee based on 8 day maximum is 8 days @ $109 (Standard CONUS per diem rate). 8 days x $109/day = $872	
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 ($872) 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 TO EMPLOYEE**	***$2,236.02**

C. Reimbursement Computation Example for Two Automobiles

Reimbursement Computation for Two Automobiles	
An employee performs PCS travel from Location A, to Location B, using two automobiles. The official distance from Location A to Location B = 2,826 miles. *Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8). See par. C5060.	
*1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles x $0.27/mile. See par. C2505-B. 2,826 x $0.27 =	*$ $763.02
*2. Automobile travel reimbursement for the second automobile, driven by spouse is based on 2,826 miles x $0.27/mile. See par. C2505-B. 2,826 x $0.27=	*$763.02
3. Allowable per diem for employee based on 8 day maximum is 8 days x $109 (Standard CONUS per diem rate). 8 days x $109/day = $872	
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 ($872) 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 TO EMPLOYEE**	***$2,998.54**

D. Computation Example of the MALT/PCS Mileage Rate for Two Separate Trips. Per diem for a dependent is computed in pars. C5125 and C5060.

Computation of the PCS MALT Allowance Rate for Two Separate Trips	
An employee performs PCS travel from Location A to Location B, by automobile. 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 $0.27/mile (employee only) =	*$233.82
*866 miles x $0.27/mile (spouse and 2 children) =	*+ $233.82
Total PCS MALT payable for POC travel	***$467.64**
In addition to the PCS 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 PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including MALT/PCS mileage allowance for POC travel, (see par. C5050-A),

2. Per diem for the employee and dependents (see par. C5125-F for travel by ship),

3. HHG shipment, including storage-in-transit,

4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS.***,

5. Miscellaneous expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Chapter 5, Part P.

B. Allowance Restrictions. The 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 Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 5, Part H), and

2. POV shipment (see Chapter 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 Chapter 5.

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 Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Government 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. See Chap. 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. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004, 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. See DSSR, section 242.3 at ***http://aoprals.state.gov/content.asp?content_id=247&menu_id=81*** and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (***http://aoprals.state.gov/content.asp?content_id=239&menu_id=81***). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DOD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at ***http://www.dtic.mil/whs/directives/corres/html/140025m.htm*** and DSSR Section 031.1 at ***http://aoprals.state.gov/content.asp?content_id=145&menu_id=81***.

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.

b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.

d. See par. C5550-E regarding agreement requirements for appointments to an OCONUS position.

e. See par. C5570-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

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 Government for the first time,

(2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and

(3) An employee returning to the Government 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 Government 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. C1052-B2 and C5080-C.

3. DOD Component Responsibility. ***Each DOD Component must ensure that a new appointee is informed of benefits availability and limitations.***

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 (see 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 Chapter 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 Government 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. C4553-B3.

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependent. See Chapter 5, Part C.

c. MALT/PCS mileage if a POC is used. See par. C5050.

d. HHG transportation and SIT. See Chapter 5, Part D.

e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Chapter 5, Part D.

f. Mobile home transportation. See Chapter 5, Part F.

g. POV shipment when authorized by the DOD Component. See Chapter 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 (Chapter 5, Part H);

d. MEA (Chapter 5, Part G); ***NOTE: Chapter 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 (Chapter 5, Part P);

f. Lease-breaking expense (except as in par. C1004-C4); and

g. Relocation service (Chapter 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 (see 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 Chapter 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 Government'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 Government,

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 transfers.

4. Agreement Requirement. The par. C5080 PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government 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. The par. U5080 allowances 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. Travel Authorization/Order Issuance. Travel authorization/order issuance is covered in APP I.

7. Funding. For funding of allowances authorized under par. C5080, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, 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 travel authorization/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/PCS mileage 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 Government'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. Chapter 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 (see Chapter 5, Part G),

(2) Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (see Chapter 5, Part P),

(3) A HHT, but only if authorized in the travel authorization/order, under Chapter 5, Part M, and

(4) TQSE, but only if authorized in the travel authorization/order under Chapter 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 authorization 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. See JFTR, Chapter 7, Part G, for travel and transportation allowances when a Reserve Component 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 2-year time limitation under the authority for the first transfer has not expired.

b. If the 2-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 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

***NOTE*: The 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 Government's interest (responding to a vacancy announcement is not 'at the employee's request'),

b. To a new PDS that is at least 50 miles from the old PDS, 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). For exceptions see par. C5080-F2.

2. 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 Government's interest, ***and without the move***:

a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or

b. There is a commuting time increase to the new PDS; or

c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

a. PCS claims for allowances authorized in a travel authorization/order must satisfy the conditions in par. C5080-F1 or C5080-F2 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-F2 as applicable.

c. ***Non-compliance of the new residence location is grounds for denial of the various allowances***.

d. See Chapter 16 for reimbursement of additional taxes 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. Limitations on PCS allowances (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. For NTS of HHG at an isolated PDS, see par. C5195.

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.

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 specific regulations 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.

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 less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.

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 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 (see Chapter 5, Part C and Part 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 (see 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 Government'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. Senior Executive Service (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 Government service;

c. Died after separating from Government 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.*** See GSBCA 16328-RELO, 12 April 2004. The employee must have:

1. Was geographically transferred/reassigned in the Government's interest and at Government 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 Level V of the Executive Schedule, 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 the time of the transfer/reassignment 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 under 5 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 an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 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 authorization, 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;

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 head of the DOD Component, 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/PCS mileage allowance under par. C5050 if travel is performed by POC; and

4. HHG transportation and storage in transit (see Chapter 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 Government 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 for a short distance transfer are met.

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 Government-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 (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement must not exceed the policy-constructed airfare (see Appendix 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 Government-arranged move cost if that is the directed transportation method).

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PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION 1: 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 authorization and are subject to the conditions and restrictions in Chapter 5, Part C.

*3. Except as in Chapter 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 for a dependent who accompanies an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see Appendix A for DEPENDENT) for travel allowance depends in part 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 at 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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PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

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. See Chapter 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 Government's costs over a usually traveled route between the old and new PDSs.

4. Travel to a first PDS may not exceed the Government'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. See Chapter 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC PCS mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Miscellaneous expenses listed in App G, Part I are reimbursable.

E. Travel Authorization. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation ***(Exceptions in par. C1057)***. Dependent travel to a new PDS to establish residence there:

1. Must begin within 2 years 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 Chapter 6 for exceptions.

*(3) The Government's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See Chapter 6 for exceptions.

(4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government/Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized.

(5) For mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs between the old PDS 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 Chapter 6 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 Chapter 6 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 Chapter 6 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. C4002-B2, 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 Chapter 6 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 Chapter 6 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 Chapter 6 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 authorization 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 authorization must be amended to provide for dependent travel at the time of dependent travel authorization.

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 Chapter 2.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to reimbursement conditions and limitations for travelers in Chapter 2. Miscellaneous expenses in App G, Part I are reimbursed.

F. Travel Authorization. Authorization for dependent's travel must be included in:

1. The employee's travel authorization,

2. An amended travel authorization, or

3. A supplemental travel authorization issued IAW par. C5110-C.

G. Time Limit

1. General

a. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial OCONUS appointment.

b. For an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years.

c. When an employee is assigned to OCONUS duty, the 2-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'.

d. Travel should be completed at the earliest practicable date.

e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

f. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, 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 Government'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 Government expense is determined by:

a. An employee's transportation eligibility, or

b. The appropriate OCONUS command when the Government'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 Government-funded travel.

3. For a dependent who elects to remain in the OCONUS area after an employee's return, 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 Government 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 Government expense for the early return of a dependent(s) (other than for compassionate reasons). See 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 authorization 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 Government'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 Government.

(1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(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 Government. 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 Government. 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 Government.

(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 Government.

(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 Chapter 6 for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Chapter 2 for authorized routing and modes of dependent transportation.
Effective 21 August 2006

F. Miscellaneous Expenses. See par. C1415 and Appendix G - PCS column - for miscellaneous expenses authorized for dependent travel from OCONUS areas.

*G. Travel Authorization. Dependent travel authorization must be included in the travel authorization issued for the employee, except in situations when a separate travel authorization is required for dependent early return to the actual residence (see par. C5450) or evacuation for movement (see Chapter 6).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, a dependent should travel with the employee, or as soon after as appropriate transportation is available.

2. PDS Reassignment. Dependent travel must not begin later than 2 years after the effective date of transfer (See Appendix 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.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION 3: DEPENDENT STUDENT TRAVEL

C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL

***NOTE*: Par. C5120 parallels State Department regulations 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 DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials" at ***http://www.dtic.mil/whs/directives/***.

2. DOD 1400.25-M, SC 1250.5.1 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.

*3. Travel may be to and from a school. See ***http://aoprals.state.gov/content.asp?content_id=250&menu_id=81*.**

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 1 **Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280** See pars. C4553-D, C5120 and C5125-D.				
NOTE: See http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for current per diem rates. 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:	8/14/05 8/14/05	Depart OCONUS residence at 0730 Arrive at CONUS lodging at 2130		
	8/15/05-5/15/05	Per diem is not authorized.		
	5/16/05	Depart CONUS lodging at 1300		
	5/17/05	Arrive OCONUS residence at 0915		
3. The dependent student is authorized per diem while traveling to and 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:		8/14/05	75% x $51 (M&IE) =	$38.25
		8/15/05 – 5/15/05	no per diem	0.00
		5/16/05 – 5/17/05	75% x $51 (M&IE) =	$38.25
Total Reimbursement				**$76.50**
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate ($51) is used for computing per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours but less than 24 hours.				
7. Par. C4553-D1a applies to the return trip from CONUS to OCONUS which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The CONUS locality M&IE rate applies for the return trip.				
8. Per diem for dependent student travel is computed using the same rates that are applicable to an employee on 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).

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION 4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General

a. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred.

*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 must not exceed the amount authorized between the old and new PDSs.

d. Par. C4555-B3 applies when the employee/dependent obtains lodgings from friends/relatives.

e. Per diem rates for a dependent is in pars. C5125-A2, C5125-A3, and C5125-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the:

a. Maximum per diem rate for the spouse is three-fourths 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 receives the same rate as the employee.

3. Spouse Travels Independently

a. Different Travel Dates. When an employee and spouse travel independently of each other, the

(1) Maximum per diem rate for the spouse 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's travel.

b. Same Travel Dates. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse

a. Maximum Per Diem Rate. For each dependent other than a spouse the maximum per diem rate is:

(1) Three-fourths of the employee's per diem rate for a dependent age 12 or older; and

(2) One-half 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 Government-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Government-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Government- procured air transportation.

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to spouse traveling independently:

Dependent PCS Travel

NOTE: See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. C5060-D3 for the current Standard CONUS per diem rate.

A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel by privately owned-automobile, accompanied by the couple's 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 up to 8 days based on 3050 miles per day. See par. C5060. The standard CONUS per diem rate is $109 ($70/ $39).

Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $567, $56, $59, and 2 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings-Plus' Method

Maximum allowable per diem for 8 days x $109/day (Standard CONUS per diem rate) =		***$ 872.00***
Day 1 (departure day)	75% of $39 + $58 (lodging) =	$ 87.25
Day 2	$39 =	$ 39.00
Day 3 to 8	$39/day x 6 days = $234 + Lodging $(57, 59, 58, 57, 56, and 59 = $346)	$ 580.00
Day 9	$39 + $0 (lodging) =	$ 39.00
Day 10 (arrival day)	75% x $39 =	$ 29.25
Employee's (Spouse) per diem authorization =		***$ 774.50***
Per diem for accompanying child (under age 12) at ½ of the amount due the employee ($774.50) =		$ 387.25
Total amount payable to employee =		***$1,161.75***

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 $109 ($70/ $39) prescribed in ***http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl*** or par. C5060-D3.

Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($39) plus $58 lodging cost for a total of $87.25.

Day 2, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($0) for a total of $39.

Day 3 to 8, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($346) NTE $70/day times 6 days for a total of $654.

Day 9, the applicable per diem rate is the M&IE rate ($39) plus lodging cost ($0) for a total of $39.

Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($39) for a total of $29.25.

The per diem for actual travel by the spouse is $774.50. Since the per diem for actual travel does not exceed the maximum allowable ($872.00) for 8 days travel time, the employee is authorized the full amount ($774.50) for the actual travel time and authorization for the dependent child (under age 12) is ½ of the $774.50 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. C4500 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 Chapter 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 Chapter 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 Chapter 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 Hawai'i. 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 (Hawai'i) 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 PCS mileage while en route.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION 5: DEPENDENT MEDICAL TRAVEL

NOTE: See Chapter 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., Alaska, Hawai'i, 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 Chapter 5, Part C.

B. Eligibility. An eligible individual is a dependent, an attendant, 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 as part of official duties.

3. Attendant/Escort. See par. C5146.

B. Travel Authorization. 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, 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. Premium Class Accommodations. If premium-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 Chapter 2, except as otherwise provided in Chapter 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 ***https://business.transcom.mil/gpmrc/***.

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private 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 and an attendant subject to the limitations in par. C5140, and

b. Uniformed member authorized as an attendant, subject to the JFTR.

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(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. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel authorization (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 Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, 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 Chapter 5, Part M.

2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant 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'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, 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. See APP A for the definition of 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 duty station;

3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;

4. An SES employee authorized last move home benefits (FTR §302–3.304);

5. An employee authorized a temporary change of station (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) Temporary change of station (TCS) (see par. C5715-B3).

3. HHG transportation may be authorized for a PCS before the PCS travel authorization/order is issued; however, the PCS travel authorization/order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHS 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 pounds net weight for each employee. For baggage allowances, see par. C2304.

***NOTE*: Under no circumstances may the Gov't pay any expenses associated with excess weight.**

C. Professional Books, Papers, and Equipment (PBP&E)

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See APP A for the definition of PBP&E.

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, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.

b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in 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, and 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.

3. Administrative Expense. When the employee's 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 . See 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 not to exceed 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 §302-7.17). See also par. C5167-C4.

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 C5154-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 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds 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 C5154-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

pounds 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 travel authorization/order should show the consumable items authorized weight allowance in APP F.

4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). 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 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. See 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 2-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, (See APP A, definition of Household Goods);

d. Transportation in more than one lot (other than an unaccompanied baggage 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-E);

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. ***See DOD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DODFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: ***http://www.dtic.mil/comptroller/fmr/***).

2. Documents

a. PCS Travel Authorization/Order. Travelers should be prepared to attach one or more PCS travel authorization/order copies to the voucher. Follow procedures in DODFMR 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 §302-7.11). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (see 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 travel authorization/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 part originates at the last PDS and the remainder at one or more other points;

3. The destination is the new PDS or another point; or

4. The destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: The total amount paid by the Gov't must not exceed the cost of transporting the HHG 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 Married to an Employee or to a Uniformed Service Member

1. An employee married to another employee or to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization/order is issued to the employee – even though the other spouse (employee or uniformed member) may also have a PCS travel authorization/order. See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975). See JFTR, par. U5012-C for HHG transportation for a uniformed member married to 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 each receive a PCS travel authorization/order. The member's PCS weight allowance is 12,500 lbs. See JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs. See par. C5154-B. Together they may ship 30,500 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

Example 2. An employee-married-to-another-employee couple each receive a PCS travel authorization/ order. Each employee's PCS weight allowance is 18,000 lbs. See pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG. ***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. See GSBCA 16608-RELO, 3 August 2005.***

K. HHG Transportation between Local Quarters.

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 travel authorization/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. See 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. See par. C5170-D.

*d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5168) do not apply to this HHG transportation authorized.

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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 must be:

1. For reasons beyond the employee's control, and

2. Authorized/approved by the Headquarters of the DOD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new service agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

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 travel authorization/order prior to authorizing a transportation method on that PCS travel authorization/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 A.

c. Express and freight shipments made by the Gov't must be made under Gov't transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

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 pounds 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 Transportation Service Providers (TSPs)/carriers directly for transportation. A PCS travel authorization/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, pay for the move, and reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov't-arranged move for the same weight of HHG. See par C1101 for allowable travel advances.

3. Gov't-arranged Move Cost. The Gov't-arranged transportation cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight transported (NTE the maximum weight (18,000 lbs). The OCONUS cost is constructed using the single factor rate. Rates can be obtained from the SDDC website at: ***http://www.sddc.army.mil***. Click on "Personal Property/POV".

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.

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) (Internet address ***http://www.gsa.gov/travelpolicy***) 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 begin 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. Go to the GSA Internet website

(***http://www.gsa.gov/travelpolicy***) and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page.

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 ship 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 in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). 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 HHG combined weight 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 this Volume, 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 travel authorization/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 travel authorization/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 travel authorization/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 travel authorization/order.

CONSIDERATIONS (FTR §302-7.14)		
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. See Defense Travel Regulation (DTR), DOD 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. **NOT USED**

C. **NOT USED**

D. 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.

E. 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.

F. Mobile Home Allowances. See par. Ch 5, Part F.

G. HHG Transportation before a PCS Travel Authorization/Order Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization/order is issued, but the PCS travel authorization/order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. 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 2 years from the employee's report date at the new PDS under par. C1057, C5080-E, or C5750-C authority IAW Agency/Service regulations. See CBCA 524-RELO dated 21 March 2007 *(http://www.cbca.gsa.gov/2007Relo/s524-RELO.pdf*).

NOTE: An employee's report date is the date the employee actually reports for work.

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years 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, Alaska***.

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

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 the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (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 (not to exceed 2 years) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years 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 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days at Gov't expense cannot be authorized/approved except as noted in par. C5191.***

I. 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 TRAVEL AUTHORIZATION/ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments 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. 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 cannot exceed 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.

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. See 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 in conjunction with, 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 travel authorization/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 an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination must not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS 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 constructed cost of transporting the HHG 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 §§302-7.17 & 302-7.303). See also 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 Chapter 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 §302-7.16)

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. ***NOTE: A travel authorization/order permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds 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.

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) 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, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;

b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;

c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or

d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or 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

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and

3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;

2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). 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 (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See ***NOTE*** 2 below.) of properly loaded space is to 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.

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.

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: Unknown;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DOD) Components: (See APP A for a list of DOD Components.) OSD/WHS/ Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

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SECTION 4: HHG STORAGE

C5190 STORAGE IN TRANSIT (SIT)

NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).

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. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see 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. Acts of God,

h. Other circumstances beyond the employee's control, or

i. Similar reasons.

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.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of $75 or more. See par. C1310.

C5191 180 DAY SIT LIMIT EXTENSION

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. ***Only in very limited circumstances can SIT be authorized beyond 180 days, (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, TDY and PCS travel authorizations/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 180 days, scheduled TDY assignment duration, and the additional SIT days required by

the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day 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. Three submission options are available to the employee's command to request SIT beyond 180 days. 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 at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** by clicking on the Telephone Directory Tab.

1. Email: From the agency/command via email through the CAP representative to ***sit-extensions@perdiem.osd.mil.***

2. Fax: ***FAX: (703) 325-2945, DSN: (312) 221-2945***

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

E. Restrictions. SIT beyond 180 days is not authorized for the reasons listed in par. C5190-B2 or ICW a TCS travel authorization/order. See 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 travel authorization/order 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 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 (see 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 2003 (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 2003 (par. C5195-A5c)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

Example 2	
Storage terminates:	4 August 2003 (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 2003 (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 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c)

6. Storage Place. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

a. Packing,

b. Crating,

c. Unpacking,

d. Uncrating,

e. Transportation to and from storage place,

f. Charges while in storage, and

g. Other necessary charges directly relating to the storage.

8. Documentation

a. NTS authority must be in the PCS travel authorization/order.

b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DOD 4500.9-R, Vol. IV, Chapter 406, par. C) 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 travel authorization/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 this Volume.

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'ts 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 2003 (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 2003 (par. C5195-B3c) Employee's eligibility ended: 31 August 2003 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 2003 (last day of work at the PDS 31 August 2003 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 travel authorization/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 this Volume 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 travel authorization/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 quarters occupancy,

(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters 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 this Volume 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'ts 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 this Volume;

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.

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PART E: POV TRANSPORTATION

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 Government's interest,

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. For other requirements related to shipping a POV, see the SDDC website at: ***http://www.sddc.army.mil/***, and "Shipping your POV" at: ***http://www.sddc.army.mil/sddc/Content/Pub/8808/dbcn8808.pdf***.

C5204 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at Government expense, is financially responsible for all costs resulting from the excess POV size.

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PART E: POV TRANSPORTATION

SECTION 2: OCONUS POV TRANSPORTATION

(See Section 3 for intra-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 Government 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 Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.

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 Government's interest for the traveler to have POV use 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 Government'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 Government expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i 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 Hawai'i 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 Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

C5212 AUTHORIZATION

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 Government's advantage. See par. C5208. See par. C2166 concerning ocean-going car ferry use.

2. The local government:

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 Hawai'i 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 Government 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 Government's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).***

Example 1. A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

Example 2. A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

Example 3. An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i 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 Government's interest for the employee to have a POV at the Hawai'i PDS.

Example 4. An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Government's interest for the employee to have the POV in Hawai'i.

*6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the United States prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the Government's interest to do so. See CBCA 827-RELO, 4 October 2007.

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 Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i 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 Government'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 Hawai'i IAW par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;

5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government'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 Government'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 Government'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 Government'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 Government expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Government 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. For an employee assigned to Johnston Island, see par. C5208-D.

2. ***Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.***

3. Transportation at Government 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 Government 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 Government expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the Government's transportation cost liability must not exceed 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 Government 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 Hawai'i 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 Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see 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. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:

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 DOD Manual 1400.25-M, December 1996, SC630 available at: ***http://www.dtic.mil/whs/directives/corres/html/140025m.htm***.

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 MALT/PCS mileage (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. MALT/PCS Mileage Reimbursement. Reimbursement is authorized at the applicable MALT/PCS mileage 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 MALT/PCS mileage and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

(1) The employee elects to drive the POV 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 $35.00 from the port/VPC plus a $5.00 tips to the driver. ***NOTE: Transportation related tips are reimbursable per APP G, item 14.*** Pay the employee $.19/mile x 200 miles = $38.00 MALT/PCS mileage and $38.00 for between port/VPC and airport transportation = $76.00.

(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the shipped POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is $150.00 (airfare), taxi from the airport to the port/VPC - $30.00 including a $5.00 tip is $185.00; one-way official distance MALT/PCS mileage from the port/VPC to the new PDS is 500 miles x $.19/mile = $95.00. Pay the employee $285.00 for the one-way transportation costs of $185.00 and one-way MALT/PCS mileage of $95.00.

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. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable MALT/PCS mileage 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) MALT/PCS mileage 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 MALT/PCS mileage 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 Government expense provided the maximum amount the Government pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawai'i for an employee assigned on Johnston Island whose dependents reside in Hawai'i.

2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government'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 Government expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

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 Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government 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 Government 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 Government's interest for the traveler to have a POV. In the latter case, the Government 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 Government 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 Government

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government 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 Government'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 financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

C5224 SHIPMENT METHODS

A. Government-arranged POV Transportation

1. The transportation officer determines the transportation mode.

*2. Shipment procedures must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at***: *http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf***

B. Traveler-arranged POV Transportation (FTR **§**302–9.142 §302–9.207)

1. If POV transportation is authorized at Government 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 Government'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).

Effective for POV shipments on or after 1 November 2003

C5232 REPLACEMENT POV TRANSPORTATION

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i 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 conditions in pars. C5232-B or C5232-C 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 Government'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 Government expense within any 4-year continuous service period.

2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

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 Government 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 Government'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.

PART E: POV TRANSPORTATION

SECTION 3: CONUS POV TRANSPORTATION

C5240 GENERAL

A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

NOTE: See par. C7470 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and

2. ***It has been determined IAW pars. C5244-A2a. C5244-A2b, C5244-A2c, and C5254-A2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:***

   a. Cost of POC travel;

   b. Cost of transporting the POV(s);

   c. Cost of travel if the POV(s) is/are transported; and

   d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

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 Government 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. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be IAW Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: ***http://www.transcom.mil/j5/pt/dtrpart4/dtr-part-4-408.pdf***.

B. Traveler-arranged POV Transportation (FTR **§**302–9.142 §302–9.207). If POV shipment is authorized at Government 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 port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

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 an "traveler with a disability" (as defined in 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.

CHAPTER 5

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 employees authorized to make PCS moves.

2. See Appendix A for definition of a 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, mileage, and transportation expenses for the employee and dependents (FTR, §302-10.6).

4. The mobile home may be moved at Government 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 Government 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 authorization;

2. The employee certifies that the employee/dependents intend 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 Government'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 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 Government's transportation cost liability to transport 18,000 pounds 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 pounds) 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.

Effective 7 November 2005
*3. The employee's maximum allowances are determined by using the lowest tariff rate plus the applicable packing allowance times the maximum weight (18,000 lbs). Rates can be obtained from the SDDC website at: ***http://www.sddc.army.mil***. Click on "Personal Property/POV".

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

C. Employee Married to Employee. When both spouses are employees, they may combine their PCS HHG weight allowances to determine the maximum Government 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 travel authorization.

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

D. Employee Married to Uniformed Member. When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances to determine the Government's cost liability to transport their mobile home. See JFTR, par. U5505-B ***NOTE***.

NOTE: Only 90 days of storage of the combined weight may be included in the constructed cost.

C5270 TRANSPORTATION LIMITATIONS

A. Limitation. Reimbursement must not exceed what the Government 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 (see pars. C5275-C, C5280, and C5275-C2). ***Reimbursement must not exceed 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, (see par. C5280-B1 for preparation fees allowed as transportation costs), reimbursement is authorized (***not to exceed 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 (not to exceed 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 government 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 (see 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 $0.11 per 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 $0.11 per 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. C1065-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. See 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 GOVERNMENT-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 Government may arrange the employee's mobile home transportation by commercial/Government means to/from the points authorized in this Part.

B. Government's Cost Obligation

1. The Government'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 Government 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 may not exceed the estimated amount allowable.

3. An advance is not authorized when the Government 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 Government 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 Government 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 Government will move the mobile home, left behind in CONUS, for the dependents/heirs to:

a. The actual residence (see Appendix 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: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Chapter 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. C1004.

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 Positions in the United States.

****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 Department of State Standardized Regulations (DSSR), Section 240 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 as stated in par. C1004.***

2. An employee performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location 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. C4500.

C5310 REIMBURSEMENT

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are $500 and $1,000.

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 paid at the ***with-dependent rate*** (see FTR §302-3.202).

c. Even if each employee without dependents has a travel authorization/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**: First appointees assigned to an OCONUS PDS are paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. C1004-C.

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of $500 or the equivalent of 1 week's basic compensation;

2. Employees with dependents: the lesser of $1,000 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 $500 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 2-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. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non-refundable utility fees/deposits;

4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);

5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into 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;

Effective 22 January 2007
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;***

Effective 18 April 2006

GSBCA ruling involving costs related to "UK pet scheme"

An employee transferred from Colorado 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://141.116.74.201/regs/comp-gen-dec/GSBCA16827.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 Government's interest (GSBCA 16351-RELO, 1 April 2004); and

13. 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 these regulations;

2. Costs that are not allowed in this Volume;

3. Costs reimbursed under other provisions of law or regulations;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

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 this Volume;

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 quarters;

20. Costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;

22. Costs of newly purchased items, such as rugs or drapes; and

23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (***http://www.dtic.mil/comptroller/fmr***) for costs associated with leaving the old PDS residence and establishing a new PDS residence,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED

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 Quarters 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(F). Fixed amount payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1004 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 Authorization. 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. See par. C5364-B2.***

*3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(F).

*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 Authorization/Order is Executed. Changes to the TQSE payment method ***before any part of the travel authorization/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 Authorization/Order is Executed. Once the employee selects a TQSE method, the selection may not be changed ***if the travel authorization/order (including the HHT) has been executed.*** See par. C5352-D5c below for an exception based on clerical error.

*c. Travel Authorization/Order Error. IAW GSBCA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel authorization/order has been executed if a clerical error was made on the travel authorization/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 authorization/order. An exception to this rule exists, however, if there is an error on the face of a travel authorization/order or if all the facts and circumstances surrounding the issuance of an authorization/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 authorization(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 authorization/order. Further, TQSE authorization 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 2 years after the employee reports for duty at the new PDS, 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. C4505-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. C4500; 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 Department of State Standardized Regulations (DSSR) (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see JFTR, Chapter 9, Part C) and TLE (see JFTR, Chapter 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).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Chapter 5, Part O.

PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED

SECTION 2: TQSE ACTUAL EXPENSE (TQSE(AE))

C5360 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. $109 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2007, or

2. PDS locality (not the lodging location) per diem rate ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for temporary lodging occupied in OCONUS localities.

B. AEA. ***AEA in Chapter 4, Part M 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. The following factors must be considered before authorizing TQSE(AE). TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and

2 Authorization is made 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 (***http://www.gsbca.gsa.gov/relo/r1545526.txt***), and GSBCA 16646 -RELO, 8 August 2005 (***http://www.gsbca.gsa.gov/relo/r1664608.txt***)). Also see 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 regulations.

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-B1 or C5354-B2 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 travel authorization/order.

2. Must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

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 but 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, not in excess of 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 any dependent occupies permanent private sector housing, or

2. Authorized time period expires,

whichever occurs first.

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. Receipts are required 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. For convenience, AOs may require claimants to use the suggested format, shown in Part H4 for claiming reimbursement and to record actual subsistence expenses.

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. See par. C5352-D4.

a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary quarters 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. See par. C1310-A2.

b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary quarters 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. See 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.*** See GSBCA 16836-RELO, 5 June 2006. This decision is available at: ***http://141.116.74.201/reqs/comp-gen-dec/GSBCA16836.pdf***. A traveler**,** who lodges with ***a*** friend or relative, is authorized the old/new PDS M&IE rate, ***if otherwise eligible***.

NOTE: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt).

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 "Claim for TQSE," illustrated in Part H4.

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). See par. C5358 for 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. Mobile Home TQSE Reimbursement. TQSE may be paid for temporary use of a mobile dwelling at the old and/or new PDSs. See B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001. A mobile home that becomes/is/is to become the permanent residence at the PDS cannot also be used as a temporary residence.

1. Allowable Expenses. Mobile home lot or marina rental space for the mobile home; utilities connection and disconnection costs for electricity, fuel oil, natural gas, sewer, trash, and water service; and mandatory Gov't-assessed fees (i.e., local, state, or federal).

2. 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 $300 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $200, utilities - $60, and mandatory Gov't fees - $40. The actual TQSE daily lodging cost is $15 ($300/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $300 ($15/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.

3. Reimbursement Limitation. The factors below may affect the employee's TQSE reimbursement involving mobile home use.

a. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1 when the 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 quarters) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary quarters expenses. If the employee's primary residence is/is to become the mobile home that is being used as a temporary residence, see par. C5750-B4 and do not pay TQSE.

b. TQSE may be authorized at the new PDS when the mobile home is the temporary residence while the employee is seeking a permanent residence other than the mobile home. TQSE expenses are limited to the temporary expenses listed in par. C5370-G1. Mobile home transportation is limited to the geographic points listed in par. C5260.

C5372 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a 'Lodgings-Plus' or fixed-amount basis) are deducted from the first authorized 30- or fewer-day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 or fewer day TQSE(AE) period;

b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30 or fewer 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 or fewer day TQSE(AE) period.

Examples
1. Authorized 10 days for HHT ('Lodgings-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).***
2. Authorized 10 days for HHT ('Lodgings-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 (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days). 27 days TQSE(AE): Reimburse actual expenses (par. C5370-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5372-A2c for the first 30 days.
3. Authorized a HHT (Fixed Amount) 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(Fixed Amount) 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 house-hunting trip.***

4. Authorized a HHT (Fixed Amount) 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 (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) 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.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) 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(F) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C5392.
NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT ('Lodgings-Plus' Method)) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary lodging was occupied.

6. Initially Authorized a 10-day HHT ('Lodgings-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. 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. ***$109,*** Standard CONUS per diem rate (***effective 1 October 2007***).

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. See ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse 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, 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 $109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are $109, $81.75, $81.75, and $54.50, 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. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse 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, 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 $109) in pars. C5372-A2a, C5372-A2b, C5372-A2c and C5372-A2d are $81.75, $54.50, $54.50, and $43.60 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 $109) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** when temporary lodging is located OCONUS. ***AEA (Chapter 5, Part M) may not be authorized/approved for TQSE(AE)***.

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
$109 (Eff 1 October 2007)	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
Employee or Unaccompanied Spouse	$109	$109	$109 x 75%	$81.75
Accompanying Spouse	$109 x 75%	$81.75	$109 x 50%	$54.50
Dependent 12 and older	$109 x 75%	$81.75	$109 x 50%	$54.50
Dependent under 12	$109 x 50%	$54.50	$109 x 40%	$43.60

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 $109 times 5 days ($545). 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 $545. 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 quarters were 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. See B-247061, 6 May 1992.

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary quarters were 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 $109 ($70/ $39) and the TQSE(AE) monthly lodging cost at the new PDS is $900/month. The employee's actual TDY lodging cost $60 times 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) lodgings 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. See GSBCA 16430-RELO, 13 October 2004.

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PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED

SECTION 3: FIXED TQSE (TQSE(F))

C5380 TQSE(F) OPTION

TQSE(F) is a lump sum payment that is ***always is based on the PDS location maximum per diem rate.***

C5382 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(F) is to be offered.

B. Considerations. The following factors must be considered before authorizing TQSE(F):

1. General

a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, instead of TQSE(AE).

b. TQSE(F) may be authorized for the number of days the AO determines necessary, up to 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(F) because receipts and supporting statements are not required.

3. Cost Considerations

a. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances***.

b. ***TQSE(F) always is based on the new PDS location maximum per diem rate.***

4. Employee Choice

a. TQSE(F) is based on a specific percentage of the locality per diem rate.

b. If the AO offers an employee the TQSE(F) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.

c. The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE).

d. ***If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

C5384 LIMITATIONS

A. Payment Limitation

1. ***Under no circumstances may TQSE(F) be paid for more than a total of 30 days***.

2. ***The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.***

3. TQSE(F) is a lump-sum payment based on the new PDS locality per diem rate in effect when the TQSE(F) offer is accepted by the employee. The lump-sum payment amount is not changed by any PDS per diem rate increase or decrease after the employee accepts the offer.

B. Time Limitation. ***The agency cannot impose limitations on when TQSE(F) begins (GSBCA 16267-RELO, 10 December 2003).***

C. Erroneous Advice. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(F) method and was authorized TQSE 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(F)) problem. 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 Government 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(F) time period is necessary and authorized for ***up to 30 days***.

C5388 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C5390 PAYMENT

If the TQSE(F) 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).

C5392 COMPUTATION

A. HHT. ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).*** See Chapter 5, Part M for HHT.

B. Payment Basis. TQSE(F) 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(F) payment is based on the employee plus 3 dependents.

Example 2. An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

*C. TQSE(F) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only. Please check http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html for current per diem rates***.

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum new PDS 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(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	***Formula***	***Total Payment***
Employee	$120	.75	30	1	(($120 X .75) x 30) x 1	$2,700
Dependent	$120	.25	30	4	(($120 x .25) x 30) x 4	$3,600
					Total TQSE(F) Pmt	$6,300

E. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = $90 (lodging) + $31 (M&IE) = $121 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 ($121) by .75. **$121 x .75 = $90.75**.

b. Multiply the answer in par. C5392-E2a ($90.75) by the number of days authorized (30). **$90.75 x 30 = $2,722.50**.

c. In this example, the employee's TQSE(F) payment is **$2,722.50**.

3. Dependents Calculation

a. Multiply the maximum per diem rate ($121) by .25. **$121 x .25 = $30.25**.

b. Multiply the answer in par. C5392-E3a ($30.25) by the number of days authorized (30). **$30.25 x 30 = $907.50**.

c. In this example, each dependent's TQSE(F) payment is **$907.50**.

d. In this example, the four dependents total TQSE(F) payment is **$3,630**. **4 x $907.50 = $3,630**.

4. Total Payment. In this example the employee's TQSE(F) payment is $2,722.50 for the employee and $3,630 for four dependents, for a total TQSE(F) payment of $6,352.25. **$2,722.50 + $3,630 = $6,352.25**.

CHAPTER 5

PART I: PET QUARANTINE

*C5400 GENERAL

Pet quarantine and/or transportation reimbursement is for PCS moves.

*C5405 PET QUARANTINE REIMBURSEMENT

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/or pet transportation expenses are reimbursable due to a PCS under Miscellaneous Expense Allowance. See pars. C5310-D7 and C5310-D8.

*C5410 GENERAL PET INFORMATION

A. Government-funded Transportation Not Authorized. ***Government funds are not to be spent to provide pet transportation.***

B. Pet Quarantine Information. The following website may contain useful pet quarantine information: ***http://www.aphis.usda.gov/vs/ncie/pet-info.html or http://www.aphis.usda.gov/vs/ncie/exp-pets.html.***

C. U.S. Fish and Wildlife Service Requirements. Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S.

1. Travelers returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104.

2. Website address for FWS fact sheet is ***http://international.fws.gov/pdf/pe.pdf*** and to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is ***http://forms.fws.gov/3-200-46.pdf.***

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. ***Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.***

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties (FTR §302-16-1).

2. Accompanied baggage and HHG shipment (UB, etc) must not include live animals.

3. TQSA or TQSE – lodging expense incurred for the employee's pet, for example a second hotel room (par. U5700 and U9150-A). Adopted from GSBCA 15843-RELO, 24 July 2002.

4. Kennel or boarding fees, for example, the employee paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member's residence. Adopted from GSBCA 16104-RELO, 19 June 2003.

5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable an employee to bring a pet to the new PDS. Adopted from GSBCA 16827-RELO, 14 April 2006.

***C5415 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED**

When the pet shipment is involved with employee and/or dependent transportation, see Appendix P, Part I, par. 6.

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. Costs in excess of the most economical route from the OCONUS PDS to the employee's actual residence are the employee's personal financial responsibility.

3. Authorization. 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-B a or Appendix Q. See pars C5570-C4, C5570-C5, C5570-C6, C5570-C7, or C5570-C8., for exceptions to the PDS service period agreement; ***or***

b. The OCONUS command determines that it is in the Government'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 is allowed for travel expenses up to the cost of the dependent travel by the most economical route (including policy-constructed airfare (see Appendix A) when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.

3. Reimbursement must not exceed the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

4. If available, Government transportation must be used for dependent early return travel,

5. See Chapter 2 for transportation modes, accommodations, transportation requests, baggage, and mileage rates ICW dependent early return travel.

6. See par. C1310 for receipt requirements.

C. Limitations

1. A dependent's early return travel under pars. 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 Government 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 Government'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 for receipt requirements.

D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227). Reimbursement for return travel and transportation allowances to the actual residence (see Appendix A) is authorized:

1. Anywhere in the world for an employee's former spouse and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at Government expense.

2. Reimbursement is authorized if, because of divorce/annulment, 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 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 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 Alaska or Hawai'i.***

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

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and Appendix Q 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 (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or

2. En route to a post of duty in Alaska or Hawai'i 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 Alaska or Hawai'i.

C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I 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 post of duty in Alaska or Hawai'i 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 Alaska or Hawai'i.

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 regulations 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 Alaska or Hawai'i 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 Alaska or Hawai'i. ***An employee must be advised in writing of this limitation.***

NOTE: The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are 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 Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. 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. Renewal Agreement Travel (RAT) Delay

NOTE: Delay may not be imposed on a DODEA teacher.

1. General

a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.

b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.

c. RAT ordinarily is performed between OCONUS tours of duty. See 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 regulations.

2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if

a. The employee is engaged on a project that is scheduled for completion within a reasonable time.

b. There is a temporary personnel shortage, or

c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

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. See par. C5570-C1. 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 regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by a 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 dependents. 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. See par. C5542.

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NON-CUMULATIVE

RAT is to 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

See par. C2305 for allowed baggage transportation.

C5527 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)

See par. C5190 for up to 90 days of HHG storage in transit.

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, Chapter 4, Part M, or Appendix O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to RAT:

Renewal Agreement Travel				
NOTE: See http://perdiem.hqda.pentagonon.mil-bin/pd-rates/cpdrates.pl or par. C5060-D3 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. C5060-G1a(2).				
4. Maximum per diem rate at time of travel $109 ($70/ $39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)				
5. Reimbursement:		9/1	75% x $39 (M&IE) =	$29.25
		9/2- 9/30	No per diem	0.00
		10/1 – 10/2	75% x $39 (&IE) =	$29.25
Total Reimbursement				**$58.50**
6. Par. C5060-G1a(2) applies and the destination M&IE rate ($39) 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 actual residence for RAT is used for computing per diem. See par. C5060-G1c(2).				
8. ***Per diem for dependents is not authorized for RAT.***				

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DOD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

C5536 ALTERNATE DESTINATION

A. Authorization

1. An employee/dependents is/are 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(s) travel to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.***

4. The policy-constructed airfare (see Appendix A) is to be used for constructed cost purposes (see Appendix P, Part I-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 Germany. The actual residence is Ames, IA.	
There is no city-pair airfare to Ames, IA. The policy-constructed airfare (incorporating some city-pair airfare connections) =	$1,200
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to Boston =	$1.400
Least expensive non-city-pair coach airfare to Boston, MA =	$2,000
Since the city-pair airfare cost to Boston, MA, is more expensive than the policy-constructed airfare to Ames, IA, the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost ($2,000 - $1,200 = $800).	
Employee's Financial Responsibility	**$ 800**

2. Example 2

Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair airfare to Washington, DC =	$980
Employee desires to utilize RAT to St. Louis, MO.	
City-pair airfare to St. Louis, MO =	$840
Since the city-pair airfare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair airfare to St. Louis ($840) NTE the $980 cost to HOR.	
Employee's Financial Responsibility	**$ 0.00**

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 travel authorization/order,

2. Omitted from the travel authorization/order may be later added to the travel authorization as an amendment, or

3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage. See 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 authorization/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. C4164-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 DoD Education Activity, or

(3) Pursuing other specific professional preparations meeting current DoD Education Activity 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. When a teacher travels at Government expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:

(1) Course(s) completion, or

(2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the Government.

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 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. See personnel regulations regarding 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 Storage in Transit (SIT). Authority for storage between school years (see 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 regulations address 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 shipment 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 Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination.

3. In these cases, dependent transportation may be as provided in par. U5545.

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 2 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 remained 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. When the employee:

1. And dependents travel 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,

the dependents may return to the OCONUS PDS after the leave.

CHAPTER 5

PART L: SERVICE AGREEMENTS

*Section 1: General

C5550 SERVICE AGREEMENTS

A. General (FTR, §302-2.12)

1. A service agreement is a written agreement between the employee and the employee's agency, signed by the employee and agency representative, stating that the employee agrees to remain in Government 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.

3. Agreement forms, their preparation and disposition are in par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the Government 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.

C5552 PERSONNEL AUTHORIZED TO NEGOTIATE AGREEMENTS

A. General. Agreements must be negotiated by personnel designated by the component concerned.

B. Designated Personnel. For all 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 location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

l. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The Government'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-C3).	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-C3).	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.

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-C4.	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 allowance authorization to the new PDS. A release from the tour of duty requirement for the Government'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.
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 (Chapter 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 Government service. ***NOTE*: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Government 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 Government 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.
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 Government 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) a House hunting Trip if authorized by the gaining activity (if the employee is eligible – 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. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
Effective 13 April 2006

B. Preparation and Disposition

1. The signed service agreement or a faxed copy of the signed service agreement is:

   a. Placed in the employee's personnel folder, or

b. As otherwise directed in appropriate personnel directives,

and the employee is furnished a copy of the signed original.

2. The provisions of par. C5556 apply when determining the actual residence.

3. 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/***.

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 for printing and/or downloading from the Internet through the Washington Headquarters Service DOD Forms Program at the following website: ***http://www.dior.whs.mil/***.

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-C3 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 a CONUS/non-foreign OCONUS 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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CHAPTER 5

PART L: SERVICE AGREEMENTS

Section 3: Renewal Agreements

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 Government 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 Government, 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 Government civilian employee,

d. Private individual,

e. Employee of a private individual, or

f. Non-Federal organization employee.

PART L: SERVICE AGREEMENTS

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 effective date of transfer.

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

Effective 16 March 2005

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. Standard tours of duty are 36 months under initial agreements, and 24 months under renewal agreements.

c. Exceptions to the standard tours of duty are in Appendix Q, pars. A, B, C and D.

d. Appendix Q, par. E provides instructions for requesting a change in tours of duty.

e. Initial agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in Appendix Q (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-C2d, 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.

c. Administratively Extended Tours of Duty

(1) A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.

(2) Except as in par. C5570-C2d, 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.

(3) A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.

(4) Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.

(5) The employee and the DOD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

d. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

(1) 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

(2) 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.

(3) The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

(a) Tour of duty completed under an initial agreement;

(b) Tour of duty completed under the extension of the initial agreement, and

(c) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

e. Employee Released from 5-Year OCONUS Limitation

(1) 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-C2c.

(2) 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.

f. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

(1) The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5570-C2 and C5570-C2c, 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)).

(2) DOD component policies on OCONUS extensions beyond 5 years must be applied in conjunction with pars. C5570-C2e and C5570-C2F.

3. Tour of Duty Areas. See Appendix Q for tours of duty, and information on requests to establish other than standard tours of duty.

4. 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 Government 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 Government employment, and with whom an agreement is negotiated;

c. A Government contractor employee who separates locally to accept Government 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. Government 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).

5. 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.

6. 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.

7. 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.

8. 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.

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 Government'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 Government's convenience.***

e. Separation as a result of reduction in force;

f. See par. C5570-C6 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 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 quarters 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/Government 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 Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

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.

PART L: SERVICE AGREEMENTS

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 Government 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 Government for the PDT allowances paid by the Government, and

3. May be indebted to the Government 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 Government, 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 Government'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 Government 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 Government for the travel and transportation allowances and cost paid by the Government 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 Government 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 Government 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 Government 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 Government 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 Government may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

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 Government service. These credits and any remaining liability are computed as in par. C5580-C1.

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:

1. An amount equal to any LQA received during the recess period between school years; and

2. The reasonable value of any quarters and/or storage provided during the recess period.

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 Government cost, without tax, for the accommodations furnished under Chapter 2, Part E. The employee must be allowed appropriate credit for Government-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and 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 Government

1. An employee's financial responsibility to the Government must be based on travel to and/or 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. Government'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 Government'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 Government 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 Government's share upon submission of an appropriate voucher.

d. Must furnish receipts for claimed expenses. See par. C1310.

e. Is responsible for reimbursement of the Government'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/PCS mileage rates. For current per diem rates go to http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html.

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where 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 $265.00 - Credit $132.50 = $132.50 due to the Government. There is no further Government liability.
Statement approved:

_____
A. B. Person, Civilian Personnel Officer
17 January 2005

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 Government 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 Government 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 Government expense. Total travel and transportation allowances are $1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, 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 Government expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 pounds) were transported at Government 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 Government 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	+ 1000.00
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 $2,178.00 = $952.50 due to the Government. 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 Government expense. The son remains in Atlanta to attend school and at the end of nine months travels at Government 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 Government 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 Government 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 $1,340.00. Since the employee was authorized a credit of $1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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PART M: HOUSE HUNTING TRIP (HHT) (FTR §302-5)

C5600 GENERAL (FTR §302–5.1-2)

A HHT:

*1. The AO has the discretion to allow a HHT. ***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 for a HHT.

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.

5. May be authorized for an attendant or escort within this Part when Chapter 6, Part L or APP E, Part I, par. A2l apply (59 Comp. Gen. 461 (1980)), ***http://141.116.74.201/reqs/comp-gen-dec/B-198237.pdf***.

If the HHT is allowed, it should serve to lower the Gov't's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary quarters occupancy.

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 Nebraska 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 (as measured by map distance) via a usually traveled surface route.

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. C4500 instead of per diem/actual expense allowance 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 may be allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

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 2 years 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 to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);

3. The appropriate HHT duration (NTE the maximums in the Part);

4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and

5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. ***The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.*** An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and 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 Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a 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 to be authorized, a HHT possibly may be avoided. It might be less costly to the Gov't, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters 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 is to 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, 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)

House-hunting trips, 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, must not exceed 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.

2. If POC use is authorized (thereby making POC transportation 'in the Gov't's interest') the PCS mileage/MALT rate in par. C2505 applies.

3. 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.

4. 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, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable PCS MALT rate in par. C2505 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to and 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 Lodgings-plus method as in par. C5624-B1.

2. A DOD component may, however, offer to pay a fixed amount for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer fixed amount reimbursement:

a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodgings-Plus' method) requires submission of a travel claim for review of the lodging expense amount validity, accuracy, and reasonableness. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. ***A single 'generic' decision for all PCS moves is not authorized.***

c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-Plus' Computation Method. An appropriate per diem is authorized, 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 Chapter 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. 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 rate (listed at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***) by 5.

3. Payment

a. The fixed amount 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 fixed amount not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to being collected back, 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 for lodging and $51 for M&IE).

b. The single occupancy lodging cost is $130.

c. The DOD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the 'Lodgings-Plus' option (par. C5624-B1).

d. When the employee elects per diem under the 'Lodgings-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***.

2. Example 1. The traveler elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. 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 $51 = $38.25 plus $130 (single lodging cost) =	$ 168.25
8 days in the Arlington Area:	$51 (M&IE) + $130 (Lodging) = $181 x 8 days =	$1,448.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,654.50**
Spouse's Per Diem Using par. C5125-C, 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 $1,654.50 (employee's per diem) =	**$1,240.88**
Total Per Diem Payment		
Employee's per diem		$1,654.50
Spouse's per diem		+ $1,240.88
Total Per Diem for Employee and Spouse		**$2,895.38**

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount. See par. C5624-B2a. ***No lodging receipts are required.***

Total Fixed Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (fixed 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 'Lodgings-Plus' computation method (par. C5624-B1). Using par. C5125-C, the employee is authorized per diem for the spouse up to the maximum 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:	$38.25 (75% x $51) + $130 (Lodging) =	$ 168.25
8 days in the Arlington area:	$51+ $130 = $181 x 8 days =	$1,448.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		**$1,654.50**
Situation B: The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. ***No lodging receipts are required***		
Total Fixed Subsistence for the Spouse	$201 x 5 (fixed rate for one person)=	**$1,005.00**

5. Example 4. The employee elects a 10-day HHT with per diem computed under the 'Lodgings-Plus' computation method. See par. C5624-B1. The employee and the spouse perform HHTs at different times. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 plus $130 (single lodging cost) =	$ 168.25
5 days in the Arlington Area:	$51 (M&IE) + $130 (Lodging) = $181 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:	75% x $51 = $38.25 + $130 (single lodging cost) =	$ 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

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310.

2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts. See par. C1310.

3. An employee paid for a HHT using the fixed amount 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 (see APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A house-hunting trip 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 house-hunting trip is authorized under the 'Lodging-Plus' method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, 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, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). Under the circumstances in par. U5630 an employee is ***not*** in a duty status while house-hunting. See DOD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the 'Lodgings-Plus' method is offered and elected.

2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodgings-Plus' method in par. C5624-B1 for the location and duration of the HHT.

3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the 'subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodgings-Plus' method.

4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT ICW TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodgings-Plus' or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,

2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer 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 or fewer day period.

B. TQSE(F). ***The number of days paid/reimbursed for a HHT are not deducted from TQSE(F).*** See par. C5392.

CHAPTER 5

PART N: RELOCATION INCOME TAX (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.

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=8199&channelId=-16525&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 nor more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY. See par. C5710.

NOTE: A service agreement is not required for a TCS move.

B. Employee (FTR §302-3.403). Each employee is eligible for a TCS except a/an:

1. New appointee;

2. Individual employed intermittently 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 Government Employees Training Act (5 USC §4109) (see par. C4500); or

5. Employee assigned to/from a State or local Government under the Intergovernmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. See par. C5705-A for eligibility.

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Consideration (FTR §302-3.421)

*1. According to available information from the IRS, 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 about potential income taxes incurred incident to an extended TDY assignment exceeding one year at one location.

2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but 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. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. 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 should be considered.

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 Government 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/PCS mileage if a POC is used (see par. C5050);

2. Employee's travel and transportation expenses (see par. C4553-B3 for per diem);

3. Transportation and dependent' per diem (see Chapter 5, Part C);

4. HHG transportation, storage-in transit, (see Chapter 5, Part D);

5. MEA (see Chapter 5, Part G);

6. Mobile home transportation instead of HHG transportation (see Chapter 5, Part F);

7. POV(s) transportation (see Chapter 5, Part E); and

8. RIT allowance (see Chapter 5, Part N).

NOTE: AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);

2. TQSE while occupying temporary lodging (see Chapter 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) (see Chapter 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 cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and

4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 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 (see par. C5415) 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 (see par. C4553-B), and dependent (see Chapter 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 (see Chapter 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 (see Chapter 5, Part H) ***may be authorized but is not mandatory*** in extraordinary circumstances;

4. Real estate expenses (see Chapter 5, Part P);

5. Residence-related relocation service expenses (see Chapter 5, Part Q);

6. Property management expenses (see Chapter 5, Part Q);

7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);

8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (not to exceed 18,000 pounds) 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 GOVERNMENT SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from Government service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from Government 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 (see 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.

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 dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's transfer effective date. See 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 2-year period begins on the employee's transfer effective date and ends on the second anniversary of that date. For example: If an employee's transfer effective date was 20 October 2005, settlement must occur no later than 20 October 2007.)

4. The 2-year period may be extended for up to an additional 2 years 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 2-year period.

6. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost.

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 2-year period and that the delayed transactions are reasonably related to the PCS.

8. Costs for transactions completed after the 4-year period may not be reimbursed. See B-191018, 26 December 1978).

9. The 2-year extension is effective for an employee whose transfer effective date (see APP A) is on or after 19 February 2002. For an employee with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

10. ***There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2-8 and 302-2.11 which has the force and effect of law.*** See 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. See definition in 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 authorization/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 (see definition in APP A) 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. See GSBCA 16811-Relo, 13 March 2006. This decision is available at ***http://141.116.74.201/reqs/comp-gen-dec/GSBCA16811.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 authorization/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. See 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. See 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 authorization/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. See 72 Comp. Gen. 130 (1993).

(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 Comptroller General and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from Alaska to a foreign PDS, Singapore, in the Gov'ts interest. The employee sold the Alaska residence after being notified by agency officials that return would not be to Alaska and that return rights would be to the prior position in Savannah, Georgia. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, South Carolina. 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 Alaska since it was sold after the employee had been officially notified that the return would not be to Alaska but to a different duty station in CONUS or non-foreign OCONUS area. See 72 Comp. Gen. 130 (1993). This decision is available at: ***http://141.116.74.201/regs/comp-gen-dec/B-249184.htm***.

2. Example 2. An employee assigned at Fort Shafter, Hawai'i, was notified that the employee would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in Hawai'i. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in Hawai'i 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 United States (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 Hawai'i. The employee was later transferred from Korea to Huntsville, Alabama. 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, Virginia, or in the alternative, Huntsville, Alabama, if the function was transferred there. The Comptroller General believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in Hawai'i. The employee sold the residence in Hawai'i after receiving the official notice. The Comptroller General authorized real estate allowances for the employee's residence sale in Hawai'i 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. See B-255822, 17 May 1994. This decision is available at: ***http://141.116.74.201/regs/comp-gen-dec/B-255822.htm***.

3. Example 3. An employee who transferred to Brasilia, Brazil from Grand Junction, Colorado, 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. See B-242558, 19 Jun 1991. This decision is available at: ***http://141.116.74.201/regs/comp-gen-dec/B-242558.htm***.

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, California, 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, Florida. 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. See GSBCA 13699-Relo, 21 March 1997. ***This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA13699.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 an 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. See B-261836 Date: No Date. ***This decision is available at: http://141.116.74.201/regs/comp-gen-dec/B-261836.txt.***

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, Colorado, 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, Colorado, 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, Oklahoma. 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, Oklahoma. 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. See GSBCA 14889-Relo, 7 April 1999. ***The Comptroller General noted in this decision that the PDS includes the residence or other quarters 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. This decision is available at: http://141.116.74.201/regs/comp-gen-dec/GSBCA14889.txt.***

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 the 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).

NOTE: See 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 (see 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. C1004.

C5753 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, 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. C4500;

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 (see 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; and

e. 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:

(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 may not exceed 3 months' interest on the loan balance.);

(8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the 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. See 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. See DODFMR Vol. 9, Chapter 6, paragraph 610, at ***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 at the following website: ***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 not in excess of 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, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.**

C5765 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

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

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

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 16246-Relo, 12/4/03
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)

64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		

G. FHA or VA Loan Application Fee

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

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

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-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

P. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

*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

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-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	

U. Operating or Maintenance Costs

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)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

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

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 15718-Relo (02/28/02)	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 15591-Relo (08/29/01)
GSBCA 15541-Relo (08/22/01)			

AE. Regularly Commutes

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 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)
GSBCA 15615-Relo (08/14/01)			

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

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	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)

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PART Q: RELOCATION SERVICES

SECTION 1: GENERAL

C5800 GENERAL

A. DOD Contract Services. A DOD component may offer relocation services to an eligible employee. DOD currently has a contract with a private firm. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Section 2 of Part Q); and
5. Mortgage finding assistance.

B. DOD Component Responsibilities. Each DOD component must determine:

1. Which employee is to be offered relocation services use, and
2. To what extent relocation services are offered, and
3. Under what conditions relocation services are offered

to an employee transferring within/between DOD components or to another agency.

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 Government'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 Government 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 under Section 2 of Part Q.

C. Limitations. If the employee violates the service agreement terms, the Government reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company. See Chapter 5, Part L.

D. TCS. A service agreement is not required for PM services, under 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.

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-Government 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 paying 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. Travel Authorization/Order. The authorization for Relocation Services must be on the original PCS travel authorization/order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home). See par. APP I, Part 3, par. E1b(7).

PART Q: RELOCATION SERVICES

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5815 GENERAL

A. When PM Services May Be Authorized

1. A DOD component may permit PM services use when the PCS is in the Government'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 Government'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 Government 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 Government expense reimbursement; or

d. Is authorized TCS (see Chapter 5, Part O); or

e. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C5815-A3b and C5815-A3c above, PM services are in lieu of the sale of the employee's residence at Government expense.

B. Obtaining PM Services. PM services may be:

*1. Obtained under the DOD National Relocation Program contract (see ***http://www.nab.usace.army.mil/dnrp/***), or

2. Employee-procured rental agency services with reimbursement up to 10% of monthly rent.

C. 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.

D. 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 Government:

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.

E. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;

2. An employee assigned under the Government 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 components, 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 wok 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 cost effective for the Gov't than 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

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Chapter 5, Part P with the Gov't reimbursing expenses.

2. Payment for residence sale with the Gov't reimbursing expenses may not exceed 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 must not exceed 2 years 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, for up to 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 Chapter 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.

PART Q: RELOCATION SERVICES

SECTION 3: HOME MARKETING INCENTIVE PAYMENTS

C5835 GENERAL

A. Purpose. The home marketing incentive payment is intended to reduce the Government'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 activity significantly reduces the fees/expenses a DOD component must pay to a relocation services company and effectively lowers the relocation program cost.

B. Definitions

1. Home Sale Program. A program under which a relocation company, under contract with DOD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a buyer.

*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 Government 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: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4D236
Washington, DC 20330-1040
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 (see ***NOTE***); 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

See Chapter 7, Part M for Emergency Visitation Travel (EVT).

C5850 GENERAL

A. Component Responsibility. A DOD Component must provide assistance in arranging, and must pay the expenses for, the preparation (see par. C5865) and transportation (see 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 duty 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 deceased dependents are established by the:

1. DOD Directive 1300.22, Mortuary Affairs Policy. See ***http://www.dtic.mil/whs/directives/corres/pdf/130022p.pdf*.**

2. DTR Part VII, Chapter 701and 702. See ***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 cannot exceed 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 cannot exceed the common carrier cost ordinarily used for transportation of remains.

c. Transportation costs to burial place cannot exceed 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 may not exceed 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 cannot exceed the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

C. Dependents, Baggage and HHG

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. C5850-A1. Transportation costs must not exceed the cost of returning the dependents, 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 must not exceed the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependents 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. C5875-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 dependents.

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 Chapter 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 travel authorization/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, Part 3, par. G, and,

b. Transportation

(1) Should be provided by the AO through a CTO, or

(2) If transportation is not provided IAW par. C5880-D2b(1), 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 Dependents/Immediate Family. A DOD Component must continue payment of PCS expenses for an employee's dependents/immediate family if the dependents choose/immediate family chooses to continue the PCS and are included on the employee's PCS travel authorization/order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependents/family were/was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependents choose/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 dependents/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 and other dependents/immediate family;

4. HHG transportation and POV shipment to the/an:

a. New PDS,

b. Old PDS, or

c. Alternate destination selected by the immediate family, NTE the constructed transportation cost 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 (see APP A):

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.

CHAPTER 6

EVACUATIONS AND ADVERSE CONDITIONS

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C6300 **OPM REGULATIONS**

*CHAPTER 6

*PART A: EVACUATIONTRAVEL

C6000 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for Government expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.

2. See Chapter 6, Part C for foreign area evacuations.

3. See Chapter 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 dependents are authorized/ordered to evacuate the employee's PDS.

2. See Chapter 6, Part C, DSSR, section 615 for foreign area evacuations.

3. See Chapter 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 1400.11, adopted the provisions of the Department of State (DOS) Standardized Regulations (DSSR), chapter 600, "Payments During an Ordered/Authorized Departure" ***http://www.dtic.mil/whs/directives/corres/html/140011.htm***.

2. See Chapter 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 Appendix A for “foreign area”.

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, 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 planning.

E. Office of Personnel Management (OPM) Regulations

1. DODI 1400.11 ***http://www.dtic.mil/whs/directives/corres/html/140011.htm***, adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation.

2. See Chapter 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 Appendix A) evacuations.

C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Chapter 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DOS determines when an evacuation from a foreign area is necessary.

2. The Secretary of Defense, 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. Secretary of Defense authority does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DOD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DOS and DOD, 14 July 1998.

4. A commander of a Combatant command or the senior commander in the country concerned or the Defense 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 Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens.

5. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990). See ***http://www.dtic.mil/whs/directives/corres/html/302514.htm***.

6. POC for DOD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD CAP member for DOD agencies. The directory at ***http://perdiem.hqda.pentagon.mil/perdiem/phdir.html*** lists offices 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 Chapter 6, Part C for SEA.

E. Actual Expense Allowance (AEA). ***AEA in Chapter 4, Part M is not authorized/approved for evacuations from foreign OCONUS areas.***

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Chapter 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DOD components ***(PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DOD agencies. The directory in http://perdiem.hqda.pentagon.mil/perdiem/phdir.html lists names 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 and dependents of the respective Service;

3. The head of a DOD component (see definition in Appendix A) or designated representative;

4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

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 Government quarters) 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 Government quarters) 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 Chapter 6, Part D , section 550.405.

2. Actual Expense Allowance (AEA). ***AEA in Chapter 4, Part M is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.***

C6015 SAFE HAVEN

A. OCONUS Foreign Area Evacuation. See the definition of safe haven in Chapter 6, Part C, par. 610(l).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See the definition of safe haven in Chapter 6, Part D, par. 550.402(g).

C. U.S. Evacuation. If the fifty United States 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 United States and the District of Columbia to which traveling at Government expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Government quarters, 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 Government expense IAW the provisions in Chapter 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 Chapter 5, Part H.

*PART B: ADVERSE CONDITIONS TRAVEL

C6100 LEGAL BASIS

Title 5 USC §5725 provides authority for transportation at Government 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 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 as defined in DSSR, section 040m. Special factors include:

(1) Neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) 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 Government and is not included as another employee's dependent for determining a similar allowance:

(1) Spouse, excluding a spouse entitled 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 and children who are under the employee's or the spouse'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 and/or spouse'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 and/or spouse's sisters and brothers (including step or adopted sisters or brothers), when the sisters and 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 Government'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 post of duty, 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 (PL 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (PL 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 Department of Defense civilian employee who is a United States citizen or is a United States 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 United States citizen or national and who is not a citizen or national of the country in which the evacuated post 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 U.S. Gov't's interest.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

(1) The United States;

(2) The Commonwealths of Puerto Rico and the Northern Mariana Islands, and

(3) Any United States territory or possession.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

(1) Local United States citizens who do not have official U.S. 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 U.S. Gov't but who do not have an agreement for return transportation to the United States 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, Volume 1, (JFTR), Chapter 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/authorization issuance. The advance payment amount is the monetary amount for 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 authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission is upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order/authorization 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 Post

(a) Post Allowance. After all members of an employee's family depart from the post 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 post 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 United States 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 post.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the post.

(c) Living Quarters Allowance (LQA). LQA payment terminates as of the close of business of the employee's departure day from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances 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 United States 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 post 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 authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission 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/authorization 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 permanent duty station outside the evacuation area;

b. The effective date of transfer when the employee is already at the post 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 post.

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, where appropriate, designated representatives);

c. Feasibility of officially reassigning evacuated employees to other positions;

d. Number of evacuated employees and skills needed to reactivate the post; and

e. Any other facts or circumstances which 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, authorization 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 which 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 which 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 Post to Safe Haven Locations. When the fifty United States 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 United States or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty United States or the District of Columbia earlier than the employee, are permitted travel and transportation at U.S. 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 post 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 post 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. When 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 post 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 post. 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 post) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, which 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 post, evacuees are still eligible for an airfreight allowance when/if they return to post.***

(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 U.S. Gov't's interest and authorized by the Secretary of State.

b. Household Goods (HHG), Privately Owned Vehicle (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 U.S. 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").

Per diem rates are accessed on the internet at the following locations:

For CONUS: ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***.

For OCONUS: ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***

(b) **Commercial rate**

(1) The per day 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 the tax on commercial lodging 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 (http://perdiem.hqda.pentagon.mil/perdiem/phdir.html) 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.

(1) 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 authorization to report to the official safe haven or to a temporary duty 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 U.S. 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 at 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, where 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 post may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher and does not exceed the day 180 limit):

(a) The date the evacuated employee commences travel under an assignment travel authorization 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 post of assignment, or appropriate action must be taken to reassign the employee to another post. 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 post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee 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/dependent who has/have not yet arrived at the PDS at the time of the evacuation/departure order is/are not covered by DSSR, chapter 600. However, under the limited circumstances outlined in DSSR, section 245, an employee and/or dependents precluded from proceeding to post 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 post are eligible for involuntary separate maintenance allowance (DSSR, section 260) effective the date the employee begins official travel under an assignment travel authorization.

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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 – either authorized or ordered – the 180-day clock "begins ticking".

2. ***Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?***

A: IAW DSSR, section 645 all agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, agencies desiring to deviate from DSSR, chapter 600 must seek the Secretary of State's authorization before doing so. The dependents of uniformed personnel are covered separately under the Joint Federal Travel Regulations, Volume 1 (JFTR), Chapter 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 Government's best interest (DSSR, section 614c). Within DOD, PDUSD (P&R) authorizes alternate safe havens (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, section 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 - $109 as of 10-1-07). 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, sections 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, section 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, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 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, section 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, section 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 quarters. 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, section 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, section 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, section 632.1, "There is only one 'first evacuee', except as provided under DSSR, section 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, section 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 quarters 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, section 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 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, section 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, section 633.2).

20. ***Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, chapter 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, section 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 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 residence quarters are vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of residence quarters; 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 residence quarters.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, section 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, section 264.2(2)).

22. ***Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, section 262.3b)?***

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, section 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, section 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, section 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, section 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 quarters 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, section 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, section 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, section 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 per 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 US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)
http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html
--Non-Foreign, outside continental US = DOD ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html***
--All Foreign Locations = STATE ***http://www.state.gov/m/a/als/prdm/***

Basic rules for determining SEA payments:
If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

(a) Official safe haven;
(b) Approved alternate safe haven; or
(c) Continental US (CONUS) [as of 1 October 2007, that is $109 ($70/ $39)]

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 per day; (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging is $150 per day

Non-Commercial Rate
Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

*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.

Effective 7 August 2000

(a) Purpose. This Part provides regulations to administer title 5 Code of Federal Regulations (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, United States Code, 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 US 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 United States and certain non-foreign areas:

1. The Secretary of Defense, 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 Appendix A) or designated representative;

4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

(1) The Department of Defense (DOD) and DOD Components;

(2) An employee of a DOD Component who is a U.S. citizen or who is a U.S. national;

(3) An employee of a DOD Component who is not a U.S. citizens or a U.S. nationals, 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 United States.

(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 Appendix A).

(e) Administration. The responsible official designated by the Secretarial Process for the DOD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. 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, United States Code.

(**b)** **Day** means a calendar day.

Effective 13 October 2005
(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** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the United States. This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR, Appendix A. See JTR, Appendix A for listing of territories and possessions of the United States.

Sec. 550.403 **Advance Payments; Evacuation Payments; Special Allowances**

(a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and 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 taxes, 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 not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) Evacuation payments 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

Effective 28 August 2005
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:

Effective 22 September 2005
(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 <u>Work Assignments during Evacuation; Return to Duty</u>

(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 <u>Termination of Payments during Evacuation</u>

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;

Effective 28 August 2005
(d) The employee has resumed duties at the duty station from which evacuated; ***<u>NOTE</u>: 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 <u>Review of Accounts; Service Credit</u>

(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.

(Effective 16 July 2007)
Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis.

(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.

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INFORMATION ON EMPLOYEE OR DEPENDENT DEATH IS MOVED TO CHAPTER 5, PART R

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PART B: MISSING PERSONS CASES

C7085 GENERAL

*A. General. Transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 or more days, interned in a foreign country, or captured by a hostile force, provided the requirements in par. C5870-C4b are met.

*B. Requirements. Transportation, IAW par. C5870C4a, 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 U.S. residence,

2. Is not part-time or intermittently employed or in a category of native labor casually hired on a hourly or per diem basis,

3. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

C7090 CONDITIONS

A. Dependent Defined. For this Part, the term dependent includes a/an:

1. Lawful spouse,

2. Unmarried child under 21 years of age,

3. Dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or

4. Individual determined to be dependent by the Department head or designated representative.

B. HHG and Personal Effects Transportation. HHG and personal effects, within the allowable weight limits in Chapter 5, Part D may be transported.

C. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See Chapter 5, Part E.

D. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the Department head.

E. Employee in an Injured Status. When an employee is in an "injured" status, the movement of dependents, HHG and personal effects may be authorized only if the anticipated hospitalization/treatment period is expected to be of long duration.

C7095 RESPONSIBILITY

The commander of an activity, having jurisdiction over the employee concerned, is responsible for taking necessary action, including administrative determinations, obtaining authorizations/approvals required in applicable departmental regulations, and issuing travel authorizations/orders.

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*PART C: CIVILIAN ESCORTS AND ATTENDANTS

C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENTS (10 USC §1036)

A civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependents who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round-trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C7100 must be cited as authority on the travel authorization for an escort to perform necessary travel per JFTR, par. U7551. The transportation mode and routing must be IAW Chapter 2. Another civilian must be issued an ITA (App E, Part I, par. A2l). 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 DEPENDENTS (10 USC §1040)

A civilian employee, who performs authorized travel as an attendant for a Uniformed Service member's dependents who are authorized transportation to or from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C7105 must be cited as authority on a travel authorization authorizing an attendant to perform necessary travel per JFTR, par. U5240-C. The transportation mode and routing must be IAW Chapter 2. Another civilian must be issued an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7554. Travel and transportation allowances authorized by par. C7105 may be paid in advance IAW the DOD Component's policy.

C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A DOD civilian employee may be authorized TDY travel as an attendant/escort for a Uniformed Services member who is on the TDRL and who is also required to submit to periodic physical examinations. See JFTR, par. U7251-A. A DOD civilian employee traveling as an attendant/escort is authorized round trip travel and transportation allowances. The transportation mode and routing must be IAW Chapter 2. The travel-directing organization funds the DOD employee's travel. A non-DOD Government employee who is assigned as an attendant/escort under a TDY travel authorization is authorized the allowances prescribed in the regulations issued by the agency funding the travel. Another civilian travels under an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

C7115 ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)

A. <u>DOD Civilian Employee</u>. A DOD civilian employee, who performs authorized travel under a TDY travel authorization as an attendant/escort for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant/escort (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.

B. <u>Non-DOD Government Employee</u>. A non-DOD Government employee assigned TDY as an attendant/escort is authorized the allowances prescribed in the regulations issued by the agency funding the travel.

C. <u>Another Civilian</u>. Another civilian travels under an ITA (App E, Part I, par. A2e) and is authorized the same travel and transportation allowances as a DOD civilian employee. See JFTR, par. U7250-D3.

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*PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

C7150 APPLICABILITY

A. Application. This Part applies to an interviewee. As used in this Part, an "interviewee" is an individual being considered for employment by a DOD Component.

B. Policy. Unless otherwise stated, the allowances established in this Part for an interviewee are the same as those available to a DOD employee traveling on official Government business. However, a DOD Component is not required to offer all allowances to each interviewee. See par. C7165-B.

C7155 AUTHORIZATION

A. Payment Authority. A DOD Component may pay allowable pre-employment interview travel expenses (as defined in par. C7165) for individuals eligible under par. C7155-B.

B. Eligibility. Each DOD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM qualification criteria guidelines for agencies are found in 5 CFR Part 572.

C7160 RESPONSIBILITIES

A. DOD Component Responsibilities

1. General. A DOD Component must adhere to the general travel authorization 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 must communicate DOD travel rules and procedures to an interviewee. The DOD Component should ensure the interviewee understands how travel reimbursements are calculated. The DOD Component also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. 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. For example, a DOD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DOD Component. However, the interviewing DOD Component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. An interviewee is a mandatory user of the Government's city pair airfares with airlines and Amtrak and is bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. A DOD Component must provide written instructions to the interviewee at the time a travel authorization is issued explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DOD Component are bound by the same rules that apply to an employee traveler and DOD Component in par. C2201.

5. Billing Information for Ticket Exchanges. If an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DOD Component billing office. To facilitate this refund procedure, a DOD Component must provide an interviewee with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C7165 REIMBURSEMENT

A. Allowable Expenses

1. Expense Limitation. A DOD Component may pay to or on behalf of an interviewee the same allowable 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 may pay all or part of pre-employment travel expenses. A DOD Component 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 Government interview; and

2. Hire of a room as defined in App G, Part I, Item 21e.

C7170 FUND SOURCE

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DOD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Sources Not Allowed

1. GTCC. A GTCC, issued to an individual employee, may not be used for pre-employment interview travel. However, a CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. ***An interviewee must not be issued a travel advance.***

3. Travelers Checks. ***Government contractor-issued travelers' checks may not be used for pre-employment interview travel.***

C7175 REIMBURSEMENT CLAIM

A. Fraudulent Claim. Requirements regarding payments when expense(s) are suspected of being fraudulent are addressed in DODFMR, Vol. 9 or appropriate Service regulations for non-DOD Services. AEA denial for an entire day on which a suspected expense is claimed is per the DODFMR. If payment is made before discovery of a suspected falsified expense, the DODFMR prescribes any requirement for the traveler to reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

B. Receipt and Record Maintenance. Each interviewee authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the reimbursement method, it is prudent for an interviewee to retain all receipts until reimbursement claims are settled. The DOD Component should alert the interviewee to such requirements.

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. An 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 the administrative procedures, consistent with those in DODFMR, Vol. 9, for an interviewee to follow in submitting a travel voucher.

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*CHAPTER 7

*PART E: TRAVEL AT NO EXPENSE TO THE GOVERNMENT

C7200 GENERAL

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

B. Employee Status. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave status. ***If the employee is in a duty status, a TDY travel authorization must be issued. If the employee is in a leave or other non-duty status, a travel authorization must not be issued.***

C. Travel Documentation. Any travel documentation provided to the traveler must indicate that:

1. Attendance at the event is in the DOD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;

2. Travel is at the traveler's request and no accounting information is to be placed on the travel documentation; and

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

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*PART F: REPATRIATION TRANSPORTATION

C7250 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL

A. Conditions. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at Government expense through violation of a service agreement, may be authorized Government transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at Government expense,

2. The employee's actual residence is in the U.S.,

3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at Government expense and the destination is in the U.S.,

4. 90 or fewer days have elapsed since transportation eligibility loss,

5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,

6. Government transportation facilities (AMC or MSC) are available to the U.S., and

7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the Government's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The transportation cost is the International Rate Book Tariff rate when travel is by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

C7255 FOR ARMY CIVILIAN MARINE PERSONNEL

A. Coverage. Par. C7255 applies to the repatriation of a U.S. citizen civilian marine employee of the Department of the Army 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. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. ***These provisions do not apply to a local marine employee in an OCONUS area who is employed under a labor contract or a civilian marine employee paid under native wage scales.*** The OCONUS command concerned repatriates such an employee under local law and local prevailing maritime practice.

B. Classes I and II Repatriates

1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in pars. C7255-B2 and C7255-B3.

2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes an employee left ashore as a result of a sudden, unannounced change in the ship's schedule, an employee hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and an employee put ashore as a result of shipwreck.

3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employee's own negligence, misconduct, or desire to leave employment. This includes an employee hospitalized as a result of misconduct disability, an employee who has deserted the ship, and an employee detained by police authorities.

C. Assistance Furnished

1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under pars. C7255-C2 and C7255-C3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.

2. Class I Repatriate. If a Government civil service manned ship is not available for the transportation of a class I repatriate, a travel authorization may be issued providing travel and transportation.

3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. See appropriate personnel directives regarding a workaway's status as filling a vacancy on a manning scale and/or wages. See appropriate personnel directives regarding a class II repatriate's duty performance requirements. See appropriate personnel directives to determine if a workaway is to be assigned day work in the department of the workaway's rating and be subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished to a workaway are at no cost to the Government, even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, Government funds may not be used for travel and transportation unless the individual is destitute. In such cases of destitution, all Government funds spent must be recovered through appropriate collection procedures, including deductions from compensation due.

*PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)

C7300 GENERAL

The heads of a DOD Component may authorize/approve certain travel and transportation expenses for a threatened individual (as provided in par. C7305) whose life is in jeopardy as a result of the employee's assigned duties and who, as a protective measure, is moved to temporary living accommodations at or away from the PDS.

C7305 ELIGIBILITY

An employee (as defined in App A) who serves in a law enforcement, investigative, or similar capacity and members of their immediate families (as defined in App A) are eligible for the allowances under this Part when, because of the employee's assigned duties, the employee is found to be in a life-threatening situation. When warranted by the circumstances of a particular situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, the DOD Component must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this Part, "employee" also includes a Federal employee and another person cross-designated as an employee for a specific investigational purpose. A member of such employee's immediate family also is eligible. The employing DOD Component must be the DOD Component to whom the employee was assigned at the time of the threat.

C7310 POLICY

The authority in par. C7300 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 60 or fewer days, and the only feasible alternative is to transfer the employee to a new PDS. The head of a DOD Component must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

C7315 DELEGATION OF AUTHORITY

The head of a DOD Component may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving an eligible individual from home.

C7320 PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL

When a situation occurs that appears to be life-threatening, the head of the DOD Component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from home. The head of the DOD Component must immediately inform the Criminal Division of the Department of Justice (DOJ), IAW DOJ regulations, of the threat. The name of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DOD Component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DOD Component of the seriousness of the threat and recommend a course of action. The head of the DOD Component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DOD Component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

C7325 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DOD Component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be allowed for 60 or fewer days. The DOD Component may, however, approve extensions of the time as provided in par. C7320. If the threatened individual was directed to move into temporary accommodations during DOJ's initial

7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DOD Component decides to return the individual home. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DOD Component should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DOD Component designates the appropriate location(s).

C7330 SUBSISTENCE PAYMENTS

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the employee's responsibility. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

C. Allowable Meal Expenses. ***Under the criteria in par. C7330-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable.*** When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

D. Maximum Allowable Amount

1. Computation Method. The head of the DOD Component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C7330-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses, required to be itemized under par. C7330-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C7330-D2 below.

2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C7330-D2a, C7330-D2b, C7330-D2c, C7330-D2d and C7330-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations must be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DOD Component. This amount shall not exceed the applicable maximum per diem rate in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation for the spouse must not exceed 75% of the employee's daily limitation established in par. C7330-D2a.

c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation must not exceed 75% of the daily limitation established in par. C7330-A.

d. For Each Family Member under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation must not exceed 50% of the daily limitation established in par. C7330-A.

e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DOD Component may establish an appropriate daily limitation within the limitation in par. C7330-A.

E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the head of the DOD Component that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses. See par. C7330-A. See par. C1310 for receipt requirements. ***NOTE:*** ***Travelers are advised to retain ALL receipts for tax or other purposes.***

C7335 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION

The head of the DOD Component may approve the payment of transportation expenses when a situation described in par. C7300 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location must be IAW Chapter 2 unless the head of the DOD Component specifically authorizes/approves a deviation from Chapter 2 for security reasons. The documentation provisions in par. C7340 govern in such instances.

C7340 AUTHORIZATIONS AND CLAIMS PAYMENT

The heads of a DOD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of any individual involved, the head of the DOD Component may waive all but absolutely essential documentation requirements.

C7345 FUNDS ADVANCES

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the head of the DOD Component IAW the provisions of Chapter 1, Part C. Any advance is for no more than a 30-day period. The advance amount must not exceed an amount based on the daily limitations established under par. C7330-D2.

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PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)

See Chapter 7, Part M for Emergency Visitation Travel (EVT))

C7350 GENERAL

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. See par. C7500 for Health Care Travel and Transportation Allowances for an Employee assigned at PDS outside the U.S. ***NOTE: Government-funded emergency leave transportation from the PDS is NOT authorized.***

C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

A DOD Component may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the component's mission. The head of a DOD Component may delegate its authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

C7365 DEFINITIONS

As used in this Part, the following definitions apply.

A. Official Station/PDS. "Official station/PDS", in addition to the APP A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 USC §5703.

B. Alternate Location. An alternate location" is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an "incapacitating illness or injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. "Family" means those dependents defined in APP A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DOD Component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in APP A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, a 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 the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. "Serious illness or injury of a family member" means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C7370 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C7365-C), transportation expenses and per diem may be allowed to the extent provided below.

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a TDY per diem allowance, as appropriate. The per diem must not exceed the maximum rates in ***http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html*** for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily NTE 14 calendar days (including fractional days) for any one absence. However, the DOD component may authorize/approve a longer period if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one to which the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C7370-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved must not be paid or, if paid, must be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DOD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, suffices.

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route must be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C7370-A. If, when the employee's health has been restored, the DOD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DOD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C7370-C2. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location. See par. C7365-B.

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C7370-C1 is the excess (if any) actual travel costs, from the interruption point to the alternate location and return to the TDY assignment, that exceed the constructed cost of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. ***No per diem is allowed for the time spent at the alternate location.*** The constructed travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus 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

****NOTE: Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C7375-A, but not in the circumstances in par. C7375-B.***

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C7375-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

*3. A new TDY travel authorization/order must be issued if the DOD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C7375-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.

*2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C7375-C.

C. Discount Airfare Use

*1. Contract city-pair airfares, as well as other reduced airfares available to a Federal traveler on official business, should be used for emergency leave travel authorized in par. C7375-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

2. 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 Government traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or 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 Government-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 Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DOD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.

2. ***Contract city-pair airfares may be used only when transportation is entirely Government-funded.*** Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.

PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

C7400 GENERAL

A. Application. This Part applies to DOD employee travel while accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g).

B. Reimbursement. A DOD employee accompanying a Member of Congress or a 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 provided the employee's travel is in support of congressional travel directed/approved by the Secretary of Defense or the Secretary concerned. See pars. C2204-B3g and C2204-B4j. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee that the employee is accompanying, and

2. Per diem or actual expenses that does not exceed the rate set for the Member of Congress or congressional staff employee that the employee is accompanying.

C7405 DEFINITION OF TERMS

A. Member of Congress. For the purpose of this Part, "Member of Congress" means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. For the purpose of this Part, "Secretary Concerned" includes the Secretary of Defense with respect to a DOD civilian employee working in other than a military department.

C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

*C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). See pars. C2204-B3g and C2204-B4j.

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*PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)

C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)

A. Policy. IAW the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***NOTE: An employee with a special need is treated the same as an employee with a disability.***

B. Applicability (FTR § 302-4.100 and §301-13.1). This Part applies to a/an:

1. Employee with a disability, as defined in par. C7455, incident to TDY or a PCS (59 Comp. Gen. 461 (1980)). The decision is available at: ***http://141.116.74.201/regs/comp-gen-dec/B-198237.txt***., and

2. Dependent with a disability traveling ICW a PCS.

C. General Rule. Payment is authorized for additional travel expenses in par. C7460 that are incurred by an employee with a disability/special need in the performance of official travel.

C7455 DEFINITIONS

The terms below are defined for this Part.

A. Employee with a Disability. An "employee with a disability" as defined in pars. C7455-B and C7455-E otherwise is covered under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq. See par. C7455-H for definition of "employee with a special need".

B. Disability. A "disability" means:

1. Having a physical/mental impairment that substantially limits one or more major life activities;

2. Having a record of such an impairment; or

3. Regarded as having such an impairment.

C. Physical/Mental Impairment. "Physical/mental impairment" means:

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; or

2. Any mental/psychological disorder, such as mental retardation, organic brain syndrome, emotional/mental illness, and specific learning disabilities.

3. "Physical/mental impairment" also includes such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

D. Major Life Activities. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. "Substantially limits" means that the employee is:

1. Unable to perform a major life activity that the average person in the general population 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 in the general population can perform that same major life activity.

F. 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.

G. Is Regarded as Having Such an Impairment. The employee:

1. Has 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. Has a physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

3. Has none of the impairments defined in par. C7455-C but is treated by the employing agency as having a substantially limiting impairment.

H. Employee with a Special Need. An "employee with a special need" means having physical characteristics of an employee not necessarily defined under disability. Such physical characteristics could include the weight/height of the traveler, or a similar characteristic.

C7460 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability/special need:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;

2. Specialized transportation for the employee to, from, and/or at the TDY location;

3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/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;

5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

6. Premium-class accommodations when necessary to accommodate a traveler with a disability/special need per the Services' premium class travel policy. See par. C2000-A2c for medical justification.

7. Service of an attendant, when necessary, to accommodate the employee's disability/special need.

C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED

5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for an employee who is disabled or who has a special need while the employee travels on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such personal assistants are the same as those for employees traveling incident to TDY. Further guidance is available at: ***http://www.opm.gov/disability/mngr_6-01-B.asp***.

C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs

Transporting a specially equipped automobile between CONUS PDSs is based on 64 COMP. GEN. 30 (1984)). This decision is available at: ***http://141.116.74.201/reqs/comp-gen-dec/B-215616.pdf***. 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 Chapter 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 (see definition in Appendix 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. See par. C7500-C.

4. When authorized, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care (whether or not the care itself is at Government expense) under the conditions and limitations in this Part.

5. See Chapter 7, Part H for allowances when an employee discontinues/interrupts TDY because of incapacitating illness or injury or a personal emergency situation.

B. Eligibility. An eligible individual is an employee, an attendant, and/or an accompanying family member who meets the following criteria. ***NOTE*: A locally hired employee who does not have a service agreement is not eligible for this travel.**

1. Employee. An employee must be permanently assigned to a foreign OCONUS PDS. The employee is eligible while performing foreign OCONUS PCS 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 Government'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. A uniformed service member serving as an attendant as part of official duties is governed by the JFTR.

3. Attendant/Escort. See par. C7530.

B. Travel Authorization. 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 the Government's excess travel and transportation costs incurred by the employee, attendants, and accompanying family member(s).

2. The Government's cost is based on transportation costs to and from the designated point.

3. See par. C7525 for a sample excess cost agreement.

E. Premium Class Accommodations. If premium-class accommodations are used, the par. C2000-A2 requirements must be met for full reimbursement.

C7510 TRANSPORTATION

A. General

1. Health care transportation must be IAW Chapter 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 ***https://business.transcom.mil/gpmrc/***.

4. After consultation with a professional certifying physician, the AO may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

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. See 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 Government 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. C7510-B1.

3. Dental Patients. An employee 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.

C7515 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:

a. Employee and an attendant subject to the limitations in par. C7515, and

b. Uniformed member authorized as an attendant, subject to the JFTR.

2. See pars. C4555-B3 or Appendix O, par. T4040-A1e 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 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 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 may not exceed 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. See par. C2302.

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 Government excess travel and transportation costs incurred by myself, attendant(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 Appendix A, Part I.

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 as an:

1. Attendant, by Medical Authority, or

2. Escort, by the AO,

to accompany an employee 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. Government civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel authorization (identified as an attendant/escort) issued for the employee; and.

b. Authorized the same travel and transportation allowances as a civilian employee. See par. C7115.

E. Attendant Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant, 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 Chapter 7, Part K.

2. The compensation amount for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant Per Diem

1. In addition to per diem for travel periods, an attendant 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'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, 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 Chapter 7, Part M for Emergency Visitation Travel (EVT).

C7550 GENERAL

A. Purpose. The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. ***FVT is a discretionary allowance, not an authorized allowance.*** FVT expenses are the responsibility of the eligible employee's command. ***FVT 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, 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. See par. C7550-D2).

2. Limitations. Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

3. Unauthorized Expenses. ***Per diem, and excess accompanied or unaccompanied baggage charges are not payable or reimbursable.***

E. Eligibility. This Part applies only to employees who are U.S. citizens and assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who have a service agreement that provides for return transportation at Government expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Travel by Commercial Transportation. The following rules apply.

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 Government's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-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. American-flag carriers must be used except as indicated in par. C2204-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 Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

H. Refund. An employee must repay Government-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

I. Year. A year for FVT purposes starts on the evacuation date of an employee's family, or the 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 so as 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 (see par. C7550-L6).

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 or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.

2. For a fractional 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 or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C7550-I) do not exceed the cost of two coach class round trips to the family's residence.

4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS or to a 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 or a non-foreign OCONUS area.

M. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents located in a foreign country.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence. See par. C5556. The cost of the two 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.

2. Visits to family members located in a foreign country may be permitted 4 weeks after family members have been evacuated from the PDS.

3. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.

4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.

6. 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.

7. Exceptions for valid reasons to the limitations in par. C7550-M may be made through the Secretarial Process.

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PART M: EMERGENCY VISITATION TRAVEL (EVT)

C7600 RELATED INFORMATION

*A. Allowable Expenses due to the Death of an Employee/Dependent. See Chapter 5, Part R.

B. Emergency Travel and Transportation of an Employee due to Illness, Injury, or a Personal Emergency Situation while on TDY. See Chapter 7, Part H.

C. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. See Chapter 7, Part K.

D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. See Chapter 7, Part I.

C7602 GENERAL

A. Purpose. EVT is to allow 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 PDS, on leave, or 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 immediate family is seriously ill or injured and faces imminent death. See pars. C7610-C and C7628.;

2. Death. A member of the employee's or the employee's spouse'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 (see APP A) to the place of interment anywhere in the world. See pars. C7610-C and C7630.;

3. Incapacitated Parent. A parent of the employee or the employee's spouse 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. See par. C7632.; and

4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1, C7602-E2 and C7602-E3. See 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, or

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.

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. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (See APP A for definition of "DEPENDENT/ IMMEDIATE FAMILY");

3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/ spouse, when such sisters and 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; and

4. Spouse.

C. Immediate Family member. For this Part "an immediate family member" means the following relative of the employee:

1. Spouse;

2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;

3. Parents of the employee/spouse; and

4. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse 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, including stepparents, adoptive parents, or individuals who have stood in place of a parent. See the definition of "Dependent/immediate family" in APP A. ***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 authorized/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.

See par. C7614 for 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 where the employee/spouse 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/spouse'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, 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 premium class accommodations are authorized/ approved for medical reasons by the appropriate official designated in par. C2204-B2)*** 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. C2204-C.

C7616 TRAVEL AUTHORIZATION/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. See par. C2204 regarding use of commercial aircraft and par. C2203 regarding 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

See the 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" (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.) ***http://www.dol.gov/esa/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. See Chapter 5, Part K for 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 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. Authorization 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;

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 has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse 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 authorization; or

b. Gov't expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.

2. Repayment Acknowledgement. An employee traveling in advance of authorization of 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 EVT regulations in JTR, Chapter 7, Part M, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse) _____ 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 A/O may authorize transportation.

3. After Return to the PDS. In each case in which EVT is taken in advance of authorization, 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. Limitations. Only one round trip may be taken by either the employee/spouse in the death of any immediate family member.

B. Beginning Travel. Travel must begin as soon as practical 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 eligible family members resident at the PDS. See 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) of the deceased.

C7631 EVT FOR PERSONAL EXPENSE TRAVEL TO VISIT SIBLING WHO SUBSEQUENTLY DIES

A. General. When the employee or employee's spouse 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. See par. C7612-B for unauthorized EVT expenses.

C7632 INCAPACITATED PARENT

A. Travel Purpose. Travel must be to:

1. Arrange medical care,

2. 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/stepparent (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 (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 (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility.

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 round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

D. Both Trips May Be Used for the Needs of One Parent. The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

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 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 under the authority in pars. C7602-E3 and C6678 during their lifetime.

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 pursuant to 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 which supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse.

SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse**)

to travel to the location of my (**or eligible spouse'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**) parent may not be able to continue

living independently:_____

I hereby declare that, if approved, this will be my **Employee Spouse first/ second** eldercare trip at Government expense during my lifetime. See JTR, par. C7632-C for limit on number of trips.

_____ _____ _____
Signature **Date** **Typed Name**

F. Submission Request. The request must be submitted to the AO, who must notify the requester whether or not Gov't-funded travel is authorized or disapproved.

G. Travel without Prior Authorization. Gov't-funded travel without prior authorization is permitted, but the employee/spouse must provide the required certification statement of the parent's health status and travel purpose described above not more than 30 calendar days after travel completion. The employee is financially liable for any expenditure not approved by the AO, and all such costs are subject to collection as an overpayment.
H. Travel in Advance of Authorization. In the event the employee or the employee's spouse elects to travel in advance of authorization, the following statement must be included in the employee certification:

"I have read and understand JTR, par. C7628-G, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse) (Name)*** are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions in par. C6675. 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 (Death of Immediate Family Member), 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 In Advance of Authorization. Gov't-funded travel without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The procedure in par. C7628-G, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/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 Chapter 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 Chapter 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 Chapter 7, Part M	. Submission of self-certification acceptable to the AO[1]. . Submission of repayment acknowledgement, if appropriate.	Not to exceed 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: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

*A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, ***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***. See page 20 -- not 6.16 SR&R on page 18. This policy is being used as the policy for FEML for DOD civilian employees.

B. Eligibility

1. Employee. An employee is eligible for FEML if stationed at an authorized FEML PDS (see APP S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more.

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.

2. Dependent. A dependent is eligible for FEML if the:

a. Employee is authorized to have dependents at the PDS, and

b. The dependent resides with the employee at the FEML PDS.

****NOTE 1: A dependent may travel independently of the employee and may travel even if the employee does not.***

****NOTE 2: 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.***

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible employee/dependent may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour ***extended*** at least 12 months	1 additional
b. At least 36 months	2
(1) Tour ***extended*** for any length of time	0 additional

b. ***No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.***

c. An 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.

2. Time Limitation. FEML travel by an employee/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a employee/dependent 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. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

3. FEML May Be Combined with Other Travel. FEML may be taken ICW any other funded leave transportation program or official travel.

*D. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations is in.

*1. FEML Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7700-D5.

*2. FEML Destination. The authorized FEML destination, determined IAW DODI 1327.6, is listed in APP S.

*3. Alternate Destination(s). An employee may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of Gov't-provided travel to the authorized destination. Travel to and from the alternate destination(s) is official travel, and therefore contract city-pair airfares ***may*** be available for use. ***If the employee 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

(1) An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

(2) There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is $1,200.

(3) The employee desires to utilize FEML to Boston, MA.

(4) The city-pair airfare to Boston is $1,400.

(5) The least cost non-city-pair airfare to Boston is $1,600.

(6) Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston, and the employee is financially responsible for the additional cost ($1,600 - $1,200 = $400).

*b. Example 2

(1) An employee's PDS is in Brazil and the authorized destination is Miami, FL.

(2) The city pair airfare cost is $980.

(3) The employee desires to utilize FEML to St. Louis, MO.

(4) The city-pair airfare to St. Louis is $840.

(5) Since travel to St. Louis, MO, is less expensive than travel to the Miami, FL, the employee is authorized to use the city-pair airfare to St. Louis ($840) NTE the $980 cost to Miami.

*5. Location Designation/Recertification

*a. Designating Authority. DUSD (MPP) is the designating authority for FEML locations/destinations.

*b. Designation/Recertification Requests. Designation/recertification requests must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Employee/Dependent. The employee and dependent may travel together or independently.

2. Restrictions. An employee/dependent 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 and from the authorized destination.

NOTE*: *The commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

*3. Procurement. Commercial air transportation must be IAW par. C2203.

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the official traveler's PDS and the authorized air terminal may be reimbursed. ***See par. C2192, and Chapter 2, Part C.***

*b. Reimbursement must not exceed the Gov't-procured transportation cost between an employee's duty station and the authorized destination, plus the cost of ground transportation as noted in par. C7700-E4a, as determined in par. C7750-C2.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Allowances. An employee or eligible family member may not receive dual allowances. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Gov't agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable allowances.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C7700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,

2. Management-initiated transfer,

3. Involuntary separation through no fault of the employee, or

4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Travel Authorization/Order. The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to authorize FEML transportation. See par. APP I, Part 4, par. A. TDY regulations concerning transportation accommodations and travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. ***Per diem is not authorized for FEML.***

K. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6).

PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C7750 R&R LEAVE TRAVEL

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DOD civilian employee is the same policy used for R&R established in DODI 1327.6, subsection 6.15 (***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***). Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R). ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See APP A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in APP U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

*C. R & R Locations/Destinations. See APP U for a list of authorized R&R locations/destinations.

*1. R&R Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. C7750-C5.

*2. R&R Destination. The authorized R&R destination, determined IAW DODI 1327.6, is listed in APP U.

*3. Alternate Destination. An employee may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of Gov't-provided travel to the authorized destination. Travel to and from the alternate destination is official travel, and therefore contract city-pair fares may be available for use. ***If the employee 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	
An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is:	$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	$1,000
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	$1.400
The least cost non-city-pair airfare to Boston is:	$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost ($1,600 - $1,200 =).	$ 400

b. Example 2

Example 2	
An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis ($1,200) NTE the $1,400 cost to Baltimore.	

5. Location Designation/Re-designation

*a. Designating Authorities. PDUSD (P&R) is the designating authority for R&R locations/destinations.

*b. Designation/Re-designation Requests. Designation/re-designation requests must be sent through Combatant Command channels to PDUSD (P&R) IAW DODI 1327.6.

D. Transportation

1. Employee only.

2. Restrictions. An employee taking a R&R trip may use:

a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or

b. Commercial air transportation if space-required military air transportation is not reasonably available, and

c. ***May not use cruise or tour packages to and/or from the authorized destination.***

NOTE: Each commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

*3. Procurement. Commercial air transportation must be IAW par. C2203.

*4. Reimbursement. Reimbursement must not exceed the Gov't-procured transportation cost between an employee's duty station and the authorized destination as determined in par. C7750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization/Order. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. APP I, Part 4, par. A. TDY travel and transportation accommodations regulations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. ***Per diem is not authorized for R&R travel.***

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

C7751 IRAQ AND AFGHANISTAN

A. Authorized Transportation. A DOD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 is authorized round trip transportation to the designated locations provided in APP U. Provisions in Chapter 7, Part O must be applied when requesting and authorizing R&R travel. An employee must be in an approved leave status while traveling to/from Iraq or Afghanistan and during R&R breaks, IAW DOD 1400.25-M.

B. Authority. Based on OSD (P&R) memo of 4 May 2007 and under the authority provided by P.L. 109-234 and 22 USC §4081(6), a DOD civilian employee in Iraq or Afghanistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

1. Option 1. A employee assigned TDY, TCS, or PCS to Iraq or Afghanistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the R&R trip.

2. Option 2. An employee TDY, TCS, or PCS to Iraq or Afghanistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the first R&R trip. R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days.

C. Limitations. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official duty station in Iraq or Afghanistan (including travel time) established in the Civilian Personnel Manual (DOD 1400.25-M) and/or other personnel directives. An employee is expected to return to Iraq or Afghanistan following the R&R leave period or become financially liable for the expense of the R&R trip.

D. Retroactive Benefits and Gratuities. Effective for the period June 15, 2006 through September 30, 2008; benefits and gratuities must be granted retroactively for a DOD employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review the circumstances of an employee assigned to Iraq or Afghanistan between the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

*PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER

C7800 GENERAL

A civilian employee, who is authorized travel under a competent travel authorization 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 in a TDY status. A TDY travel authorization for a family member's travel per JFTR, par. U5246 must be issued and cite par. C7800 as authority. The service member's organization is responsible for funding the employee's TDY travel. The transportation mode/routing must be IAW Chapter 2. Another civilian must be issued an ITA and is authorized allowances under JFTR, par. U5246.

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