THE JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

UNIFORMED SERVICE MEMBERS

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

NOTE: This Volume of the Joint Federal Travel Regulations is drilled to fit a three-ring binder.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 230

Alexandria, VA 1 February 2006

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 52-04(E); 46-05(E); 75-05(E); 77-05(E); 79-05(E) and 80-05(E) and military editorials U05090 through U05094. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 229 cover page.

BRIEF OF REVISION

These are the major changes made by Change 230:

U1045; T4040-A. Clarifies that commands cannot limit reimbursement for lodging based on the fact that Government quarters are/were available at a 'nearby' Government facility.

U3125-C1; Appendix A; Appendix O, T4060-B3. Explains when code share tickets are certified air carrier and when a non-availability document for U.S. flag carrier is needed.

U4760. Clarifies the current existing policy that HHG may only be shipped for members sent TDY pending a permanent assignment to an OCONUS PDS or a ship - not when TDY with return to the original PDS or ship.

U5120-I. Authorizes a member, ordered PCS from a CONUS PDS from which dependents have been evacuated, to travel from the old PDS via the designated place or safe haven.

U5246-A1. Extends the temporary authority to pay travel and transportation allowances for family members to visit a member injured in a combat operation or zone, hospitalized inside the United States, but not classified as very seriously injured or seriously injured until 17 December 2005 IAW the second CRA.

U5310-F; U5320-D2; U5320-D6; U5500-A. Adds a formula for determining the Government's constructed cost when HHG are personally-procured.

U5720; U9151. Clarifies that TLE and TLA ***may be paid*** in addition to TQSE as long as payments cover different expenses, but ***duplication of allowances is not authorized***.

U9150; U9157. Provides member married to member TLA computation examples and emphasizes that the member is subject to disciplinary review when TLA allowances are used for other than the intended purposes.

U10000-E; U10208; U10209. Inserts the word authorized next to approved where appropriate.

Appendix P. Updates JFTR, Appendix P (Parts I and II) with the current GSA Contract City-Pairs Program information found at www.gsa.gov website.

Appendix Q. Updates that tour lengths for Iceland for Air Force and Marine personnel have been 24-months accompanied and 12-months unaccompanied since 4 October 1999.

Appendix S. Establishes FEML in Luanda, Angola with a destination of Frankfurt and recertifies FEML for Tirana, Albania and Belgrade, Serbia and Montenegro.

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JOINT FEDERAL TRAVEL REGULATIONS

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INTRODUCTION TO

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1

(JFTR) UNIFORMED SERVICE MEMBERS

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 from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

This Volumes' regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including both regular and reserve components).

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

*If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

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

2. DoD directives, such as DoDD 1315.7, 1327.5, and 5154.29, and DOD instructions such as 1315.18, 1327.6; and

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

CLAIMS AND ADVANCE DECISIONS

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

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

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

Correspondence to DOHA should be addressed to:

Defense Office of Hearings and Appeals (DOHA)
Claims Division
PO Box 3656
Arlington, VA 22203-1995

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

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

PARAGRAPH NUMBERING SYSTEM

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

Paragraph: U5310-B2a(1)(a)

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

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

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

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

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

The most specific unit of reference should be used.

CHANGES

DoD Uniformed Travel Determinations (UTDs) or memoranda initiate changes to the JFTR allowances. UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes reflect the specific effective date.

*Per diem Bulletins make changes in the non-foreign OCONUS per diem rates contained in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***. Per diem bulletins are published in the Federal Register.

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

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

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

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

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

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;

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

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

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

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

Effective 10 November 2004

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, Office of the Director, 1101 Wootton Parkway, Tower Building, Plaza Level, Rockville, MD 20852; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

Effective 29 September 2005

*HOW TO GET THE JFTR

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

1. Army, Navy, Air Force, and Commerce (NOAA). These Services no longer purchase printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site: ***https://secureapp2.hqda.pentagon.mil/perdiem/trvlreqs.html.***

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

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

4. Homeland Security (Coast Guard). JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 5 of the DPRI.

5. Health and Human Services (USPHS). From Office of Commissioned Corps Force Management, ATTN: Workforce Policy and Plans Division, 1101 Wootton Parkway, Suite 100, Rockville, MD 20852-1061.

6. Non-Uniformed Service Organizations. For a fee, the JFTR and changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page ***https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html.***

JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

VOLUME 1

UNIFORMED SERVICE PERSONNEL

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of Uniformed Services' members. This Volume's regulations pertain to travel and transportation and certain station allowances (COLA, TLA), housing allowances (OHA/FSH), and CONUA COLA. These regulations are issued primarily under the authority of 10 USC §2631-2635 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in the regulations.*** All members of the Regular and Reserve Components, without regard to the Service to which assigned, are covered.

Effective 9 September 2004

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the travel, transportation, station allowances, OHA/FSH, and CONUS COLA in this Volume as opposed to the authorized allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions***. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S. These regulations also affect their dependents. ***Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose.*** The allowances include:

1. Environmental and morale leave transportation,
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel in connection with TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Representational travel by dependents,
8. Removal of dependents and HHG,

9. Shipment of a POV.

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

Effective 24 August 2005
***U1008 CHAPLAIN-LED PROGRAMS**

Title 10 USC §1789 authorizes the Secretary of a military department to provide Chaplain-led programs that provide assistance to active duty and active-duty reserve components and their immediate families, in building and maintaining a strong family structure. Chaplains and other members ordered, and/or family members authorized, to attend these functions in an ***official*** capacity as outlined in Appendix H, Part I are to be sent using an official TDY order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. ITAs are not used to document attendance at, or payments related to, attendance by individuals participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

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

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

1. Completion and submission of travel vouchers;

Effective 1 June 2005
2. Appropriate authority/approval level for business-class air travel (see par. U3125-B2b);

*3. Order endorsements related to foreign flag carrier use (see par. U3125-C3);

4. Procedures for the issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (see par. U1500-B);

5. Procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E2, F, G and H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9158, and U10105-B);

6. Appropriate separation activities (see pars. U5125-A3 and U5130-A3);

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

8. Claims for personally procured HHG transportation (see pars. U5320-D);

9. Member financial responsibility (see pars. U5340-A2, U5380-A, U5420-C, U5445, U5474, and U5520);

10. Personal emergency determination (see par. U7205-A);

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

12. Currency loss/gain procedures for OHA (see par. U10105-B);

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

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

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

U1015 EXPENDITURE AUTHORITY

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

U1020 EFFECTIVE DATE OF REGULATION CHANGES

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

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

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

U1030 TERMINOLOGY

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

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

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

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

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

U1040 GAIN-SHARING PROGRAM

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

***U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

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

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

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

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

2. When an AO determines that Government quarters use would adversely affect mission performance, except for:
   a. Members attending service schools at an installation; and

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

3. During all periods of en route travel;

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

5. When travel is in connection with a PCS:

a. When per diem is payable under 'MALT Plus' (par. U5105);

b. When a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at POEs/PODs; or

c. To a ship/afloat staff with an OCONUS home port, and;

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

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

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

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

C. Travel Order/Voucher

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

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

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

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

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

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

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

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when members and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is ***not*** allowed.

CHAPTER 1

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

U1200 RETAINING PROMOTIONAL ITEMS

A. General

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

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

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

B. Seat Relinquishing

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

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

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

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

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

CHAPTER 1

PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 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 Appendix 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 3, Part F.

U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member'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 member is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). See par. U1410-B4g.

Effective for travel from 25 August 2005 to 31 January 2006
*U1410 MISCELLANEOUS EXPENSES

NOTE 1: Reimbursement is authorized for the miscellaneous expenses listed below in this note for responders to Hurricane Katrina in the states of Alabama, Louisiana, and Mississippi during the period beginning on 25 August 2005 to 31 January 2006 and Hurricane Rita in the states of Louisiana and Texas during the period beginning 23 September 2005 to 31 January 2006. The items listed should be claimed on the travel voucher:

- ***a. air mattress, folding cots and portable beds;***
- ***b. sleeping bags, blankets, sheets and pillows;***
- ***c. towels, wash cloths, sanitizing wipes/cloths and paper towels;***
- ***d. flashlights and batteries (for flashlights and alarm clocks only);***
- ***e. gasoline cans (when required to carry fuel for rental vehicles).***

Travelers should include claims for these items along with their regular travel vouchers. Approval for purchases listed above applies to purchases made by an individual for the individual's use only. Reimbursement is not authorized for items purchased in bulk and provided to others.

The above items are not considered to be accountable property by the Federal Government, but are the property of the command funding the order. Personal items such as bug repellent, bug spray, sun block or suntan lotion, sun glasses, soap, toothpaste and alarm clocks are not reimbursable on a travel voucher. They are included in the "I" of M&IE. Items such as tents, computer equipment, batteries (other than for flashlights) are not reimbursable under travel and must be purchased through appropriate acquisition procedures. Bottled water is not reimbursable as a miscellaneous expense as it is included in the "I" of M&IE.

***Dual Lodging*: Responders in Louisiana and Mississippi for the Hurricane Katrina response are authorized dual lodging when required. This authorization expires 31 January 2006.**

***Drop Off Fees for Rental Vehicles*: The drop off fee is reimbursable for rental vehicles used for official business during the Hurricane Katrina response. This applies for travel to/from and within the State of Louisiana, Mississippi and Alabama.**

The above modification to DoD travel policy expires on 31 January 2006. Normal policy and procedures for approvals and reimbursement resume on 1 February 2006 and apply to all claims for expenses incurred from that date forward.

***NOTE 2*: Mission-related or personal expenses are not reimbursable except as indicated in the circumstances in *NOTE 1* above. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.**

A. General for All Travel. Members are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business for themselves and their dependents. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;

2. Administrative fees for ATM use to obtain money with:

   a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or

   b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for an advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations", available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the Government charge card;

Effective 8 September 2004
3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. U1415); 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).

***NOTE*:**
(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.;

(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS;

Effective 5 July 2005
a. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.

b. A member ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport (see ***http://travel.state.gov/warnings_list.html***) by commercial air and the member is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.;

c. Dependents' fee is reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. U1410-A5 for inoculations.;

Effective 19 May 2005
4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. U1410-A3d and U1410-A3e apply to this expense).

Effective 1 March 2004
5. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this ***does not include travel expenses*** incurred for obtaining the required inoculations) when authorized/or approved;

6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A)

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of $60 per night, and the member elects to stay at a hotel that costs $110 per night, the member may only be reimbursed the taxes on $60, which is the maximum authorized lodging amount); and

b. ***Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;***

Effective 1 April 2005
7. Fees for:

a. Currency conversion. Members:

(1) ***are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).***

(2) who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses.

(3) may have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, members should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.;

(4) are authorized the 1% "international transaction fee" for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.

b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, ***(cashing salary checks/drafts is not included)***;

c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against members on arrival/departure from carrier terminals when not included in the ticket cost (52 Comp. Gen. 73 (1972)); and

d. Energy surcharge and/or resort fees (when the fee is not optional);

Effective 25 August 2005
*8. CTO service and processing fees (transaction fees) for arranging transportation, rental car and hotel/motel accommodations.

Effective 25 August 2005
*9. Service and processing fees (transaction fees) paid by a member for arranging transportation, rental car, and hotel/motel accommodations when a CTO/TMC is not available to the member.

10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

11. Any additional costs of paper tickets ***when authorized/approved*** by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.;***

12. Customary tips for handling any baggage at transportation terminals; and

13. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. U1410-A, reimbursable TDY expenses for members include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. U3320);

3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)); and

Effective 1 March 2004
4. AO authorized/approved expenses for:

a. Services, including associated equipment needed for reports/correspondence preparation;

b. Clerical assistance;

c. Services of guides, interpreters, packers, or vehicle drivers;

d. Storage of property used on official business;

e. Room rental (used for official business) at a hotel/other place;

f. Official phone calls (see par. U1405);

g. Connections used for computers to perform official Government business (see par. U1405);

h. Excess baggage transportation costs (see par. U3015-C);

i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3***.;

j. Dual lodging costs (see par. U4135);

k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. ***NOTE: Reimbursement must not exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;

l. Expedited charge card delivery;

m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card but only for those personnel who are placed in the category of mission critical travel or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and

n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements ***that are not for the member's convenience)***.;

5. Certain laundry/dry-cleaning expenses:

a. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing ***(not before departing from or after returning to/arriving at PDS)***, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16).;

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

8. ***Transportation-related tips for handling Government property at terminals and hotels***;

9. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS); and

10. Similar travel and transportation related expenses.

Effective 30 December 2004
C. PCS Travelers. Members are authorized reimbursement for the expenses listed in par. U1410-A for PCS travel. In addition to the expenses listed in par. U1410-A, the member is authorized the following reimbursement:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);

2. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships;

3. MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel without the member and POC is used to and from the transportation terminal.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS travel for DoD travelers. They may only be approved by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS travel. Non-DoD Services may authorize or approve these expenses. A Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage), must not be used for accompanied baggage ICW PCS travel.

Effective 4 November 2003
U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES

A. General for All Travel

Effective 8 September 2004
1. A member is reimbursed the associated expenses (for member and/or dependents if officially required to obtain a change of status and/or to renew passports and/or 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)). Dependents' fees are reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:
(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS.

Effective 5 July 2005
2. These expenses include fees/charges for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards), 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 and/or visas (including green card), are not reimbursable, except for inoculations as permitted in par. U1410-A5.

Effective 8 September 2004
B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,

2. Required to obtain/renew passports and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, *or*

3. Described in par. U1415-C.

Effective 8 September 2004
C. Passports and/or Visas (Including Green, Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Commands 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) in preparation for such travel, may be reimbursed the fees paid for passports, 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)).

NOTE:
(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS.

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, Volume 9, Travel Policy and Procedures, at website ***http://www.dtic.mil/comptroller/fmr/***, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

U1420 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U1425 REIMBURSMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. U1415), and communications service, incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a member has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost reimbursement may be approved by the AO. (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 taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider if the:

1. Member acted reasonably and prudently in incurring lodging expenses;

2. Member had a reasonable expectation of the TDY being completed as authorized;

3. Assignment was changed for official purposes or for other reasons beyond the member's control that are acceptable; and

4. Member took steps to obtain a refund once the TDY was officially canceled, or curtailed.

CHAPTER 1

PART D: ISSUANCE OF MEAL TICKETS

U1500 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Chapter 5 (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement), and in Chapter 7 (for persons in special categories), and

2. To members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-B4).

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	$ 6
Noon	$ 6
Evening	$16

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CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to all uniformed members and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.

Effective 27 April 2005
2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for Government-funded premium-class transportation to be provided.) See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-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 premium-class AO."

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate Government transportation documents must be annotated with the same information.

b. Only persons senior to, or independent of, the member (e.g., an aide may not authorize/approve premium-class accommodations for a flag officer) may authorize/approve the use of premium-class accommodations for the member (or the member's dependents). See par. U3125-B2.

Effective 16 August 2004
c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member 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. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization 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 Appendix A for definition of "special needs".**

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c above.

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

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

*5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par.U3125-C.

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

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

8. Members may not be reimbursed for travel at personal expense (see par. U3120-D) on ships/aircraft of foreign registry, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service 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 Government's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

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

Effective 15 September 2005
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 finance regulations.

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

Effective 3 November 2005
*4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

Effective 1 July 2004
U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

"It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified, " (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). A statement must be on each travel order indicating whether transportation tickets are purchased using a centrally billed account (CBA) or an individually billed account (IBA).

DoD: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.

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

U2020 OFFICIAL DISTANCE DETERMINATION

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

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

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

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

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at http://dtod1.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 the following travel distances that are determined by odometer readings:

   a. In and around the PDS or TDY sites,

   b. Between home/office and transportation terminal,

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

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

6. Website is found at ***http://dtod1.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 by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

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

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

Effective 1 October 2005
U2025 STANDARD CONUS PER DIEM RATE

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***.

B. ***Effective 1 October 2005*** the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$60	**$39**	**$99**

PART B: TRAVEL ORDERS

U2100 GENERAL

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

Generally, a written travel order is not necessary when:

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

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

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

U2105 AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION

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

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

*A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order. A written order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in a travel order to expedite processing at rental location).

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

1. Given in advance of travel,

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

3. Approved by competent authority

meets the requirement for a written order.

C. Orders Not Originated by Competent Authority. The AO must approve a travel order issued under unusual conditions and not originated by competent authority before travel expense reimbursement.

U2135 ITINERARY VARIATION

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

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

2. Changes in the sequence of places to be visited,

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

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

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

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the travel and transportation allowances under a PCS order that is amended, modified, canceled or revoked before the effective date, the order is considered as effective:

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

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

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

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

B. Blanket or Repeated Travel Orders. A blanket or repeated travel order does not expire upon the member's return to the PDS. It continues in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation. ***NOTE*: Blanket travel orders are not used in DTS.**

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

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

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

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

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

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

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

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

1. Approve the order as written, or

2. Direct the order be amended to:

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

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

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

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

Effective 11 August 2005
****NOTE 2: If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.***

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

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

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

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

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

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

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

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

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

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

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

Effective 20 May 2005
*B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize a designated course (excluding initial entry courses) scheduled for:

1. 20 or more weeks,

2. But not more than 180 days in length

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

PART C: TRAVEL STATUS

U2200 TRAVEL STATUS

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

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

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

2. PCS travel;

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

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

5. Travel by Government or other aircraft, including:

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

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

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

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

C. Travel Status Beginning and Ending

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

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

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

a. The member arrives at the vessel’s homeport, and

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

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

4. TDY Departure/Return Site

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

b. If advantageous to the Government, POC use may be authorized/approved to begin/end at the:

(1) Member's residence (from which the member commutes daily to the PDS),

(2) Location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or

(3) Place near the member's residence where the POC is garaged/stored.

c. ***Relative cost should be a consideration.***

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

Table U2C-1

Part I -- Beginning of Travel Status

Departure from PDS -- Aircrew Members[1]

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

Part II -- Ending of Travel Status

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

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

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

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

Part II--Ending of Travel Status

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

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.
2/ Applicable even though terminal is located at the PDS.
3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."
4/ "Another departure/arrival point is never a transportation terminal.
5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.
6/ The AO may permit the member to begin/end official travel from the location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS. If advantageous to the Government, POC use may be authorized/approved to begin/end at the: (1) member's residence (from which the member commutes daily to the PDS), (2) location at which the member maintains the family residence if it is not the residence from which the member commutes daily to the PDS, or (3) place near the member's residence where the POC is garaged/stored. ***Relative cost should be a consideration***. ***EXAMPLE***: The member's PDS is Alexandria, VA. The member resides in Alexandria during the workweek and commutes daily to the PDS. The member maintains the family residence in Norfolk, VA. The member may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART D: ADVANCE OF FUNDS

U2300 ADVANCES

A. General. A member may be paid an advance of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

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

1. Member PCS, par. U5165;
2. Temporary duty travel, Chapter 4, Part J;
3. Dependent outpatient travel, par. U5240-G3;
4. Dependent PDT, par. U5250;
5. HHG transportation, par. U5385;
6. Mobile home transportation, par. U5560;
7. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
8. Recruiting expenses, par. U7033;
9. SROTC members, par. U7150-E2d;
10. Attendants on behalf of member patients, par. U7252-A;
11. Escorts and attendants of dependents, par. U7555; and
12. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9158 and U10105.

CHAPTER 2

PART E: RESERVED

PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 TRAVEL VOUCHER SUBMISSION

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

*U2505 FRAUDULENT CLAIMS

See DoDFMR, Volume 9, or appropriate Service regulations for non-DoD Services, for the requirements regarding payments when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), 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, or Service regulations for non-DoD Services, 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)).

U2510 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and

2. Expenditures of $75 or more.

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

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

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

Effective 28 July 2005
U2515 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 in connection with turning in unused tickets.

A. Lost/Stolen/Unused Tickets. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately notify the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO.

B. Lost/Stolen/Unused GTR. ***Travelers and other personnel 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 in Service 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 in accordance with Service procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in Service procedures. A traveler or other accountable person may be held liable for any Government expenditure caused through negligence on that person's (the member for the dependent also under most circumstances) part in safeguarding GTRs.

NOTE 1: Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DoD 4900.9-R (DTR, Part I). for DoD personnel and Service regulations for the non-DoD Services). 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 G: CONFERENCES

U2550 CONFERENCE PLANNING

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

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

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

D. Definitions

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

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

a. Attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. Attendee's time costs (i.e., the cost of attendee’s time spent at the conference and traveling to and from the conference),

c. Meeting room and audiovisual costs,

d. Registration fees,

e. Speaker fees,

f. Conference-related administrative fees, and

g. Similar costs.

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

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

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

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

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

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

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

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

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

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

2. Minimize the conference administrative costs,

3. Minimize the attendees' travel costs,

4. Minimize the attendees' time costs,

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

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

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

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

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

1. Travel and per diem expenses,

2. Rent of rooms for official business,

3. Usage of audiovisual and other equipment,

4. Computer and telephone access fees,

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

6. Printing,

7. Registration fees,

8. Ground transportation, and

9. Attendees' travel and time cost.

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

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

2. Overall convenience,

3. Fees,

4. Meeting space availability,

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

6. Commuting or travel distance of most attendees, and

7. Other conference expenses.

H. Conference Site Selection

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

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

3. Conducted in the District of Columbia. Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website: ***http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuide bookmarkedversion.pdf***. ***NOTE: This website is case sensitive.***

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

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

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

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

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

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

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

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

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

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

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

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

1. Is not an actual expense allowance,

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

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

N. Conference Lodging Allowance Approval Authority

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

2. Non-government Sponsored Conference. The AO may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

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

O. Conference M&IE Rate

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

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

U2555 CONFERENCE ATTENDANCE

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

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

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

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

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

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

4. Similar activities.

D. Non-Government Sponsored Conferences

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

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

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

a. Further the programs of their DoD components;

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

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

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

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4165-2b). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in ***https://www.secureapp2.hqda.pentagon.mil/perdiem/*** is paid.

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

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel order is not issued.

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

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

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

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

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

Effective 3 March 2005
*H. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at:
http://www.gao.gov/decisions/appro/300826.htm

Decision
Matter of: National Institutes of Health - Food at Government-Sponsored Conferences
File: B-300826
Date: March 3, 2005
DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost so long as (1) meals and refreshments are incidental to the conference, (2) attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and (3) the meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served. The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government. In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above. We expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

***U2556 GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)**

A. Terms

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are conferences under 5 CFR §410.404.

2. Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.

3. Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.

4. Planner: The person designated to oversee the conference.

5. Planning committee: Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

B. Getting Started. Depending on the conference size, type, and intended effect, start planning a minimum of one year in advance. Designate a planner and a planning committee.

C. Planning Committee. Planning committee functions typically include:

1. Establishing a set of objectives, and

2. Developing a theme, and

3. Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker, and

4. Making suggestions as to who should attend, and

5. Serving as communications link between planners and participants, and

6. Evaluation and follow-up, and

7. Similar functions.

D. Milestone Schedule

1. Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

a. Planning committee meetings.

b. Preparation of mailing lists.

c. Letters of invitation.

d. Designation of speakers.

e. Confirmation letters to speakers.

f. Confirmation with site selection official.

g. Preparation of agenda.

h. Preparation of specification sheet.

i. Location and date selection.

j. Exhibits.

k. Budget.

l. Printing requirements.

m. Signage.

n. Conference information packages.

o. Scheduling photographer (if planned).

p. Use of agency seal and conference logo.

q. Handicapped requirements.

r. Planning of meals and refreshments, if appropriate.

2. Establish completion dates for each major step.

3. Update and revise the schedule as needed.

E. Specification Sheet. A detailed specification sheet is necessary to:

1. Identify essential elements of a conference which typically include:

a. Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—if the sleeping room and meal guarantees are not met, and

b. Meeting rooms, and

c. Exhibit facilities, and

d. Audio-visual equipment and support services, and

e. Miscellaneous support services, and

f. Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail, and

g. Similar specifications.

2. Determine costs:

a. Procurement. Bring contracting officer into the process early. All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility.

b. Government per diem rates. The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.

c. Registration fee. Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

F. Budgeting. Decide who pays for the conference expenses (other than sleeping room accommodations and individual meals), i.e., by the attendee from a training or registration fee, or directly by the agency.

G. Conference Site Selection. Minimize total costs, all factors considered.

H. Geographic Location. In determining where to locate the conference, consider:

1. Targeted audience.

2. Total costs, including per diem, transportation, and other.

3. Accessibility by car or air.

4. Whether recreational activities are necessary.

5. The expense of desired facility (significant savings can be achieved in off-season periods).

I. Facility Types

1. Federal Government. Use Government-owned or Government-provided conference facilities to the maximum extent possible.

2. Convention centers. Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.

3. Conference centers. Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

4. Colleges and universities. Many have good meeting facilities and can offer sleeping accommodations when school is not in session.

5. Hotels. Commercial facilities that may be used to meet all conference needs or just the room night needs.

J. Date Selection. For availability and economical reasons, the best months are April, May, September, October, and November. Book the facility as early as possible to increase the chances of getting the desired date. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

K. Considerations when Choosing a Site

1. Is the facility:

a. Cost effective, e.g., are Government rates honored?

b. Safe, e.g., FEMA-approved?

c. Secure (i.e., on-site security personnel?

d. Easily reached from an airport or by car?

e. Clean?

f. Well run, e.g., does the staff seem to be competent and responsive?

g. Laid out in a functional way?

h. Large enough to supply the number of sleeping rooms required?

i. Set up to provide necessary conference registration equipment?

j. Handicapped accessible?

2. Parking:

a. Is it adequate?

b. How close to the facility is it?

c. Is it secure and safe?

d. Is the cost separate?

3. Sleeping rooms:

a. Will the facility make the reservations, or else who is responsible for making the reservations for participants?

b. What are the facility's registration rules?

c. What are departure rules?

4. Meeting room functionality:

a. Is appropriate space available?

b. What costs are involved?

c. Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring it.

d. Are rooms designated for agency use for the duration of the conference?

e. Are there columns that can block views?

f. Are ceilings high enough for audio-video equipment?

g. Are rooms suitable for both classroom and/or theatre setups?

h. Are there windows? Shades?

i. Are there manually controlled thermostats?

j. Are rooms handicapped accessible?

k. Where are electrical outlets?

l. Can the rooms be darkened?

m. Would it be more economical to bring audio-visual equipment?

n. Does the facility want meeting schedules and room layouts in writing in advance of the conference?

o. If necessary, can the rooms be entered the evening before for an early setup?

p. Will the facility arrange for room setup if given a layout?

q. What set-up costs are included?

r. What are departure rules?

5. Exhibits:

a. If exhibits are planned, is suitable exhibit space available?

b. Are easels available at no cost?

c. What are the put-up and takedown times?

d. What costs are involved?

e. What about pre-delivery and after-conference arrangements?

f. If exhibits are shipped, know where and to whom they are to be sent.

g. If bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.

h. Are there additional handling fees?

i. Check hotel policy on posting, size and appearance of signs.

L. Food and Drink

1. Meals

a. Generally, appropriated funds cannot be used to pay for meals for employees at their official duty stations.

b. Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.

c. Clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.

d. Pay, or reimburse, as desired an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 USC §4104(4)), if a determination has been made that essential training must be conducted during the meal.

e. Work closely with the hotel to plan quality menus that fit within authorized per diem rates.

f. Clarify and agree in advance to the number of meal guarantees.

g. Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).

h. Confirm menus.

2. Breaks and Refreshments. Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

a. Keep in mind that everyone does not drink coffee or tea.

b. Clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.

c. Try to avoid a per person charge.

d. Negotiate the cost into the contract.

e. Be conservative in estimates. There are seldom 100 percent of the conference participants attending any one function.

f. If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

M. Account Reconciliation. It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel completes its accounting of the conference within two weeks of the conclusion.

N. Notification

1. Announcement and/or Invitations. Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include:

a. Point of contact name and telephone number.

b. Registration form, card, or Internet address (include space for identifying handicapped requirements).

c. Registration instructions.

d. Registration deadline date.

e. Detailed area map and driving instructions.

f. Information on traffic patterns to avoid rush hour delays.

g. Promotional brochures from the facility.

h. Layout of facility including telephone numbers.

i. Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.

j. Agenda with a list of speakers and topics.

k. Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).

l. Provide a sample travel voucher.

m. Notice that the conference lodging allowance applies if applicable.

n. Similar information.

2. Confirmations. A designated person or group should:

a. Decide on the speaker(s) and the message to be conveyed and obtain early commitment(s) in writing.

b. Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.

c. Conduct a final planning committee meeting to confirm all plans.

d. Confirm photographer's schedule.

e. Confirm hotel plans at least one day in advance.

O. Facility Process

1. Check-In and-Out.

    a. Streamline the process:

    b. Does the facility need additional personnel?

    c. Is electronic one-stop processing available?

    d. Is luggage storage and shuttle service available?

    e. Arrange parking for any special guests.

2. Provide signage.

P. Registration Process. Registration is generally the attendees' introduction to the conference. Give it special attention by:

1. Using directional signs.

2. Placing especially attractive or important exhibits nearby.

3. Planning for late arrivals.

4. Using state-of-the-art processing.

5. Checking out the registration capabilities of using GSA's electronic Smart Pay System.

6. Providing for handicapped attendees.

Q. Conference Information Package. Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, try to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program is ordinarily widely used, so print twice as many copies of the program there are expected attendees. The information package, for example, may contain:

1. A list of everything in the package.

2. A "welcome" letter.

3. A schedule.

4. Workshop agendas.

5. Discussion of exhibits.

6. Panelists' information.

7. Photos and biographies of speakers/special guests.

8. Facility layout and list of services available.

9. Identify designated smoking areas.

10. Special events.

11. Message center information.

12. Area map.

13. Other pertinent material.

***NOTE*: Use of the agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.**

R. Miscellaneous

1. Suggested Room Coordination. Plan ahead to setup:

   a. Staff room to handle core of activities;

   b. Meal functions;

   c. Exhibit rooms, and

   d. Meeting rooms—

      (1) Theatre or auditorium for lectures;

      (2) Facing speaker when note taking is important;

      (3) Square or U-shaped style for discussion/interaction; and

      (4) Banquet or roundtable for discussion.

2. Keeping in Touch. Plan for:

   a. A message center to be set up in a central location for special announcements and telephone messages.

   b. How to reach whomever at all times—use beepers and walkie-talkies.

   c. Clear identification of conference staff.

   d. Accommodation of physically impaired attendees with sign language or other special needs.

3. Mementos. Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

S. Resources. The following resources may be of assistance in planning a conference:

1. An agency contracting officer;

2. Travel Management Centers;

3. Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact the agency's administrative or financial office);

4. State Chambers of Commerce or Visitors Bureaus;

5. Local chapters of the Society of Government Meeting Professionals; and

6. Private industry conference planners.

T. Conclusion. Process:

1. Questionnaires, which may provide invaluable feedback about the success of the conference.

2. Training certificates.

3. Thank-you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.

4. Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

PART H: MILEAGE & MALT RATES

Effective 4 February 2005
***U2600 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
Effective 1 September 2005	
Airplane	$1.07
Automobile (if no Government owned vehicle is available)	$0.485
Motorcycle	$0.305
Effective 4 February 2005	
POC use instead of a Gov't furnished vehicle (if a Government owned vehicle is available) when use of a Government-furnished vehicle is advantageous to the Gov't	$0.285
Effective 4 February 2005	
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for member's use but member elects to use a POC	$0.125

****NOTE 1: Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a mileage basis. See pars. U3305-C and U3305-D.***

NOTE 2: See par. U3345 on POC use instead of Government auto. Government automobile advantageous rates consist of:

(a) $.285 per mile (fixed cost $0.16 and variable cost $0.125) if use of the Government vehicle is advantageous to the Government but one has NOT been procured for the member's use.

(b) $0.125 per mile (variable cost) when a Government vehicle is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.

U2605 PCS TRAVEL

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

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

2. The number of authorized travelers transported.

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

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

Effective 1 October 2004
NOTE 1: Regardless of the type of POC used (except as described in par. U2615), these are the PCS travel Monetary Allowance in Lieu of Transportation (MALT) rates. See par. U2020 for official distance determination.

NOTE 2: See par. U5105-B if more than one member travels as an authorized traveler in a POC.

U2610 CONVERTING KILOMETERS TO MILES

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

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

U2615 SELF-PROPELLED MOBILE HOME

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

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

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

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

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

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

3. POC,

4. Special conveyance,

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

6. Airport limousine, or courtesy conveyance.

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

U3001 ALLOWABLE TRANSPORTATION EXPENSES

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

*U3002 DIRECTING TRANSPORTATION MODE

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

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

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

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

U3003 AUTHORIZED MODES

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

U3005 TRAVEL TIME

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

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

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

1. POC as advantageous,

2. Special conveyance (vehicle) as authorized mode for TDY travel, and

3. Government vehicle.

U3006 TRAVEL SCHEDULE

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

1. Duty hours;

2. Duty requirements;

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

4. The need for onward transportation;

5. The traveler's comfort and well being; and

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

***U3010 SEPARATE JOURNEYS**

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

1. PDS,

2. TDY station,

3. Passenger port of embarkation (POE),

4. Passenger port of debarkation (POD),

5. First duty station,

6. Last duty station,

7. HOR,

8. HOS,

9. PLEAD,

10. A designated place,

11. A COT leave location,

12. POV loading port/VPC,

13. POV unloading port/VPC, and

*14. POV storage facility.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

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

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

C. Baggage Cost Payment

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

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

*3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U1410 for baggage handling tips reimbursement.

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

PART B: TRAVEL BY COMMON CARRIER

U3100 GENERAL

A. Transportation Policy

1. General. ***It is Government policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.*** See pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation) for exceptions.

2. Prudence. Members and dependents must exercise the same care in incurring expenses paid by Government funds as a prudent person would when traveling on personal business at personal expense.

3. GSA City-Pair Airfares. See Appendix P.

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

5. Usual Routing. The 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.

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

7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.

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

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

10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

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

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

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

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

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

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

Effective 25 August 2005
***U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TDY TRANSPORTATION**

NOTE 1: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all official travel transportation requirements. The payment options provided below should in no way be interpreted to suggest that use of other than the CTO/TMC is authorized or encouraged. The payment options are provided for situations when the CTO/TMC cannot be used. See par. U1055 for those who violate policy.

NOTE 2: 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 a member is reimbursable under par. U1410-A8. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation through other than a CTO/TMC is reimbursable under par. U1410-A9.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member, who must procure transportation without benefit of using a CTO/TMC, may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

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

B. Government/Government-contracted Transportation/In-house or CTO/TMC Available. When Government/ Government-contracted transportation/in-house or CTO/TMC (see Appendix A for definition) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order, the traveler may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination (e.g., There is often no city-pair airfare connecting origin and destination. Several least expensive unrestricted economy/coach-class commercial airfares (between several origins/destinations) must be combined to accomplish

the travel from required origin to required destination. Even if all of the airfares being combined are city-pair airfares, the combined fares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.), the constructed transportation cost is limited by the least expensive unrestricted economy/coach-class fare (with the exception as noted in par. U3125-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare connecting the origin and destination points.

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

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

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

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

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. ***It is DoD mandatory policy that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110. Commands must not permit CTOs to issue premium-class tickets without prior proper authorization.***

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

3. Failure to Follow Regulations

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

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must ***not*** be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is ***not*** allowed.

Effective 3 June 2005
4. Reimbursement Not Allowed. ***Reimbursement is not allowed when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A NOTE, and U5108-A).***

B. Requirements

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

a. A CTO (see Appendix A),

b. In-house travel offices, or

c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

Effective 1 September 2004
2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at ***http://www.dtic.mil/whs/directives/corres/html/45009.htm*;**

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.

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

Effective 25 August 2005
*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 least expensive unrestricted economy/coach-class commercial airfare 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. When a CTO/TMC is not available to the member, the transaction fee incurred by the member for arranging transportation by other than a CTO/TMC is reimbursable under par. U1410-A9.***

NOTE 2: 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 a member is reimbursable under par. U1410-A8. 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.

U3125 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

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 is mandatory.*** See par. U3110 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. Members and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.

b. Commands and members and/or dependents should determine travel requirements in sufficient time to reserve economy/coach-class accommodations.

c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.

d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.

e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.

Effective 1 June 2005

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 of the 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 available 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’.

g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the “specific” reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders 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 members and their dependents if any of the criteria in par. U3125-B3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DoD members).

Effective 18 January 2005
(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.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

Effective 22 September 2004
(6) The Commandant or Vice-Commandant of the Coast Guard (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing/approving 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 authorization/approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

Effective 18 January 2005
c. Premium Class Authorization/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.

Effective 16 August 2004
3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class 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 of the member's proposed departure time, and scheduled to arrive within 24 hours before the member's proposed arrival time. "Reasonably available" does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel 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, COT leave, emergency leave, 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. U2000-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 member whose use of other than first-class accommodations would entail danger to the member's life or Government property.

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

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

Effective 18 January 2005
d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees and special high-level invited guests. 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.

Effective 23 July 2004
e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

Effective 23 July 2004
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***, or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

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

Effective 16 August 2004
4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. (See Appendix H, Part III, Section C, for business-class decision support tool.) Business-class accommodations may be authorized/approved when:

Effective 1 June 2005
a. Space is not available in economy/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 economy/coach-class" is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between economy/coach and business class. (***Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, 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. Economy/coach accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy/coach class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than business-class accommodations would entail danger to the member'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.

Effective 18 January 2005
d. When required by the mission. This criterion is for use in connection with Federal advisory committees and special high-level invited guests. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004
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, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html,*** or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S.-certificated 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 economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel 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, ***and the TDY purpose/mission is so unexpected and 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 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 order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between economy/ coach-class and business-class accommodations.

NOTE 2: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

(1) The member or dependent is not eligible for business-class 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. U3125-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 member can rest before reporting back to work.

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

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

Effective 16 August 2004

5. Documentation Requirements. (See Appendix H for document requirements/procedures.)

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by travel order attachment, 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. U3125-B3 and U3125-B4.***) Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and economy/coach-class, must be attached to, or stated on, the travel 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 member must certify these circumstances on the travel order attachment. In the absence of specific authorization/ approval from an authority designated in par. U3125-B2, the member 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 member or dependent was eligible.

C. U.S.-certificated Air Carrier Use

NOTE 1: 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 places in 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 non-U.S.-certificated air transportation as indicated in this paragraph.

Effective 6 September 2005

NOTE 2: 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 air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

*1. Requirements. Available U.S.-certificated flag air carriers must be used for all commercial non-U.S.-certificated 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. U3125-C3, U.S.-certificated flag air carrier service is available if the:

a. Carrier performs the commercial non-U.S.-certificated air transportation required, and

b. Service accomplishes the mission, even though:

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

(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 flag 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 (the traveler may have a brief non-work period not to exceed 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 flag air carriers and non-U.S.-certificated flag air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket to qualify as a U.S-certificated air carrier. 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 the another country's government are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.

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 hours or less, and U.S.-certificated air carrier use would at least double en route travel time.

Effective 24 August 2005
e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See 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, U.S.-certificated air carrier must be used on every portion of the route 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 location 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 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 determination basis 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 in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if 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 in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html*** or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S.-certificated air carriers are unavailable, commercial air transportation on a non-U.S.-certificated air carrier 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 order and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, non-U.S. flag 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 the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;

(2) U.S.-certificated air carrier service is not available at origin 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 service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.

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

EXAMPLE

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

Schedule I

Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Non-U.S.
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Non-U.S.
Arrive:	Stuttgart	1410	

Schedule II

Wednesday/Friday/Saturday

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

Schedule III

Wednesday/Friday/Saturday

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

Schedule IV
Daily (except Saturday)

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

Using par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S.-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)).

Effective 29 June 2005
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 all, of the trip, the transportation cost on the non-U.S.-certificated air carrier is not payable (41 CFR §301-10.143).***

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. 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 or efficiently by ship.

NOTE: See. par. U2000-A2c for medical reasons.

C. Ship Accommodations. Members and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.
NOTE: See par. U2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved in accordance with par. U3125-B2.

2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

Effective 16 August 2004

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

1. Less costly first-class accommodations are not available.

2. See par. U2000-A2c for medical reasons.

3. There are exceptional security requirements. Examples are:

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

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

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

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-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 ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship (B-190575, 1 May 1978).

2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO official may authorize/ approve foreign-registered ship use. Documentation required by par. U3125-C4 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign-registered ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

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

Effective 27 April 2005
U3135 TRAIN TRANSPORTATION

A. Policy. The Government purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in this paragraph. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, members 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 Authorization/Approval. The AO can authorize/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 except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class travel orders. “Coach” class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-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. U2000-A2 for premium-class transportation annotation travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) 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. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation modes, must be authorized/approved by USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

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

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.

2. Requirements. See par. U2000-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 available coach-class train accommodations that are available and scheduled to leave within 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, “reasonably available” must also be based on slumber coach sleeping accommodations availability. “Reasonably available” does not include accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete the duty.

2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.

3. There are exceptional security requirements. Examples are:

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

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

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

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

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

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

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

U3145 CITY-PAIR PROGRAM

See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: http://www.transcom.mil/j5/pt/dtr.html***.

PART C: TRAVEL BY GOVERNMENT CONVEYANCE

U3200 GOVERNMENT CONVEYANCE USE ON TDY

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

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

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

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

*6. trip insurance for travel in foreign countries (par. U1410-B3);

7. guards; and
8. storage fees.

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

U3210 AERO CLUB AIRCRAFT USE ON TDY

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

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

1. the hourly fee imposed by the Aero Club,

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

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

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

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

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

U3300 TDY POC RULES

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

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

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

2. There is no practicable commercial transportation; or

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

POC use cannot not be directed.

C. Official Distances. See par. U2020.

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

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

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

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

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

Effective 15 July 2004
B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid mileage as prescribed in par. U3305-A. However, instead of paying mileage, reimbursement for actual transportation costs may be authorized/ approved by the AO when advantageous under the provisions of par. U3300-B. ***When actual transportation cost reimbursement is authorized, the order should reference this subparagraph.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U1410-B3);

2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;

3. Boat: fuel, oil, and docking fees.

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

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

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

*D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as advantageous to the Government, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C.

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

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

A. Limitation

*1. 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. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or a privately owned boat, reimburse the actual transportation costs as described in pars. U3305-C and U3305-D, instead of paying mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***

2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.

3. This paragraph does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

B. Mileage and Per Diem Computation

1. The TDY Mileage allowance is computed for the DTOD distance between authorized points.

2. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. U3310-B1.

3. The per diem rate authorized in the travel authorization is used for computing per diem.

*C. Constructed Transportation Cost and Per Diem Computation

1. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair airfare) between authorized points.

2. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.

3. Taxi fares and excess baggage costs that would have been allowed are included.

4. The constructed POC transportation cost includes transportation expenses for:

a. The member claiming mileage, and

b. Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

D. Comparison. 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.

E. Passengers

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.

2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:

a. Travel performed, and

b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by:

a. POC for personal convenience, and

b. Common carrier at personal expense,

the member is authorized:

c. Appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus

d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.

2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

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

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

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

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

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

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

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

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

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

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

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

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

U3340 POC USE IN AND AROUND PDS OR TDY STATION

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

Effective 1 September 2005
U3345 POC USE INSTEAD OF GOVERNMENT AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government automobile were used. In addition to mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a Government automobile had been used.

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. Government Automobile Use Is Advantageous to the Government. When the use of a Government automobile is advantageous to the Government but the Government authorizes, and the member uses, a POC instead of obtaining a Government auto, the rate in par. U2600 applies.

D. Government Automobile Directed

1. Government Automobile Makes the Trip. When a member is directed to use a Government automobile as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the Government automobile made the trip without the member.

2. Traveler Authorized to use POC. If, under the circumstances in par. U3345-D1, above, the Government-furnished vehicle is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the partial rate in par. C2600-E for POC use (62 Comp. Gen. 321 (1983)).

3. Government Automobile Does Not Make the Trip. When a member is directed to use a Government automobile, one is available, the member uses a POC for TDY travel, and the other travelers do not use the Government automobile for the same trip, mileage reimbursement is at the rate listed in par. U2600-D for POC use when Government-furnished vehicle use is advantageous to the Government.

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

U3400 GENERAL

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

U3405 MISCELLANEOUS EXPENSES

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

U3410 TAXICAB/LIMOUSINE SERVICE USE

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

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

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

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

4. Between a transportation terminal and limousine service terminal.

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

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

U3415 SPECIAL CONVEYANCE USE

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

*B. Selecting a Rental Vehicle

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

Effective 25 August 2005
a. ***It is mandatory, within DoD (and the NOAA Corps), 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 companies and rental car locations participating in the SDDC rental car agreement is encouraged because their Government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. ***NOTE: To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at http://www.sddc.army.mil, click on Rental Car Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC 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 Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.***

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

d. Travelers disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs 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 Service regulations.

Effective 25 August 2005
2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: ***http://www.sddc.army.mil***)

a. SDDC 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:

Commander, HQ SDDC
ATTN: SDDC-IP
Hoffman Building 2, Room 10S67
200 Stovall Street
Alexandria, VA 22332-5000

or via the SDDC website at ***http://www.sddc.army.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.

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

C. Reimbursement for Special Conveyance Use

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

a. Fuel and oil;

b. Parking;

c. Garage, hangar or boathouse rental;

d. Subsistence of operator;

e. Ferry fares;

f. Bridge, road and tunnel tolls;

g. Liability insurance required by the company furnishing the special conveyance as a rental condition (see par. U3415-C2, below, for insurance);

h. Optional extra collision hull insurance for rental aircraft;

i. Traveler access fee (when charged); and

j. Any per-day administrative fee called for in the SDDC rental car agreements.

2. Insurance on a Rented Automobile

Effective 25 August 2005
****NOTE: See par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.***

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

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

(2) Certain classified special operations are involved.

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

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

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

D. To/from Carrier Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from 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 Government transportation between the terminals meets the ordered travel requirements; and

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

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

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

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

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

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

U3420 BUS, STREETCAR, AND SUBWAY USE

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

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

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

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

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

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

U3430 COURTESY TRANSPORTATION USE

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

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

U3500 GENERAL

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

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

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

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

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

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

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

U3505 TRAVEL IN THE PDS AREA

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

1. duty sites; or

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

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

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

2. taxicab fares plus transportation-related tip; and

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

C. Travel by POC

*1. General. When authorized/approved, a member who travels by POC is authorized mileage (see par. U2600) based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U1410-B3). Payments of mileage and reimbursement of expenses are made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contributed funds to defray the POC operating expenses.

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

D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a member's residence and one or more alternate work sites within the local area, the member is paid:

1. mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the member's 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.

EXAMPLE 1

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

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

EXAMPLE 2

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

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

EXAMPLE 3

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

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

EXAMPLE 4

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

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

EXAMPLE 5

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

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

EXAMPLE 6

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

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

U3510 TRAVEL IN THE TDY LOCATION

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

1. lodging and duty site;

2. duty sites; or

3. lodging or duty site and dining facility.

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

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

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

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

1. fares actually paid for local public transportation;

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

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

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

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

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

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

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

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

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

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

Effective 30 June 2005

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

***U3550 GENERAL**

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

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

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

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

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

For example: Monthly parking expenses of $135.00 warrant reimbursement of $110.00 ($135 - $25 = $110) while monthly parking expenses of $320.00 would warrant reimbursement of $200.00 ($320 - $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.***

CHAPTER 4
TEMPORARY DUTY TRAVEL (TDY)

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CHAPTER 4
TEMPORARY DUTY TRAVEL

PART A: MEMBERS TRAVELING TOGETHER

*U4000 GENERAL

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY. The prohibition begins again at 0001 the departure day from the TDY until arrival at the PDS. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall never be done simply to save travel funds. If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510.

U4001 STRAGGLERS

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

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. ***The per diem rate is determined based on the member's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. U4129-G. Per diem rates are prescribed at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***.

****NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (http://quickfacts.census.gov/cgi-bin/qfd/lookup) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025 for the current Standard CONUS per diem rate.)***

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

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

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at ports of embarkation and debarkation in connection with a PCS,

3. Periods of TDY directed in a PCS order,

4. Delays to qualify for reduced travel fares (see par. U4325-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

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

Effective 13 October 2005
*B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

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

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

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY away from the PDS. For transportation allowances see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances see Chapter 3.

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

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

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

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

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

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

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

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

2. Member is participating in the advance planning or critique phase of the operation; or

3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

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

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

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

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection with Fitting-out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

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

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

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

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

Effective 5 August 2004
*D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in ***http://www.dtic.mil/perdiem/perdiemrates.html***, regardless of their OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, ***http://www.dtic.mil/perdiem/perdiemrates.html,*** calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no re-delegations. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY while on Leave. ***This subparagraph applies only if the need for the TDY is unknown prior to the member's departure on leave.*** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

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

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. U3100-B). TDY allowances are payable at the TDY location.

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

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

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

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

(1) Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

(2) Leave address or place at which the order is received, as applicable, to the TDY station; and

(3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

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

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

U4115 INTERNATIONAL DATELINE

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

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

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

U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html)*** does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See par. U1410-A5.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html)*** includes an amount for lodging taxes. ***Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.***

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html,*** whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

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

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

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

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

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

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

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

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

Effective 20 September 2004
B. Expenses. Allowable expenses that are part of the actual lodging costs are:

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

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

Effective 23 August 2005
*3. Rent of appropriate and necessary furniture, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

Effective 23 August 2005
****NOTE: 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 end of the contract term. 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).***

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. See par. U1405 for official communications.***);

9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and

*10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. Vouchers must be supported by receipts for the barter goods (as an exception to the $75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

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

B. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (par. U1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)).

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

D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. Example: An order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.

EXAMPLE 1

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

A member, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the member to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the $45 daily apartment cost in Location A as a miscellaneous expense allowance (par. U1410-B4k). The lodging cost incurred in Location B ($95 per day) was used for computing the member's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example

Location	Max Lodging	M&IE	Total
A	$130	$46	$176
B	$119	$46	$165

Reimbursement for the Location A Apartment for 5 days

Lodging Cost	Number of Days	Total
$45	5	$225

Per Diem for the TDY Assignment in Location B

First Day

(Day of departure from Location A and arrival in Location B):

Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (see ***NOTE***)

Second thru Fifth Day

(M&IE + lodging cost) x 4 days

Lodging	M&IE	Total
$95	$46	$141 X 4 days = $564 plus lodging tax (see ***NOTE***)

Day of Return to Location A

(Lodging cost + M&IE)

Lodging	M&IE	Total
$45	$46	$91

EXAMPLE 2

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

A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost $25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U1410-B4k). The lodging cost ($110) incurred in Location D was used to determine the member's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example

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

Reimbursement for Government Quarters for 3 Days

Lodging	Number of Days	Total
$25	3	$75

Per Diem for the TDY Assignment in Location D

First Day
(Day of Departure from Location C and Arrival in Location D):

Lodging	M&IE	Total
$110	$46	$156 plus lodging tax (see ***NOTE***)

Second and Third Day
(Lodging Cost + M&IE) x 4 days

Lodging	M&IE	Total
$110	$46	$156 X 2 days = $312 plus lodging tax (see ***NOTE***)

Day of Return to Location C
(Lodging Cost + M&IE)

Lodging	M&IE	Total
$25	$38	$63

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

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

1. Mortgage interest;

2. Property tax; and

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

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

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9152-C). When dependents are not traveling at Government expense, the member is authorized the single room rate.

****Effective 1 October 2005***
U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a member obtains lodging on a weekly, or monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the 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. U4137).***

Example
1. A member is TDY at a location at which the per diem is $99 ($60 for lodging and $39 for M&IE).
2. The member obtains lodgings on a long-term basis and is paying $900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be $30 ($900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be $45/day ($900/20). Since the $45/day lodging cost does not exceed the authorized $60 locality lodging ceiling, the member is reimbursed $45/day for 20 days of lodging in June.

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

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

U4145 PER DIEM COMPUTATION

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

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

Effective 5 August 2004
C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***

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

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

1. 75% of the appropriate M&IE rate (see ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.

2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.

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

4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

Effective 29 June 2005
***U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. See ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html*** for the applicable locality rate.

Effective 1 October 2003
B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus $3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY,

2. The GMR is directed,

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

4. The member is not traveling, or

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

Effective 1 October 2003

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

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

2. At least one meal is available and directed where the member is assigned TDY, and

3. The member is not traveling.

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

U4150 PER DIEM AND AEA ON A SINGLE TRIP

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

Effective 29 June 2005

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

A. Applicable Locality Rate. (See ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html)***. Use $3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

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

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

2. The GMR is directed,

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

4. The member is not traveling.

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

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

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

2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and

3. The member is not traveling.

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

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***), or $3.50 when the member is TDY to a U.S. Installation and Government quarters are available (see ***NOTE*** below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that $3.50 is:

1. Adequate when the member ***is not lodged*** on a U.S. Installation. ***The OCONUS incidental expense rate of $3.50 may be authorized and must be stated in the travel order.***

2. ***Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html) may be authorized and must be stated in the travel order.***

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

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

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

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

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

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

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

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html*** is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).***

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

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

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

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

1. Mileage (see par. U2600)

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

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

2. Transportation. The member is authorized:

   a. Government-procured ferry transportation; or

   b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

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

   Effective for travel by car ferry on or after 1 January 2005
   b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (currently $51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

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

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

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

U4161 NOT USED

Effective 1 October 2003
U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is $3 in CONUS, or the appropriate OCONUS incidental rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html,*** or $3.50 OCONUS when the AO determines $3.50 to be adequate for anticipated expenses. ***The $3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are authorized reimbursement under par. U4510. ***In accordance with par. U4151-D, if an order does not state otherwise, the locality incidental rate is paid.***

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided (see par. U2555-E3).

2. A deductible meal is a meal:

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

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

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

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

Effective 1 October 2003
3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day ($3 in CONUS, or the applicable locality incidental expense rate (see ***https://.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***) or $3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

Effective 5 August 2004
a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***,

b. In-flight meals,

c. Rations furnished by the Government on military aircraft,

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

e. Meals furnished on commercial aircraft, or

f. Meals provided by private individuals.

Effective 1 October 2003
2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day ($3 in CONUS, or the applicable locality incidental expense rate (see ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***) or $3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

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

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

Effective 4 February 2005
U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

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

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

Effective 4 February 2005
D. Examples

EXAMPLE 1

Per Diem Rate		
Max Lodging	**M&IE**	**Total**
$57	$31	$88

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

ITINERARY:

Date	**Travel Status**	**Transportation Mode**	**Mileage**
10 May	Depart PDS	POC	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles

REIMBURSEMENT:

5/10	75% times $31 = $23.25 plus $57 ($62 limited to $57)	$ 80.25
5/11	$31 plus $57	88.00
5/12	$31 plus $57	88.00
5/13	75% times $31	23.25
1 round trip of 680 miles x $0.405 per mile =		275.40
Total Reimbursement =		**$554.90**

EXAMPLE 2

Per Dem Rate		
Max Lodging	**M&IE**	**Total**
$60	$31	$91

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

ITINERARY:

Date	**Travel Status**
15 March	Depart Residence
	Arrive U.S. Installation
16 March	TDY
17 March	TDY
18 March	TDY
19 March	Depart U.S. Installation
	Arrive Residence

REIMBURSEMENT:		
Date	**Computation**	**Total**
15 March	($31 (M&IE) x 75 maximum %) + $6 (Govt. quarters) =	$ 29.25
16 March	$10 (GMR) + $6 =	16.00
17 March	($18 (PMR) + $6 =	24.00
18 March	$10 + $6 =	16.00
19 March	$31 x 75% =	23.25
TOTAL		**$ 108.50**

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

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

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

2. That would have been allowed had the member stayed at the TDY point.

Effective 7 September 2004
NOTE: No allowances are credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

Effective 4 February 2005
B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

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

EXAMPLE 1

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

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

Lodging cost $60 per night. Per diem rate is $83, lodging is $52 and M&IE maximum is $31. Government mess is not available at the TDY point.

In this example the member is due $1,079.50 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times $31 = $23.25 plus $52 ($60 limited to $52) =	$ 75.25
6/24	$31 plus $52	83.00
6/25	$31 plus $52	83.00
6/26	$31 plus $52	83.00
6/27	75% times $31	23.25
6/29	75% times $31 = $23.25 plus $52 ($60 limited to $52) =	75.25
6/30	$31 plus $52 =	83.00
7/1	$31 plus $52	83.00
7/2	$31 plus $52	83.00
7/3	75% times $31	23.25
2 round trips of 650 miles = 1300 x $0.405 per mile=		526.50
Total Reimbursement=		**$1,218.50**
Constructed Cost:		
6/23	75% times $31 = $23.25 plus $52 ($60 limited to $52 =	$ 75.25
6/24	$31 plus $52 =	83.00
6/25	$31 plus $52 =	83.00
6/26	$31 plus $52 =	83.00
6/27	$31 plus $52 =	83.00
6/28	$31 plus $52 =	83.00
6/29	$31 plus $52 =	83.00
6/30	$31 plus $52 =	83.00
7/1	$31 plus $52 =	83.00
7/2	$31 plus $52 =	83.00
7/3	75% times % $31 =	23.25
1 round trip of 650 miles = 650 x $0.405 per mile =		263.25
Total Reimbursement =		**$1,108.75**

EXAMPLE 2

A member performed TDY at a U.S. Installation with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging in Government quarters costs $6 per night and a Government mess is available for all three meals and its use is directed. Per diem rate is $91, lodging maximum is $60 and M&IE rate is $31. In this example, a GMR of $8.00 is used.

REIMBURSEMENT:		
Cost Comparison:		
Actual Cost:		
7/9	75% times $31 = $23.25 plus $6 =	$ 29.25
7/10	$10.00 plus $6 =	16.00
7/11	75% times $31 = $23.25 =	23.25
7/13	75% times $31 = $23.25 plus $6 =	29.25
7/14	$10.00 plus $6 =	16.00
7/15	$10.00 plus $6 =	16.00
7/16	75% times $31 = $23.25 =	23.25
2 round trips of 370 miles = 740 x $0.405 per mile =		299.70
Total Reimbursement =		**$452.70**
Constructed Cost:		
7/9	75% times $31 = $23.25 plus $6 =	$ 29.25
7/10	$10.00 plus $6 =	16.00
7/11	$10.00 plus $6 =	16.00
7/12	$10.00 plus $6 =	16.00
7/13	$10.00 plus $6 =	16.00
7/14	$10.00 plus $6 =	16.00
7/15	$10.00 plus $6 =	16.00
7/16	75% times $31 = $23.25 =	23.25
1 round trip of 370 miles = 370 x $0.405 per mile =		149.85
Total Reimbursement =		**$298.35**

In this example the member is due $298.35.

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

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

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

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

Example 3: Member TDY from Location D to Location E (with a per diem rate of $161 ($110 for lodging and $51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays $75 and 12% lodging tax ($9.00) for Location F lodging each night. Even though the Location F per diem rate is $111 ($70 for lodging and $43 M&IE), the member 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 member is being paid per diem (up to $110 for lodging plus $51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN *https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of***

such an authorization, travel orders prescribing rates of per diem different from those prescribed in https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html are without effect and the locality rates in https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html are used. Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When members, commands or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

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

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4181 PER DIEM AND AEA ON A SINGLE TRIP

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

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

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

Quick Reference - Per Diem Allowances

TDY Travel of More Than 24 Hours

(1) Day of Departure from PDS

Abbreviation used: Gov't. = 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 the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't. quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member **elected not to occupy available Gov't. quarters.**	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for Day of Departure from PDS [6/]	75% of the M&IE rate for the TDY locality [1/] plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. [2/, 5/]	75% of M&IE rate for TDY locality [1/] plus the cost of Gov't. quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality [1/] plus the cost of lodgings occupied NTE cost of available Gov't. quarters. **(No reimbursement for lodging tax.)**	75% of the M&IE Rate for the destination TDY locality [1/]	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. [2/, 5/]	75 % of the M&IE rate for TDY locality [1/] plus lodging [2/, 5/] cost NTE the maximum lodging prescribed for the TDY locality. (The per diem rate authorized under par. U4135 applies to full days at the TDY location.)

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(2) Whole Days of Travel - CONUS

Abbreviations used: Gov't. = 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 a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't. quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't. quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel [6/]	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality [2/].	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3 when the order directs essential unit messing and 3 meals are available to the member. PMR plus $3 applies if 3 meals are not available to the member. [1/]	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality [2/] (If directed in the order, M&IE is PMR plus $3 when deductible meals are provided [7/] – par. U4165-1)	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the order, (3) PMR plus $3 if directed in the order, or (4) no amount for meals plus $3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3, if directed in the order, (3) PMR plus $3 if directed in the order, or (4) no amount for meals plus $3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

(3)Whole Days of Travel – OCONUS

Abbreviations used: Gov't. = Government GMR =Government mealrate
NTE = Not to exceed PMR = Proportional meal rate

Footnotes: See table # 4

	A	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't. quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't. quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel [6/]	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus $3.50 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus $3.50 when the order directs essential unit messing and 3 meals are available to the member. PMR plus $3.50 applies if 3 meals are not available to the member. [1/)]	M&IE [4/] applicable to the OCONUS TDY locality plus the cost of lodging [5/] NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus $3.50, (2) Standard GMR plus $3.50 [3/], if directed in the order, (3) PMR plus $3.50 [3/], if directed in the order, or (4) no amount for meals plus $3.50 [3/] when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters [5/]. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus $3.50 [3/], if directed in the order, (3) PMR plus $3.50 [3/], if directed in the order, or (4) no amount for meals plus $3.50 [3/] when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate))	Per diem at the rate authorized under par. U4177.

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(4) Day(s) of Return to PDS

Abbreviations used: Gov't. = Government GMR = Government meal rate
NTE = Not to exceed PMR = Proportional meal rate

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

Footnotes

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

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

3/ The AO can determine that $3.50 is not adequate for TDY on a foreign OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on ***https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html***. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.

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

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

6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (i.e., 6 nights, no laundry, 7 nights, NTE $14, 8 Nights NTE $16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing ***is not*** a separately reimbursable expense for travel ***OCONUS*** and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for ***OCONUS*** travel.

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

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem allowances in Part B, or the per diem rates in ***http://www.dtic.mil/perdiem/perdiemrates.html***.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at ***http://www.dtic.mil/perdiem/perdiemrates.html*** is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,

2. Of special duties, or

3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

*****1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;

2. Should be stated in the travel order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);

4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4140) for a per diem rate adjustment.

4. The definitions and rules applicable to the member's authorization for a per diem under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.

5. Members are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

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

1. With a dignitary that requires use of the same hotel 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 locations at which affordable lodgings are not available within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;

4. During which special duties of the assignment require the member to incur unusually high expenses (e.g., the member must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);

5. During which the member incurs unusually high expenses because of an assignment to accompany another member in the situation in par. U4220-A4 above; and

6. In similar situations.

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

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

U4225 EXPENSES

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

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

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;

2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or

3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip,

or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

U4230 AEA REQUESTS

A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

a. Specific reason for travel (see Appendix H for general travel purposes);

b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;

c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;

d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;

e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;

f. A reimbursement limitation recommendation; and

g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.

2. ***Vouchers/receipts are not submitted with the AEA request.***

3. Uniformity of allowances must be ensured (if possible) among Uniformed Services 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. Channels of Submission. See Appendix L.

U4235 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in ***http://www.dtic.mil/perdiem/pdrform.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://www.dtic.mil/perdiem/opdrform.html***; or

2. $50 plus the locality per diem rate in ***http://www.dtic.mil/perdiem/opdrform.html***.

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

U4240 300% MAXIMUM AEA

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

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

U4245 NOT USED

U4250 OVER 300% MAXIMUM AEA

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

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

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

or by email to pdtatac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

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

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

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:

a. 150% of the M&IE rate for the TDY location,

b. $25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2. or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

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*B. Incidental Expense. When Government quarters are available on a U.S. Installation (see Appendix A), the maximum reimbursement for incidental expenses is:

1. CONUS. $3.00 in CONUS, and

2. OCONUS

a. $3.50 OCONUS for all full TDY days, except the days travel begins/ends, or

b. The locality incidental expense rate when the order-issuing official determines the $3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

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

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

3. **EXAMPLE**:

a. A member is authorized/approved an AEA for lodging.

b. The member is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.

c. The locality per diem rate is $60 (lodging) + $46 (M&IE) = $106 (Total).

d. The AEA must not exceed 150% of the ***total*** locality per diem rate.

e. The AEA for the maximum amount allowed for ***lodging*** is computed as follows:

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

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

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

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

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

U4260 AEA COMPUTATION

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

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

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

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

a. A separately reimbursable expense (up to an average of $2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

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

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

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and TDY location at 2400 of that calendar day (see par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

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

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

Effective 1 October 2005

*U4265 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/pdrates.html) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.

2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see http://www.dtic.mil/perdiem/opdform.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.

EXAMPLE 1
Travel to single TDY point.
AEA authorized for lodging and M&IE

Per Diem Rate for the CONUS TDY Location

Max Lodging	M&IE	Total
$99	$47	$146

Actual Expense Allowance Computation for the CONUS TDY Location
AEA authorized NTE $219 ($146 x 150%)
Lodging NTE $148.50 ($99 x 150%)
M&IE NTE $70.50 ($47 x 150%)

Itinerary

Date	Travel Status
10 Aug	Depart Residence Arrive CONUS TDY Location
11 Aug	TDY in CONUS TDY Location
12 Aug	TDY in CONUS TDY Location
13 Aug	Depart CONUS TDY Location Arrive Residence

Daily Expenses

Date		Total	
10 Aug	Lodging	$130.00	
	Dinner	+ 25.00	
	Total	$155.00	
	Total Daily Reimbursement		**$155.00**
11 Aug	Lodging	$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	$173.00	
	Total Daily Reimbursement		**$173.00**
12 Aug	Lodging	$130.00	
	Breakfast	15.00	
	Lunch	20.00	
	Dinner	40.00	
	Incidentals	+ 2.00	
	Total	*$207.00	
	Total reimbursement for this day is limited to $200.50 ($130 (lodging) + $70.50 (max M&IE)) since the total M&IE ($77) exceeds the 150% M&IE ceiling of $70.50.		
	Total Daily Reimbursement		**$200.50**
13 Aug	Breakfast	5.00	
	Lunch	+12.00	
	Total	$17.00	
	Total Daily Reimbursement		**$ 17.00**
TOTAL REIMBURSEMENT			**$545.50**

EXAMPLE 2
Travel to multiple TDY points.
AEA authorized for lodging in CONUS TDY Location A
M&IE paid on a per diem basis.

Per Diem Rate for CONUS TDY Location A

Max Lodging	M&IE	Total
$150	$47	$197

Actual Expense Allowance Computation for CONUS TDY Location A
AEA lodging NTE $249.50 (($197 x 150%)-$46)

Per Diem Rate for CONUS TDY Location B

Max Lodging	M&IE	Total
$77	$31	$108

Per Diem Rate for CONUS TDY Location C

Max Lodging	M&IE	Total
$77	$39	$116

Itinerary

Date	Travel Status
7 Sep	Depart Residence Arrive CONUS TDY Location A
8 Sep	TDY – CONUS TDY Location A
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B
10 Sep	TDY – CONUS TDY Location B
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C
12 Sep	Depart CONUS TDY Location C Arrive Residence

Daily Expenses

Date		Total	
7 Sep	Lodging M&IE ($47 x 75%) Total **Total Daily Reimbursement**	$170.00 + 35.25 $205.25	**$205.25**
8 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$170.00 + 47.00 $217.00	**$217.00**
9 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 31.00 $101.00	**$101.00**
10 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 31.00 $101.00	**$101.00**
11 Sep	Lodging M&IE Total **Total Daily Reimbursement**	$75.00 + 39.00 $114.00	**$114.00**

12 Sep	M&IE ($39 x 75%) Total **Total Daily Reimbursement**	+ 29.25 $29.25	**$ 29.25**
TOTAL REIMBURSEMENT			**$767.50**

EXAMPLE 3

Travel to two TDY points.
Lodging and M&IE paid on a per diem basis in CONUS TDY Location A
AEA authorized for lodging and M&IE in CONUS TDY Location B

Per Diem Rate for CONUS TDY Location A

Max Lodging	M&IE	Total
$71	$39	$110

Per Diem Rate for CONUS TDY Location B

Max Lodging	M&IE	Total
$93	$39	$132

Actual Expense Allowance Computation for CONUS TDY Location B

AEA authorized NTE $198 ($132 x 150%)
Lodging NTE $139.50 ($93 x 150%)
M&IE NTE $58.50 ($39 x 150%)

Itinerary

Date	Travel Status
1 Oct	Depart Residence Arrive CONUS TDY Location A
2 Oct	TDY – CONUS TDY Location A
3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B
4 Oct	Depart CONUS TDY Location B Arrive Residence

Daily Expenses

Date		Total	
1 Oct	Lodging M&IE ($39 x 75%) Total **Total Daily Reimbursement**	$70.00 + 29.25 $99.25	**$99.25**
2 Oct	Lodging M&IE Total **Total Daily Reimbursement**	$70.00 + 39.00 $109.00	**$109.00**
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total **Total Daily Reimbursement**	$120.00 5.00 15.00 + 30.00 $170.00	**$170.00**
4 Oct	Breakfast Lunch Total **Total Daily Reimbursement**	$10.00 + 15.00 $25.00	**$25.00**
TOTAL REIMBURSEMENT			**$403.25**

EXAMPLE 4
Travel to multiple TDY points
Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B
AEA authorized for lodging and M&IE in OCONUS TDY Location C

Per Diem Rate for CONUS TDY Location A		
Max Lodging	**M&IE**	**Total**
$208	$46	$254
Per Diem Rate for OCONUS TDY Location B		
Max Lodging	**M&IE**	**Total**
$209	$85	$294
Per Diem Rate for OCONUS TDY Location C		
Max Lodging	**M&IE**	**Total**
$172	$71	$243

Actual Expense Allowance Computation for OCONUS TDY Location C
AEA authorized NTE $364.50 ($243 x 150%)
Lodging NTE $258 ($172 x 150%)
M&IE NTE $106.50 ($71 x 150%)

Itinerary

Date	**Travel Status**
5 Aug	Depart Residence Arrive CONUS TDY Location A
6 Aug	TDY – CONUS TDY Location A
7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B
8 Aug	TDY – OCONUS TDY Location B
9 Aug	TDY – OCONUS TDY Location B
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C
11 Aug	TDY – OCONUS TDY Location C
12 Aug	Depart OCONUS TDY Location C Arrive Residence

Daily Expenses

Date		**Total**	
5 Aug	Lodging M&IE ($46 x 75%) Total **Total Daily Reimbursement**	$200.00 + 34.50 $234.50	**$ 234.50**
6 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$200.00 + 46.00 $246.00	**$ 246.00**
7 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**
8 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**

9 Aug	Lodging M&IE Total **Total Daily Reimbursement**	$205.00 + 85.00 $290.00	**$ 290.00**
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total **Total Daily Reimbursement**	$200.00 7.00 20.00 + 35.00 $262.00	**$ 262.00**
11 Aug	Lodging Breakfast Lunch Dinner Total Total Daily Reimbursement	$200.00 10.00 18.00 + 30.00 $258.00	**$ 258.00**
12 Aug	Breakfast Total **Total Daily Reimbursement**	$8.00 $8.00	**$ 8.00**
TOTAL REIMBURSEMENT			**$1878.50**

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 GENERAL

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

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

U4305 ACTUAL TRAVEL TIME

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

U4325 SCHEDULING TRAVEL

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

1. Duty hours;

2. Duty requirements;

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

4. The need for onward transportation;

5. The member's comfort and well being;

*6. The member being scheduled for departures and arrivals between 0600 and 2400 unless the mission requires travel between 2400 – 0600;

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

8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par U4326-B or U4326-C;

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

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

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

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

NOTE: When scheduling flights of 14 or more hours (see par. U3125-B4i), the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

A. Starting and Ending Travel

1. General

a. The order establishes when travel status starts and ends.

b. Ordinarily, a member on official travel is not required to travel during unreasonable hours at night (2400 – 0600).

c. When travel is between 2400 – 0600, the only acceptable sleeping accommodations are:

(1) Ship staterooms, and

(2) Train sleeping cars.

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

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

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

f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in par. U4326-B and U4326-C.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

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

3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

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

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

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

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the member's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See ***NOTE 2*** following par. U4326-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

   a. The origin or destination point is OCONUS;

   b. Travel is by a usually traveled route;

   c. Travel is by less than first/business-class accommodations; and

   *d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, ***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 a rest stop en route. The justification must be that the TDY mission was so unexpected that 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 en route for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization 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 is prohibited when:

   a. Travel is authorized by first- or business-class service:

   b. A member chooses to travel by a circuitous route, ***for personal convenience***, causing excess travel time.

   c. A member takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

   a. May be authorized/approved at any intermediate point, and

   b. Should be as near to midway in the journey as the authorized carrier scheduling permits, or

   c. Scheduled at a point en route at which the carrier permits a free stopover (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the member reports for duty when:

*1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, ***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 a rest period at the TDY point. The justification must be that the TDY mission was so unexpected that 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 period at the destination for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

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

3. The member is not authorized first- or business-class service;

4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties). See ***NOTE*** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a member elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the AO, 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 member is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

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

U4340 MIXED MODES TRAVEL

Effective 29 June 2004
When travel is performed between any two points of a separate leg of a journey (par. U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-D or U3310-B.

PART E: GOVERNMENT MESS USE/AVAILABILITY

U4400 GOVERNMENT MESS

A. Mess Available. Government mess must be used to the maximum extent practicable by members quartered on-base.

B. Mess Not Available. A Government mess is not available:

1. when Government lodgings on the installation are not available to a member while on official travel (see par. U1045);

2. on travel days; or

3. when an order-issuing official determines:

   a. the use of the mess adversely affects mission performance;

   b. there's excessive distance between the mess and place of duty, and/or the mess and place of lodging;

   c. transportation is not reasonably available between the mess and place of duty, and/or the mess and place of lodging; or

   d. duty hours and mess operating hours are not compatible.

*C. GMR/PMR Documentation. A travel order must direct the GMR or PMR if one of these rates is to apply. If one of these rates is directed, but the Government mess is not available, the member must be reimbursed:

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

2. The PMR if one or two meals were not available,

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

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

PART F: OCCASIONAL MEALS AND QUARTERS

U4510 OCCASIONAL MEALS AND QUARTERS

Effective 2 February 2005

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

1. Requirements

   a. Procure quarters from commercial, Government or non-appropriated fund sources;

   b. Use Government quarters and pay a service charge;

   c. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or

   d. Procure meals from commercial or non-appropriated funds sources;

2. Status

   a. Par. U4000 (members traveling together under an order directing no/limited reimbursement travel);

   b. Par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);

   c. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS;

   d. Par. U4102-F (round trips within 12 hours);

   e. Par. U4102-G (members traveling together with no/limited reimbursement);

   f. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);

   g. Par. U4102-L (field duty);

   h. Par. U4163 (Essential Unit Messing);

   i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

   j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;

k. Par. U7025 (travel incident to application processing);

l. Par. U7125-D (bed-patient or inpatient);

m. Par. U7150-A1 (Reserve Component Travel); or

n. Par. U7150-E2g (lodging and meal expense at a point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation

1. Quarters

a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the TDY locality.

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

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

2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

Effective 20 June 2005
***U4600 GENERAL**

This Part prescribes dependent travel and transportation allowances when the member is assigned to Indeterminate TDY (ITDY). DLA is payable for members under ITDY orders. (***See pars. U5620 and U5630-B.)*** Authorization for dependents' transportation under this Part is the same as that authorized for PCS. The MALT rates in par. U5105-B1 apply unless the dependents accompany the member to the TDY location traveling in the same POC. If the dependents travel as passengers then no MALT is payable for the dependents since the member receives TDY mileage. See par. U4755 for HHG transportation.

U4605 MEMBER ORDERED ON INDETERMINATE TDY

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

1. is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or

2. order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances at Government expense are authorized.

B. Dependents' Transportation to the TDY Station or Other Location. All travel and transportation authorized below at Government expense is to enable dependents to establish a residence.

1. When Both PDS and TDY Stations Are in CONUS. Dependent transportation at Government expense is authorized at a cost not to exceed the cost from the PDS to the TDY station.

*2. When Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized to any location at a cost not to exceed the cost from the PDS to the TDY station. However, if determined to be in the Government's best interest, the Secretarial Process may authorize dependent travel to a CONUS location without any cost limitation.

3. When the PDS is in CONUS and the TDY Station is OCONUS. Only the Secretarial Process may authorize/approve dependent transportation at Government expense in this situation. When authorized/approved, transportation may be authorized from the PDS to

a. the TDY station;

b. a CONUS location; or

c. a non-foreign OCONUS location if the OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or the spouse's legal resident at the time of marriage.

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

4. When the PDS is OCONUS and the TDY Station is in CONUS. The Secretarial Process may authorize dependent transportation at Government expense to the TDY station, or other location not to exceed, the cost from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on a subsequent order to an activity at the same PDS, or

2. simply returns to the same PDS from indeterminate TDY,

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

D. PCS Order Received at TDY Station. When dependents are moved at Government expense to the TDY station or other location and the member receives a PCS order at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS must not exceed the cost from the TDY station/other location to the new PDS.

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE*: Delivery out of storage is authorized at Government expense, regardless of the length of time in storage (as long as the member's order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.** For POV storage when a member is TDY on a contingency operation, see Chapter 5, Part E, Section II. For information about HHG authorized locations, see tables at par. U4780 for TDY and par. U5390 for PCS.

*U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

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

U4710 BASIC ALLOWANCE

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

1. PBP&E (see par. U5310-C), and

2. Required medical equipment (see par. U5310-K).

B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a passenger transportation commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE*: The Secretary Concerned may authorize a higher weight allowance (NTE 800 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's weight allowance if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.**

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

1/ Includes regular members, members of a Uniformed Service Reserve Component, and officers holding a temporary commission in the Army/Air Force of the United States.

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

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

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

1. From PDS to TDY station;

2. Between TDY stations; or

3. From the last TDY station to the old PDS, or to the new PDS.

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

U4720 TRANSPORTATION METHODS

The transportation methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

A. Weight Allowance. A member’s grade on the day travel begins determines the weight allowance.

B. Orders Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.

C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

U4735 WHEN EXCESS CHARGES ARE INCURRED

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

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

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

U4745 PCS WITH TDY EN ROUTE

See par. U5345-C1.

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

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

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

2. Packed and moved from Government quarters to private-sector housing in the old PCS vicinity, if required to vacate the Government quarters.

U4755 INDETERMINATE TDY

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

1. The TDY station, or

2. Any CONUS point, or

3. Other location authorized for dependent travel by the Secretarial Process, or

4. NTS under par. U4770-C,

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

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

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

1. OCONUS, or

2. a ship,

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

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

1. The ship’s homeport;

2. From Government quarters to private-sector housing in the old PDS vicinity, if required to vacate Government quarters; and

3. NTS under par. U4770-C.

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

1 OCONUS assignment, or

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

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

1. Any CONUS location the member specifies;

2. The OCONUS duty station; and

3. NTS under par. U4770-C.

U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

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

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

1. The ship's homeport, and

2. NTS under par. U4770-C.

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

1. Any CONUS location the member specifies, and

2. NTS under par. U4770-C.

U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT

A. Temporary Storage

1. Temporary storage is authorized as part of HHG transportation (see ***NOTE 1 below)***.

2. HHG, within the TDY weight allowance, may be placed in temporary storage when:

a. On a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE 2 below***); or

b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the temporary storage as necessary based on the member's written statement that temporary storage is necessary for reasons beyond the member's control.

NOTE 1: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.

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

B. Special Storage

1. General

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

b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.

c. The member's PCS weight allowance applies (see par. U5310-B).

d. See par. U5380-B for storage facility selection.

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

a. A TDY/deployment order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).

b. The Service designated official must authorize/approve special storage, except for a member who:

(1) Is authorized HOS allowances in par. U5365-A, and

(2) Has HHG in NTS under par. U5365-C when recalled to active duty. See par. U5365-H.

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

a. The Secretarial Process may authorize/approve special storage for Reserve Component Members who are:

(1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and

(2) Ordered to TDY or deployment.

b. The TDY/deployment can be for any length of time.

c. The TDY HHG weight allowance limitations in par. U5345-B2 for Reserve Component members called/ordered to active duty for less than 20 weeks ***does not*** apply.

d. PCS weight allowances ***do*** apply (see par. U5310-B).

C. Non-temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

a. Ordered on a PCS:

(1) With TDY en route, or

(2) While on TDY, and

b. In the situations listed in the chart below.

2. Authorized NTS begins on the day the order is issued and continues as long as any of the situations in the chart below exist.

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

Situation	Termination
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to an order assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned ship
4. TDY in connection with building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. Day of the ship's arrival at its assigned homeport

U4775 HHG TRANSPORTATION AFTER STORAGE

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

***U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

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

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. A Reserve Component member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (A) Initial active duty for training for less than 6 months; or (B) Active duty (including active duty for training) for less than 20 weeks; or (C) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. Indeterminate TDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship homeport”), 5, 9, 17

7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)	4 (“ship homeport”), 5, 9
9. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)	5 (“special storage”), 9
11. TDY/deployment of a Reserve Component member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)	5 (“special storage”), 9
12. Relief from active duty for a member of a Reserve Component called/ordered to: (A) Initial active duty for training for less than 6 months, or (B) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (C) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	TEMPORARY STORAGE
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE ("When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance." par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

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

Effective 27 July 2004

***U4800 DEFINITIONS**

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

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

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See 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 that may or may not involve more than one Service. Members/units are 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 area of operation and actions within the AOR.

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

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

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

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

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

*(1) Not located in the Combatant Command's/JTF's area of operation but who are operating in a support capacity, or

*(2) Are located in the Combatant Command's/JTF's area of operation but are not part of the Combatant Command/ JTF.

2. Regular TDY

Effective 31 January 2003

a. General. For regular TDY a member:

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

(2) Is reimbursed for lodging, meals and incidental expenses in Chapter 4, Part B or par. U4800-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 for par. U4151-B4 (e.g., if a TDY member travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).

Effective 1 October 2003

b. Temporary Dining Facilities – Combatant Command or JTF

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

(*(a) $3.00 in CONUS, or

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

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

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

c. Operational Deployment. Members on an operational deployment are on "regular" TDY (see exceptions for exercises in par. U4800-D4 below).

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

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

(1) Enhances operational readiness,

(2) Enhances the conduct of military operations, or

(3) Is necessary for the effective conduct of training.

b. Designation of EUM is applied only to:

(1) Organizational units,

(2) Operational elements, or

(3) Detachments;

not to individual service members.

c. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing.

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

4. Field Duty. During field duty (Appendix A) the member 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. Not paid per diem as everything, the cost of which is ordinarily reimbursed by per diem, is furnished at no additional cost to the member, i.e., at no cost that exceeds that which the member would normally incur at the PDS.

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Government Lodging and Government Meals - Permanent U.S. Installation	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Commercial Lodging and Government Meals **(In AOR only)**	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	
Field Duty	Government Lodging, Meals and Incidentals Provided	None	

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

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

Table 1. Deployment -Joint Operations TDY Options

*PART J: TRAVEL ADVANCES

U4900 GENERAL

A. Policy. Members traveling on official business:

1. Are responsible for their travel expenses, but

2. Should not have to pay official travel expenses entirely from personal funds (unless the member decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).

B. Responsibilities. Commands:

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

2. Should ensure members take all reasonable steps to minimize the cash burden on both the command and the member (such as using the Government-sponsored contractor-issued travel charge cards.).

U4905 ALLOWABLE ADVANCES

A. Authorization. Travel advances may be paid when:

1. Authorized on orders, and

2. Permitted in accordance with:

   a. The DoDFMR, Volume 9 (DoD Services), or

   b. Service regulations (Non-DoD Services).

B. Advances may be for:

1. Per diem,

2. POC mileage allowance,

3. AEA,

4. Reimbursable expenses, and/or

5. Advance Lodging Deposits. Members 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. Members are financially responsible for repayment of the advance deposit if the deposit is forfeited because the TDY travel is not performed for reasons unacceptable to the agency.

CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

Paragraph	Contents
U5000	**SCOPE**
	A. General
	B. Travel Covered
U5002	**APPLICABILITY**
	A. General
	B. Special Categories
	C. Persons Not Covered
U5012	**PCS ALLOWANCES**
	A. General
	B. Member and Dependent Travel and Transportation Allowances
	C. HHG Transportation and Storage
	D. Unaccompanied Baggage Transportation
	E. POV Transportation
	F. Mobile Home Allowances
	G. DLA
	H. TLE Allowance
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U5230 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

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U5350 **TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR OCONUS DUTY**

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B. Ordered from Shore Duty to Sea Duty

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

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U5360 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

A. General

B. Storage

C. Separation or Relief from Active Duty to Continue in the Service

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training

F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty
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U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

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I. Recalled to Active Duty after Selecting a Home
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U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

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B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
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F. Member Reduced in Grade
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I. HHG Transportation Incident to IPCOT
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U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General
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U5375 TEMPORARY STORAGE

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U5385 **ADVANCE OF FUNDS**

PART E: POV TRANSPORTATION AND STORAGE

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U5455 **POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

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U5456 **TRANSPORTATION INCIDENT TO DIVORCE**

U5457 **TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident to Separation from Service or Relief from Active Duty
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U5460 **CARE AND STORAGE**

U5461 **RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE**

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B. Storage before an Order is Issued
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U5474 **RESTRICTIONS**
A. Restriction on Vehicle Size
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U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

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U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/ EMERGENCY CIRCUMSTANCES
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U5545 **MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

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U5915 **MOBILE HOME TRANSPORTATION**

A. General

B. Member Assigned to Full PCS Weight Allowance Area

C. Member Assigned to Administrative Weight Restricted Area

U5920 **TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY**

A. General

B. Definition

C. Restriction

D. Authorization

E. Reimbursement

CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.

2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.

3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:

   a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;

   b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;

   c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or

   d. enlistment or induction into the Service (regular or during emergency).

4. Separation or Retirement. Travel from last PDS to home upon:

   a. discharge, resignation, or separation from the Service under honorable conditions;

   b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;

   c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

   d. retirement; or

   e. temporary disability retirement.

5. Travel (other than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000),

2. applicants and rejected applicants of the regular service (see par. U7025),

3. reserve components (see par. U7150), or

4. members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400),

2. members discharged under other than honorable conditions (see par. U7500), and

3. prisoners (see par. U7451).

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Chapter 5, Part C.

*C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be shipped if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS. HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Chapter 5, Part D. ***See JTR, par. C8050 for HHG transportation for a DoD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.***

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV**,** owned or on a long-term lease by the member or dependent(s)**,** shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;

2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;

3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1);

4. ***not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation or release from active duty or retirement*** unless a certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date; and

5. ***not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured***, unless a certified on-going medical condition prevents relocation of the dependent for longer than 6 years from the notification date.

J. Home of Selection. ***Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.***

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.

2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***

3. MALT payment does not affect transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

B. Reimbursement for the Use of more than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

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

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives $.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid $.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

U5018 NOT USED

***U5020 ADVANCE OF FUNDS**

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B4). See par. U9158 for TLA advance payment.

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Transportation Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/,10/	Yes	Yes	No	No 25/	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member										
CONUS to CONUS	Yes (each)	Yes (each)	Yes (each) 13/	Yes 8/(each)	No 10/	No	Yes 15/	See par. U5630-E & Table U5G-1	Yes (each)	No
To/from OCONUS	Yes	Yes (each)	Yes (each) 13/, 14/	Yes (each)	Yes (each)	Yes	No 12/		Yes (each)	Yes (each)
Separated Under Honorable Conditions 16/										
Member completed 90% of 1st term	Yes	Yes	Yes	Yes 18/	No 19/	No	Yes	No	No	Yes 26/
Member did ***not*** complete 90% of 1st term	Yes 17/	Yes 17/	Yes	Yes 18/	No 19/	No	Yes	No	No	Yes 26/
Separated Under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 26/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 26/

Table U5A-1

1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Part B, Part C, Part D, Part E, Part F, Part G, Part H, and Part I of this Chapter prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.
2/ For the time limitation of NTS for PCS orders, see par. U5380.
3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authoriuzed DLA at the "with-dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are ***not*** authorized DLA (par. U5605).
6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum periods authorized.
*7/ TLA is only authorized under the conditions specified in par. U9151. See Chapter 9, Part C, for the maximum periods authorized.
8/ When member requests NTS as an alternative to transportation, NTS must be in the Government's best interest (see par. U5380-C).
9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
11/ Except when the member's first PDS is OCONUS.
12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
13/ Members may combine their HHG weight allowances for transportation purposes (par. U5330-A).
14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the administrative HHG weight allowance of the senior member (see par. U5315-B).
15/ See par. U5505-A for information on combining the weight allowances of the two members to compute the maximum mobile home authorization.
16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
18/ NTS in connection with separation/retirement from the Service is in addition to transportation.
19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is ***not*** authorized HHG shipment.
22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure ***and only while on active duty***.

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

U5100 GENERAL

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

***NOTE*: When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.**

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

1. Allowable Travel and Transportation Options. A member may elect to:

   a. Travel by POC (see par. U5105-B),

   b. Procure common carrier transportation (see par. U5105-C), or

   c. Be provided transportation in kind (see par. U5105-D),

2. Exceptions. A member may elect the travel and transportation options listed above except when:

   a. Travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),

   b. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (see par. U5108),

   c. Travel OCONUS is involved (see par. U5116),

   d. There are special circumstances (see par. U5120 and Chapter 7), or

   e. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

Effective 1 October 2004

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is a member or dependent traveling IAW a PCS order and whose transportation is to be reimbursed using a PCS order as authority. If more than one member travels as an authorized traveler in the same POC, each is authorized a MALT of at least $.15 per mile. One member is authorized $.15 per mile. The other member is authorized MALT for self and all other dependent authorized travelers (excluding the member passengers) and reimbursable expenses.

Example 1: Member-married-to-member couple, each on a PCS order, and their two children travel together in one POC. One member is paid $.15/mile MALT while the other may claim the two dependents and receive $.19/mile MALT.

Example 2: Three unrelated members, each on a PCS order, travel together in one POC between two locations. Each receives $.15/mile MALT.

Example 3: Member-married-to-employee, each eligible for travel and transportation allowances, and their child travel together in one POC. Either the member or the Government civilian employee may claim the child and receive $.17 per mile while the other is paid $.15 per mile.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted)..

NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, members may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.

Effective 31 October 2005

*2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DoD policy to use CTOs for all official transportation requirements***. A member who, despite the DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120*** (B-163758, 24 July 1972). Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), authorization is determined under par. U5105-E2.

***NOTE*: The following is not considered in determining if mixed mode travel is involved in a journey:**

a. Travel between the duty station and local transportation terminal, or

b. Travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT PLUS' payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. ***NOTE*: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the 'MALT PLUS' results in a negative amount**.

Effective 1 October 2005
U5106 PCS EXAMPLES - LODGINGS AND 'MALT PLUS' PER DIEM

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi $25
	Arr:	New PDS		

Member spends $115 for lodging on 15 Jul.
POE per diem rate is $188 ($126 for lodging and $62 for M&IE).
POE is not the local terminal for the old PDS.
M&IE for new PDS is $31.

REIMBURSEMENT:		
7/15	75% times $62 = $46.50 plus $115 ($115 less than $126) =	$ 161.50
7/16	75% times $30 =	22.50
114 miles x $0.15/mile =		17.10
Taxi		25.00
Total Reimbursement =		**$226.10**

***NOTE*: MALT & 'Lodgings-Plus' is paid for the same day.**

EXAMPLE 2

*The Standard CONUS per diem rate used in this example may not be current. See ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html*** or par. U2025 for the current Standard CONUS per diem rate.

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi $20
	Arr:	New PDS		

Member spends $110 for lodging on 3 Aug.
POE per diem rate is $152 ($110 for lodging and $42 for M&IE).
M&IE for new PDS is $60.
Standard CONUS per diem = $99.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ $99 =	$ 198.00
8/03	$110 + $42 =	152.00
8/04	75% x $60 =	45.00
805 miles x $0.15/mile =		120.75
Taxi		20.00
Total Reimbursement =		**$535.75**

***NOTE*: Even though there is another 'MALT PLUS' per diem day payable, pay 'Lodgings-Plus' per diem for the night spent at the port.**

EXAMPLE 3

*The Standard CONUS per diem rate used in this example may not be current. See ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html*** or par. U2025 for the current Standard CONUS per diem rate.

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200 miles
10 Jun	Dep:	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

*Member spends $60/night for lodging 4-10 Jun while TDY.
TDY per diem rate is $99 ($60 for lodging and $39 for M&IE).
*Standard CONUS per diem = $99.

***REIMBURSEMENT:**		
6/01 – 6/3	3 days @ $99 =	$ 297.00
6/4	$60 + $39 =	99.00
6/5 - 6/9	5 x ($60 + $39) =	495.00
6/10	1 day @ $99 =	99.00
1,200 miles x $0.15/mile =		180.00
300 miles x $0.15/mile =		45.00
Total Reimbursement =		**$1,215.00**

***NOTE*: Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the member arrived at the TDY location that day.**

EXAMPLE 4

*The Standard CONUS per diem rate used in this example may not be current. See ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html*** or par. U2025 for the current Standard CONUS per diem rate.

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1,080 miles
11 Jul	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends $100 for lodging on 10 Jul.
POE per diem rate is $145 ($99 for lodging and $46 for M&IE).
POD is not the local terminal for the new PDS.
M&IE for new PDS is $82.
*Standard CONUS per diem = $99.

REIMBURSEMENT:		
7/01 – 7/9	3 days @ $99 =	$ 297.00
7/10	$99 + $46 =	145.00
7/11	75% x $82 =	61.50
1,080 miles x $0.15/mile =		162.00
120 miles x $0.15/mile =		18.00
Total Reimbursement =		**$683.50**

NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which AOs may prohibit members from using a POC when traveling as individuals (as distinguished from members traveling together under an order directing no/limited reimbursement). ***If there are no Service regulations, order prohibiting POC transportation are without effect.*** Paragraph U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED

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

A. Transoceanic Travel. ***When travel is directed (as opposed to being authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Members Traveling Together under an Order Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order. The TDY rules in Chapter 4, Part A, also apply for PCS. ***NOTE: This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.***

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting AOs to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: Member transoceanic PCS travel is a notable exception.***

U5109 MISCELLANEOUS REIMBURSEMENT

See Chapter 1, Part C and Chapter 5, Part I (regarding pets).

*U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The 'new PDS' per diem rate and the procedure in par. U4145 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover or TDY location rate, as appropriate. The new PDS rate does not override the destination rate logic in par. U4145. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. ***NOTE: See par. U5113-D when the new PDS is a ship.***

EXAMPLE 1 (*Crosses International Dateline*)

17 February	Dep:	Old PDS	GB
	Arr:	POE	
18 February	Dep:	POE	TP
	Arr:	POD	
19 February	Dep:	POD	TP
	Arr:	New PDS	

Member spends $150 for lodging on 17 February.
POE per diem rate is $291 ($193 for lodging and $98 for M&IE).
POE is not the local terminal for the old PDS.
Member spends $100 for lodging on the second 18 February.
POD per diem rate is $161 ($110 for lodging and $51 for M&IE).
M&IE for new PDS is $39.

REIMBURSEMENT:		
2/17	75% x $98 = $73.50 plus $150 ($150 less than $193) =	$ 223.50
2/18	$51 (destination M&IE rate) =	51.00
2/18	$51 plus $100 ($100 less than $110) =	151.00
2/19	75% x $39 (new PDS rate)	29.25
Total Reimbursement =		**$454.75**

EXAMPLE 2 (*Crosses International Dateline*)

18 February	Dep:	Old PDS	TP
18 February	Arr:	POD	
19 February	Dep:	POD	TP
19 February	Arr:	New PDS	

Member spends $100 for lodging on the second 18 February.
POD per diem rate is $161 ($110 for lodging and $51 for M&IE).
M&IE for new PDS is $39.

REIMBURSEMENT:		
2/18	75% x $51 (destination M&IE rate) =	$ 38.25
2/18	$51 (destination M&IE rate) plus $100 ($100 less than $110) =	151.00
2/19	75% x $39 (new PDS rate)	29.25
Total Reimbursement =		**$218.50**

EXAMPLE 3 (*Crosses International Dateline*)

5 March	Dep:	Old PDS	TP
5 March	Arr:	POD	
5 March	Dep:	POD	TP
5 March	Arr:	New PDS	

POD per diem rate is $177 ($126 for lodging and $51 for M&IE).
M&IE for new PDS is $39.

REIMBURSEMENT:		
3/5	75% times $39 (new PDS rate) =	$ 29.25
3/5	75% time $39 (new PDS rate)	29.25
Total Reimbursement =		**$58.50**

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS ENTERPRISE to USS NORMANDY, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are authorized:

1. The applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;

2. Transportation by available Government aircraft or ship, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and

3. The applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on a PCS order not involving transoceanic travel (see Appendix A) is authorized the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. U5116-A;

b. Dependents' travel under par. U5207; and

c. POV delivery to the loading port/VPC for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the AO as to the Government's advantageous and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The AO may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on a PCS travel order even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

Effective* for travel by car ferry *on or after 1 January 2005

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. MALT PLUS (see par. U5105-B)

(1) MALT PLUS is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

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

b. Transportation. The member/dependent(s) are authorized:

(1) Government-procured ferry transportation, or

(2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

Effective 1 October 2005

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized (see par. U3130-C).

(2) Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the member and dependents using the highest CONUS M&IE rate (currently $64) 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) per diem rate prescribed for the member's new PDS if travel ends on that day, or

(b) Standard CONUS per diem rate (see ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025***) if travel by POC continues on the day after the departure day (debarkation) from the ferry.

NOTE 1: The percentages in par. U5210-B apply when computing per diem for dependents.

NOTE 2: If the ferry passage does not include an overnight, MALT PLUS continues uninterrupted while on the ferry.

NOTE 3: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

d. Ferry Fees. Reimbursement is authorized for miscellaneous ferry fees.

NOTE: See par. U3130-F for required documentation if U.S. flag ferries are not available.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-procured Transportation Available. ***When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is authorized reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Ships or Aircraft of Foreign Registry. ***See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on ships or aircraft of foreign registry***.

4. Travel by Privately-Owned Boat. ***See par. U5116-C2b.***

E. Reimbursement when the Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and

3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when an Order to Active Duty Is Received at a Place other than That to which Addressed. When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

B. PCS Order Received at TDY Station. A member, who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Order Received while on Leave

1. PCS Order Received while on Leave from TDY Station. A member, who receives a PCS order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the order is received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location near (But outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. ***Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on/after the PCS HHG weight allowance transportation date. Quarters at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.*** Transportation expenses incurred in commuting between the quarters at the old PDS or quarters at the new PDS and the TDY location may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits must be reimbursed for the meal(s) under par. U4510. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

NOTE: See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. PCS Order Canceled, Amended or Modified En Route

1. PCS Order Canceled Returning Member to the Old PDS. If a PCS order is canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. PCS Order Amended or Modified to Name a New PDS or En Route TDY Station. If a PCS order is amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which the amended order was received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. PCS Order Involving a Unit with a Homeport or PDS Location. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).

2. PCS from a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).

3. PCS to a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives before or after the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Homeport Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS from a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place other than the New/Old Homeport. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

a. A place other than the old homeport to the new homeport,

b. The old homeport to a place other than the new homeport, or

c. A place other than the old homeport to a place other than the new homeport.

Allowances must not exceed those payable for travel between the locations authorized in par. U5120-F.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,

2. The designated place via any TDY station(s) and then to the new PDS, or

3. Any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to the:

1. New PDS via any TDY station(s) and/or the designated place, or

2. Authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. In moving dependents,

2. Dependents with HHG shipment, or

3. Dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new

PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

Effective 15 November 2005
*I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to

1. The new PDS via the designated place or safe haven, as applicable;

2. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;

3. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or

4. The authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. Service-designated official(s) may authorize/approve these travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG,

2. Pick up personal items, or

3. Personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on an order that is amended or modified while en route, a member is authorized allowances over the ordered route.

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. Travel in CONUS. A member on active duty, who:

a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;

b. Has a break in service of at least 1 calendar day; and

c. Actually travels

is authorized travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is authorized allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or

b. Is authorized travel allowances under this paragraph to an OCONUS HOR or PLEAD; and

c. Has a break in service of at least 1 calendar day; and

d. Actually travels

is authorized travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is authorized travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is authorized the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

a. Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and

b. Whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:

(1) Transportation in kind (no per diem) by the least expensive transportation mode available, or

(2) Be paid an amount up to the Government's cost of such transportation.

This limitation does not apply to members in the following categories:

a. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5130-A1);

b. Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, 14 February 1967);

c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

d. Separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or

e. Discharged under 10 USC §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances. This prohibition does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (See 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service under other than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. Found unfit by a physical evaluation board to perform the duties of the member's grade,

2. Not authorized a HOS move under par. U5130, and

3. Ordered to a place to await completion of the disability proceedings for the Government's convenience,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);

c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or

d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

A member may select a home:

a. Any place within the U.S.;

b. The HOR outside the U.S. (see par. U5125-A) or the place outside the U.S. from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or

c. Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances under par. U5125-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is authorized travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is authorized the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-Bl, is authorized travel and transportation allowances to a HOS from the last PDS. Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period after the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is authorized travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is authorized travel and transportation allowances to a HOS from the last PDS. However:

a. Travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the Service's best interest, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, 21 April 1976). The delayed travel authorized under par. U5130-B4 must be incident to the member's separation from the Service (B-207157, 2 February 1983).

C. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authorization for travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within l year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders in connection with disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued (32 Comp. Gen. 348 (1953)).

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.*** The maximum travel time that may be allowed under this paragraph is that which would have been allowed

under par. U3005-C had travel been performed entirely by POC. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. ***Travel time allowed may differ from the time allowed for per diem computation purposes.***

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:

a. Travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and

b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

a. Travel at a leave point;

b. Travel at the old or new PDS or TDY stations; and

c. Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

Example:

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)
Miami to leave location Chicago, IL (1,392 miles)
Chicago to new PDS Ft. Irwin CA (2,094 miles)
Ft. Belvoir to Ft. Irwin is 2,627 miles
Ft. Belvoir to Chicago is 715 miles

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

D. Elapsed Time Is less than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. Per diem is payable for any days additional travel time is authorized. ***NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.***

U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC AUTHORIZATION

A. General

1. Members are authorized dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or

b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or

c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

2. POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or

b. designated place; or

c. PDS from which the member elected not to move dependents; or

d. last PDS.

Any interim PCSs, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not authorized dependents' travel and transportation allowances:

1. When a member is:

a. A cadet or midshipman;

b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);

c. An enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;

d. Called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or

*2. When a dependent:

a. Is a member on active duty on the PCS order effective date (see par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);

b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (see par. U5203-C) (transportation-in-kind, including Government-procured transportation, must not be furnished before a PCS order is issued);

c. Is not a dependent ***(except as provided in par. U5215-B)*** on the effective date of the PCS order (see Appendix A) (authorization for allowances in pars. U5215-I ***(spouse separates/retires from service after the member's PCS order effective date)*** and U5240-G ***(dependent's travel and transportation is incident to an IPCOT)*** is unaffected);

d. Receives any other Government-funded travel and transportation allowances for this travel;

e. Is a member's or spouse's parent, stepparent, or person in loco parentis ***(except as provided in par. U5215-B)*** as set forth in Appendix A, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date);

3. For dependents' travel:

a. Any portion of a journey they are transported by a foreign registered ship or airplane, if U.S. registered ships or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);

b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence ***(including pleasure trips)***. For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);

c. When transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

d. For transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);

e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;

f. To an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;

g. To CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);

i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before Orders Issued. A member authorized dependents' travel and transportation allowances is authorized the allowances in par. U5203-A for dependents' travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS AO or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's authorization for dependent travel and transportation allowances may be used any time while the order remains in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Effective 24 February 2004

U5205 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member or member's dependents, ***and***

b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are dependents of the member:

a. Dependents/acquired dependents as defined in Appendix A; and

b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.

2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent(s) instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.

2. Maximum use should be made of Government air transportation.

3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.

2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required use of ships of U.S. registry.

3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

Effective 19 March 2004
B. Dependent(s) Accompany Member. When dependents travel with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and

2. One-half for each dependent under age 12 years.

NOTE: When more than one POC is used as provided for in par. U5015-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanying the member. (See par. U5210-C for dependents 'not' accompanying the member.) A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is authorized per diem for these dependents as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

Effective 1 October 2005

D. Examples

***EXAMPLE 1**

The Standard CONUS per diem rate used in this example may not be current. See ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html*** or par. U2025 for the current Standard CONUS per diem rate.

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi $20
	Arr:	New PDS		

Member, spouse, and 4-year old child travel PCS.
Family spends $150 for lodging (single room rate is $120) on 3 Aug.
POE per diem rate is $152 ($110 for lodging and $42 for M&IE).
M&IE for new PDS is $60.
Standard CONUS per diem = $99.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ ($99 + 76.25 + 49.50) =	$445.50
8/03	$110 + $42 = (member)	152.00
	(75% x $152) + (50% x $152) = (dependents)	190.00
8/04	75% x $60 =	45.00
	(75% x $45) + (50% x $45) =	56.25
600 miles x $0.19/mile =		114.00
Taxi		20.00
Total Reimbursement =		**$1,022.79**

EXAMPLE 2

The Standard CONUS per diem rate used in this example may not be current. See ***https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html*** or par. U2025 for the current Standard CONUS per diem rate.

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi $25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
Family spends $220 for lodging (single room rate is $100) on 15 Jul.
POE per diem rate is $188 ($126 for lodging and $62 for M&IE).
M&IE for new PDS is $39.
Standard CONUS per diem = $99.

REIMBURSEMENT:		
7/15	75% x $62 = $46.50 plus $100 ($100 less than $126) = (member)	$ 146.50
	(75% x $146.50 x 2) + (50% x $146.50) = (dependents)	293.00
7/16	75% x $39 =	29.25
	(75% x $29..25 x 2) + (50% x $29.25) =	59.02
300 miles x $0.20/mile =		60.00
Taxi		25.00
Total Reimbursement =		**$612.77**

NOTE: MALT & 'Lodgings-Plus' is paid for the same day.

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to dependents' PCS travel. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING DEPENDENTS' TRAVEL

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first authorized dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Authorization is for travel from the dependents' location on the date of receipt of the PCS order, up to the

authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time an order is received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Authorization is from the dependents location on the date of receipt of the PCS order to the new PDS or to another place authorized under this Part, up to the authorization for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

*B. Dependent Transported OCONUS at Government Expense – Return at Government Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis ***(See NOTE 2 below)***, who no longer qualifies as a dependent under Appendix A and/or an unmarried child ***(See NOTE 2 below)*** who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at Government expense to the member's OCONUS PDS from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,

2. Dependent's native country if the dependent is foreign-born.

NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.

NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or before the PCS Order Effective Date. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972).

D. Effect of Changes in Ages or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependents' travel and transportation allowances is based on the dependency status on the PCS order effective date (see Appendix A). If dependency status no longer exists when travel begins no authorization exists.

1. Changes in Ages. Authorization is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the PCS order effective date. The following rules govern the amount of per diem to which a member is authorized for dependents' travel as authorized in par. U5210. When dependents' travel:

a. Begins on/before the PCS order effective date and ends after the PCS order effective date, authorization is based on ages on the PCS order effective date;

b. Ends before the effective date of the order, authorization is based on ages on the date travel ends;

c. Begins within 60 days after the effective date of the order, authorization is based on ages on the date travel begins; or

d. Begins more than 60 days after the effective date of the order, authorization is based on ages on the 60th day after the effective date of the order.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependents' travel to the OCONUS PDS, authorization is based on ages of dependents at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the port of aerial or water embarkation, authorization is determined under pars. U5125-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on dependents' ages on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependents' ages on the date travel begins from the POD provided there is no undue delay for personal reasons. Members are liable for costs associated with undue delay for personal reasons.

4. TDY Directed in Connection with PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS order to a PDS to which the dependents are authorized to travel, and dependents' travel is delayed until completion of the TDY, authorization is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependents' ages on the 60th day after completion of the TDY.***

5. TDY Directed in Connection with PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS order to a dependent-restricted tour and the dependents do not travel until the TDY ends, authorization is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the effective date of the order, authorization is based on the dependents' ages on the 60th day after the effective date of the order.***

E. Orders Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS order is:

1. Amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or

2. Canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the order was amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives a PCS order, the member is authorized dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependents' travel and transportation allowances for dependent travel up to the authorization for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS order authority, they are authorized dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Effective Date of a Member's PCS Order. A member:

1. Who performs PCS travel, and

2. Whose spouse on the effective date of that order is a member, but separates/retires from the Service thereafter,

is authorized dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes after the Effective Date of the PCS Order. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS order. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

***NOTE*: This paragraph does not apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.**

A member in receipt of a PCS order is authorized dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the authorization from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDSs, authorization for dependents' travel and transportation allowances are based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or

2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the allowances.

B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. When a member and dependents travel together MALT for the dependents is at the rate for the member and dependents, less $0.15 per mile, for the official distance between the points authorized for the dependents' travel. Ex., A member and 3 dependents travel from the old PDS to the TDY location and then to the member's new PDS. MALT reimbursement for the member's travel is at $0.15 for the official distance from the old PDS to the TDY location to the new PDS. MALT reimbursement for dependents' travel is limited to the official distance between the old and new PDS at $0.05 ($0.20 - $0.15).

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependents' travel and transportation allowances for dependents' travel to the PDS, up to the allowances for travel from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependents' travel and transportation allowances for dependents' travel, up to the authorization for travel to the PDS, regardless of the point designated in the order (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to an active duty order, but on or before the effective date of the order, the officer is authorized dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of an active duty order, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are authorized dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is authorized the dependents' travel and transportation allowances in par. U5222-C if they travel.

2. Dependents Authorized Concurrent Travel with Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is authorized allowances for their travel when performed from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the allowances for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependents' Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized allowances for dependents' travel to a designated place in CONUS or a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances must not exceed the allowances from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. Dependents cannot be moved again at Government expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under this subparagraph may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored at the OCONUS PDS after arrival, they may be moved at Government expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. ***Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by dependents at personal expense***.

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

Effective 16 June 2005

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move dependents from the old PDS (or HOR/PLEAD based on their location if member's first PCS on active duty) to a designated place in:

a. CONUS;

b. a non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;

(1) This authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;

Effective 18 June 2004
(2) For Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***;

(3) The Commandant of the Coast Guard (CG-12) may make exceptions for Coast Guard members; and

(4) ***Dependents residing in the same country as the member cannot be command sponsored, if moved there under this authority.***

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. Members are authorized dependents' travel and transportation allowances under this subparagraph when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependents' travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;

b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);

c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

except as provided in par. U5215-F, dependents' travel and transportation allowances are authorized from the place the dependents are located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which dependents were moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependents' travel and transportation allowances are authorized from the place to which dependents were moved under this paragraph or from the homeport for a ship, afloat staff, or afloat unit if dependents are located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependents' travel and transportation allowances even though the homeport of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Change of Homeport. When on duty with a ship, afloat staff, or an afloat unit specified as unusually arduous on the effective date of the homeport change, a member is authorized dependents' travel and transportation allowances from the old homeport:

a. Or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the authorization is limited to that from the designated place to the new homeport.

b. To the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the authorization is limited to that from the old homeport to a designated place.

c. Or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by command-sponsored dependents, who is involuntarily transferred by the Service concerned on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5203-B3e and U5203-B3f do not apply.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

Effective 18 June 2004

3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9201-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDI 1315.18,*** Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***. For IPCOT allowances, see par. U5240-G.

4. Accompanied-to-Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there before their travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependents' travel to a designated place. For IPCOT allowances, see par. U5240-G.

G. Consecutive OCONUS Tours for a Member with Non-command-sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has non-command-sponsored dependents at, or in the vicinity of, the old PDS, is authorized dependents' travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed up to the allowances from the place dependents were last moved at Government expense. If the member was not authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the homeport change effective date, that homeport change is a PCS for dependents' travel and transportation purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport (as opposed to an assigned permanent duty station location) has the same status as a ship with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***This subparagraph does not apply to members not authorized dependents' travel and transportation allowances under par. U5203-B.*** Except as provided in par. U5222-K2, authorization for dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged period of treatment of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is authorized dependents' travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependents' travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When dependents travel incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-Kl and U5222-K2, a member is authorized dependents' travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependents' travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When dependents did not travel at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the authorization for travel from the last or any prior PDS or place dependents were retained (par. U5203-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When dependents traveled at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the authorization for travel from the hospital to which the member was transferred when dependents traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation for dependents. Such transportation is provided only if authorized/approved through the Secretarial Process. The procedures in par. U5225-F apply. If restored to duty, the member is authorized dependents' PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When dependents travel at Government expense to the HOR or PLEAD, or to some other place under this subparagraph, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

1. General. Dependents of a member on duty aboard a ship:

a. Being overhauled or inactivated at a place other than its homeport or

b. If the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after

the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents must not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the authorization becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

4. Dependents Travel while the Ship Is Being Constructed. When the authorization conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

a. Designated future homeport of the ship; or

b. Area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Future homeport of the ship; or

b. Area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the authorization becomes available. The authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under this paragraph must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependents' travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally-procured commercial transportation;

c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph***.

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependents' travel and transportation allowances up to the authorization for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;

2. Being commissioned in the regular establishment while on active duty as a member of the Reserves; or

3. Accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. ***A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not authorized dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.***

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. ***A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependents' travel and transportation allowances.***

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or

2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90% of an initial active duty enlistment of other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);

2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);

3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;

5. Discharged under 10 USC §1173 for hardship; or

6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization to exist under par. U5225. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not authorized to select a home under par. U5130, but who, for the Government's convenience, is ordered to a place to await the results of the disability proceedings, is authorized dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested. Dependents' travel under this subparagraph must not preclude authorization for dependents' travel when a disability separation order,

or other order, ultimately is issued. Such authorization is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point to which the member is authorized incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);

c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is authorized dependents' travel and transportation allowances for travel actually performed up to the authorization for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the U.S. under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependents' travel and transportation allowances under par. U5225-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member authorized dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

b. During 1-Year Period after Date of Termination of Active Duty. A member authorized dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. Member Undergoing Education or Training. A member authorized dependents' travel and transportation allowances under par. U5230-A1 who:

a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is authorized dependents' travel and transportation allowances to the HOS provided:

a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). The delays authorized under this subparagraph must be incident to separation of the member from the Service (B-207157, 2 February 1983).

***NOTE*: See par. U5012-I for restrictions to time limit extensions.**

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependents' travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status, authorized dependents' travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. ***A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not authorized dependents' travel and transportation allowances in connection with such discharge or retirement. See par. U5230-A or U5230-B for authorization in conjunction with placement on the TDRL.***

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependents have not traveled to the HOS and the member has not shipped HHG there, the dependents are authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by them up to the authorization for travel to the member's HOS from the place to which the dependents were last transported at Government expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependents are authorized travel and transportation allowances to a home of their selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependents were last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await a further order in connection with disability retirement, is authorized dependents' travel and transportation allowances to that place, in addition to any authorization for dependents' travel and transportation allowances when retirement or another order later is issued. However, authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependents' travel and transportation to the waiting point.

U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

Dependents traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when those dependents are stranded en route because their documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be

obtained in accordance with Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member in accordance with Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

***NOTE*: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.**

A. General

1. This paragraph covers dependent travel situations that are in:

a. Advance of the member's PCS, and

b. The Government's best interest.

2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW courts martial of members; tour extensions; and alerts.

3. An order authorizing dependents' travel and transportation must cite the specific subparagraph (below) under which the travel is authorized.

4. For dependents' evacuation travel, see Chapter 6.

5. For early return of dependents, including dependents in CONUS whose member spouses are court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependents’ travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in this subparagraph. In this subparagraph, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before dependents begin travel from the member's old PDS, the authorization for dependents’ travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed after Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents’ travel and transportation allowances are authorized from the old PDS to the place at which they received notification of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or

b. Homeport of the ship concerned and from the homeport to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while Dependents Are at a Designated Location. If the dependents are at a designated place authorized in par. U5240-B1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after Dependents Leave the Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents' travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate POE serving the member's OCONUS PDS and from that homeport or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

a. Designated place in CONUS;

b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or

c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that PDS, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependents' travel and transportation allowances under par. U5203-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependents' transportation is authorized,

is authorized dependents' travel and transportation allowances to the PDS or homeport of the ship concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. ***However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependents may be retained at the place to which they traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: Dependents may be retained at a temporary OCONUS location to which they were transported under par. U5240-B6 and par. U6005 only when authorized/approved through the Secretarial Process.*** Travel of dependents of members not authorized travel and transportation allowances under par. U5203-B is governed by par. U6005.

*C. Dependents' Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

(1) Is accompanying the member for more than 30 days; and

(2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available ***except for***:

(1) Emergency dental care,

(2) Dental care provided at an OCONUS location, or

(3) Dental care not covered by the dental plan.

3. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.***

4. Transportation to and from a Medical and/or Dental Facility. When practicable, Government transportation should be used for transportation authorized by par. U5240-C. When Government transportation is not available or its use is not practicable, dependent patients must be transported by:

a. Government-procured commercial transportation,

b. Personally procured commercial transportation, or

c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***Mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips, but excluding alcoholic beverages) may be reimbursed up to the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) (see http://www.dtic.mil/perdiem/perdiemrates.html) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see Appendix A definition) (see http://www.dtic.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in par. U1410 except that if a POC is used to and from the transportation terminal (par. U1410-B1) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized***.

9. Attendants for Dependents. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An order authorizing/approving dependents' travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO'sAO statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

D. Dependents' Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When dependents have traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependents' travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is authorized dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

Authorization under this subparagraph also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:

a. Is sentenced by a court martial to:

(1) Confinement for more than 30 days,

(2) Receive a dishonorable/bad-conduct discharge, or

(3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions,

is authorized dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

a. The member,

b. The member's spouse, or

c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

a. Member, or

b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

a. The court-martial is completed, or

b. Of administrative discharge.

*G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied to Accompanied Tour

a. Dependents' travel and transportation at Government expense from a designated place to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

b. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized dependents' travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized dependents' travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS.

Effective 24 February 2004
H. Travel and Transportation for Dependents Relocating for Personal Safety. See par. U5205

U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, 22 December 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefore under pars. U5203-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Authorization for dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member’s casualty status is terminated, authorization for dependents’ travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under par. U5241.

Effective 01 November 2004
U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. Children who are unmarried and

(1) Under age 21;

(2) Under age 23 and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

(3) Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

c. The parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

d. If no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then

(1) The person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are coming led and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and

(2) Up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

*2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

*a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

*b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

a. The time necessary to travel to the location concerned, plus

b. Not to exceed 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

(1) Transportation-in-kind,

(2) Reimbursement for the cost of personally procured commercial transportation,

(3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement

is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-B incurred incident to travel under this paragraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

(1) An interment of casketed or cremated remains;

(2) A placement of cremated remains in a columbarium;

(3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3***) below; and

(4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242-B1, eligible family members of the deceased member of the armed forces include the following:

a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

b. Child or children, including children described in section 37 USC §401(b)(1) (see ***NOTE 4*** below) of the deceased member,

c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see ***NOTE 1*** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. The eligible family members are issued ITAs under Appendix E Part II, and are authorized transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3*** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

***NOTE 1*: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term "parent" means:**
a. A natural parent of the member;
b. A step parent of the member;
c. A parent of the member by adoption;
d. A parent, stepparent, or adopted parent of the spouse of the member; and
e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

***NOTE 2*: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:**
a. The surviving spouse of the decedent;
b. Blood relatives of the decedent;
c. Adoptive relatives of the decedent; and
d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

***NOTE 3*: For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:**

"(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement shall be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later."

***NOTE 4*: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term "child" includes a/an:**
a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);
b. Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and
c. Illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.

U5243 TRANSPORTATION OF DEPENDENT STUDENTS

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents (as defined in this subparagraph) attend:

1. A dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or

2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is authorized transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A3. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.

a. Dependent. A "dependent" in this subparagraph (20 USC §932) is a minor individual who:

(1) Has not completed secondary schooling; and

(2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to other than the Member's Residence

(1) Members authorized transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DoDEA school to the member's residence by the authorized mode.

NOTE: For this subparagraph, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:

a. Government-owned/procured (on a space-required basis),

b. Reimbursed (see par. U5203-A2), or

c. A MALT (see par. U5203-A3).

NOTE: See Chapter 3, Part B, for transportation procurement.

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

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

C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

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

a. A student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.

b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.

c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

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

1. Definitions. The following definitions are specific to this subparagraph.

a. Formal education is:

(1) A secondary education;

(2) An undergraduate college education;

(3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and

(4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:

(a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;

(b) Has been in existence for at least 2 years; and

(c) Is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DoDEA school" in par. U5243-A1b does NOT apply to this subparagraph.

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

(1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Members who have student dependents, who are separated from their school in the U.S. and who have not previously traveled at Government expense to the members' OCONUS PDSs, retain the authorization for the dependent's travel and transportation to the members' PDSs.

Effective 14 February 2005
2. Transportation Allowances. A member:

a. Permanently stationed OCONUS; and

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

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

Effective 14 February 2005
3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of the reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the location of the expense.)*** Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

Effective 2 October 2005
****NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).***

Effective 10 May 2005
4. Limitations. Par. U5243-D does not apply to a member:

a. assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

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

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

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

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

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

Effective 14 February 2005

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

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

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS/homeport by the authorized transportation mode.

Effective 14 February 2005

6. Transoceanic Travel

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

b. Travel Performed at Personal Expense

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

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

c. Government-procured Transportation Not Available

(1) Reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled economy commercial air service over the direct route between origin and destination when CTO/TMC-provided Government-procured transportation is not available.

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

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

Effective 14 February 2005

7. Overland Travel

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

b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.

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

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 14 February 2005
8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight unaccompanied baggage during educational travel.

Effective 14 February 2005
9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's unaccompanied baggage (NTE 350 pounds) in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 USC §§921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

A. General. Not more than three family members ***(See par. U5246-B)*** of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation and per diem under par. U5246 as determined by appropriate authority. In extenuating circumstances, the Secretarial Process may authorize transportation and per diem for more than three family members. See par. U1010-B1 for claims.

Effective 19 November 2005
1. Active Duty Member Including a Reserve Component Member on Active Duty. Round-trip transportation and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

NOTE: (Effective for the period 30 June 2005 through 31 December 2005)
One round trip, including per diem payment, may be authorized for each family member authorized to visit a member not described above who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the United States for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial process.

2. Member of a Reserve Component Entitled to Disability Pay and Allowances. Round-trip transportation and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at ***http://www.dtic.mil/comptroller/fmr/07a/index.html*** or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at ***http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm,*** who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

3. Member Retired due to Illness or Injury. Round-trip transportation and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or as a result of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.

2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for DoD civilian employees are in JTR, par. C6800 and DoD employees are issued a DD Form 1610 TDY travel authorization.

3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA. The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***);

3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured. Only the same three family members (or those authorized by the Secretarial Process in par. U5246-A) who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.)

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to travel under this paragraph. Receipt requirements are the same as those in par. U2510.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

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

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is authorized HHG transportation. ***See NOTE below.*** (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Government. For information about HHG authorized locations for PCS, see table at par. U5390. For information about HHG authorized locations for TDY, see table at par. U4780.

2. As used in this paragraph, a "former PDS" includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS if the HHG:

   a. Were in the member's possession before the PCS order effective date from that former PDS, and

   b. Previously transported plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the effective date of the order from the former station.

4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.

5. For cases involving mobile home allowances, see par. U5330-F and Part F.

6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or transportation authorization is valid). This includes shipments that have been converted to storage at the member's expense.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	**With Dependents 2/**	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8.000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, Uniformed Service Reserve Component members, and officers holding a temporary commission in the Army/Air Force of the U.S.

2/ For this table, members “with dependents” are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after***:

a. The death(s) of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A Uniformed Services member appointed from an:

a. Enlisted/warrant officer grade to a commissioned officer grade, or
b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

a. Held on the member's PCS order effective date used for HHG transportation, or
b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

a. On the member's PCS order effective date then being used for HHG transportation, or
b. Before reversion,

whichever is greater.

4/ A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identities as PBP&E are HHG, if otherwise qualified.

NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.

Effective 10 November 1998
D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the member's and/or dependents' personal use. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

Effective 7 November 2005
*F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from SDDC, in connection with transportation of a boat as HHG.

NOTE 1: All rates used in the following examples are for illustrative purposes only. Applicable domestic tariff rates plus applicable packing allowances for domestic shipments, and applicable International single factor rates for international shipments, change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

NOTE 2: If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies (see par. U5340).

NOTE 3: Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

***EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).
Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs.
Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs.
The lowest applicable tariff rate for transporting 12,000 lbs is $30,124.19.
The lowest applicable tariff rate for transporting 18,000 lbs is $43,145.57.
The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is $9,617.50.

EXCESS COST COMPUTATION

STEP 1:
Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight.

NOTE: If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.

HHG transported (net is tare weight less PBP&E and less 10% for packing)		12,000 lbs.
Weight of boat		+ 20,000 lbs.
Total weight of HHG and boat		32,000 lbs.
Exceeds member's maximum weight allowance Member's maximum weight allowance (18,000 lbs.)	18,000	
Lowest applicable tariff cost to ship 18,000 lbs.		$43,145.57

STEP 2:
Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		$ 9,617.50
Weight of HHG actually transported (12,000 lbs.)		
Lowest applicable tariff rate to ship 12,000 lbs.		+ $30,124.19
Total		$39,741.69

STEP 3:
Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is less than the cost in STEP 1.
The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:

Total STEP 2 (Actual cost to ship HHG and Boat)	$39,741.69
Less STEP 1 (Gov't's obligation)	- $43,145.57
Difference (if negative amount enter zero)	$ 0
Additional accessorial costs member owes (lift on/off charges)	+ $ 300.00
Total transportation cost for which the member is financially responsible	$ 300.00

***EXAMPLE 2**

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).
Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs.
Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs.
The lowest applicable tariff rate for moving 8,000 lbs. is $14,041.18.
The lowest applicable tariff rate for moving 10,800 lbs. is $18,279.82.
The SDDC OTO rate for movement of a boat/trailer between authorized points is $2,025.25.

EXCESS COST COMPUTATION

STEP 1:
Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight.

NOTE: If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.

HHG transported (net is tare weight less PBP&E and less 10%for packing)		8,000 lbs.
Weight of boat		+ 2,800 lbs.
Total weight of HHG and boat		10,800 lbs.
Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs.)		
Lowest applicable tariff rate to ship 10,800 lbs.	$18,279.82	
Gov't's maximum transportation cost liability		$18,279.82

STEP 2:
Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		$ 2,025.25
Weight of HHG actually transported (8,000 lbs.)		
Lowest applicable tariff rate to ship 8,000 lbs.	x $42.05/cwt	+ $14,041.18
Total		$16,066.43

STEP 3:
Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is less than the cost in STEP 1.
The member is not financially responsible for any excess costs:

Total STEP 2 (Actual cost to ship HHG and boat)	$16,066.43
Less STEP 1 (Gov't's obligation)	- $18,279.82
Difference (if negative amount enter zero)	$ 000.00
Additional accessorial costs member owes	+ $ 000.00
Total transportation cost for which the member is financially responsible	$ 000.00

***EXAMPLE 3**

Member on PCS from Ft Shafter, HI, to Ft. Benning, GA.
Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs.
Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs.
The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is $117.13/cwt.
The SDDC OTO rate for movement of boat between authorized points is $6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is $104/cwt (moving HHG with the boat results in a cheaper overall cost).

EXCESS COST COMPUTATION

STEP 1:
Compute the Government's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight.

NOTE: If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.

HHG transported (net is the tare weight less PBP&E and less 10% for packing)		7,000 lbs.
Weight of boat and additive(s)		+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s))		8,834 lbs.
Does not exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
Times lowest applicable tariff rate	x $ 117.13/cwt	
Gov't's maximum transportation cost liability		$10,347.26

STEP 2:
Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat.

NOTE: When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.

International OTO rate for moving boat		$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x $104.00/cwt	+ $7,280.00
Total		$13,410.00

STEP 3:
Compare the results of STEPS 1 and 2.
In this case, the cost in STEP 2 is more than the cost in STEP 1.
The member is financially responsible for the following excess costs:

Total STEP 2 (Actual cost to ship HHG and boat)	$ 13,410.00
Less STEP 1 (Gov't's obligation)	- $ 10,347.26
Difference (if negative amount enter zero)	$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	$ 3,062.74

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. Storage in transit (SIT) NTE 90 days, as applicable (see par. U5375-B1).

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:

   a. From quarters to packing/crating facility and/or to place of storage;

   b. From packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

   c. From packing/crating facility to place of storage;

   d. To carrier's station from quarters, packing/crating facility, and/or place of storage.

2. En route or in transit, such as from:

   a. Incoming carrier's station to place of storage;

   b. Place of storage to outgoing carrier's station;

   c. Incoming carrier's station to outgoing carrier's station.

3. Destination from:

   a. Carrier's station to quarters and/or place of storage;

   b. Place of storage to quarters.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),

2. ***Does not include a modified POV***, and

3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, USC.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place at which Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see par. U5310-C), and required medical equipment (see par. U5310-L).

C. Exceptions

1. General. Administrative weight limitations do not apply to:

a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;

b. Members with a weight allowance of less than 2,500 pounds; or

c. Members on duty as U.S. Defense Attachés.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance may be authorized/approved through the Secretarial Process in the following circumstances:

a. The member is assigned COT from an unrestricted to a weight restricted area;

b. The member extends a tour for one year or longer within the same weight restricted area;

c. Additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or

d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the excess weight transportation cost.

U5317 HHG TRANSPORTATION DISALLOWED

NOTE: See par. U5203-B for related dependent transportation.

HHG transportation authorization does not exist for members:

1. Of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);

2. On leave;

3. Who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);

5. Under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);

6. Called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);

7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;

8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

U5320 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320-A.

D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Claims should be prepared and submitted in accordance with Service regulations. See par. U1010-B7. The Government's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) See par. U5385.

***NOTE 1*: Members (or next of kin, when appropriate) who personally arrange for HHG shipment (i.e., move the HHG themselves, or arrange directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.**

***NOTE 2*: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.**

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

a. When a shipping or transportation officer is not available, or

b. The member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

See Transportation of HHG in Appendix A and NTS in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

Effective 7 November 2005
2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

*a. Actual cost reimbursement not to exceed the Government's constructed transportation and/or NTS cost (see par. U5320-D6), or

b. Payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(1) A public scale or a Government scale was not available; or

(2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

Effective 7 November 2005
*6. Government Constructed Cost. For the Armed Forces and NOAA, the Government's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight not to exceed the member's authorized maximum HHG weight. OCONUS cost are 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".

E. Split Shipment. A member may transport HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and

2. Cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or

2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

B. Impact of Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS order effective date. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

C. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at Government expense if the order is are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) Whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

(2) Who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

also is authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or unaccompanied baggage transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation before an Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS order-issuing official or a designated representative that the member was advised before such an order was issued that it would be issued;

b. Written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. Members Assigned to Ships Preparing to Enter Overhaul. HHG transportation before a PCS order is issued is authorized for members assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the order remains in effect and prior to receipt of a further PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Shipment. Alcoholic beverages transportation 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.

U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-arranged Move and Transportation at Personal Expense. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20 percent from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

Effective 4 February 2005
U5340 EXCESS CHARGES

NOTE: The Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.

A. General

1. Transportation. The member is financially responsible for all transportation costs 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 Appendix A, definition of Household Goods);

d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);

e. Special services requested by the member, i.e., the cost of increased valuation liability; and

f. Transportation related costs that are incurred by the Government due to the member/member'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.html.***

2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B8.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;

2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;

3. Have transportation between any points, limited to the cost in par. U5340-C. This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it must not be applied to HHG if the member is not authorized a HOS move.;

4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authorization under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

(See par. U5222 for related dependent travel.)

A. Entrance into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see U5345-A2)

2. Members Who Reenter the Service within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is entitled to HHG transportation to the new PDS from any combination of the following places:

a. Home or PLEAD;

b. The last or any previous PDS;

c. An authorized place of storage; or

d. Any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under conditions other than those in par. U5345-B2 is entitled to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under the following conditions is entitled to HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

a. Initial active duty for training for less than 6 months,

b. Active duty (including active duty for training) for less than 20 weeks, or

c. Active duty for training for 20 or more weeks with less than 20 weeks at any one location.

HHG transportation under this subparagraph is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, entitled to HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is entitled to HHG transportation from the:

a. Selected home, or

b. PLEAD, if recalled after selecting a home, or

c. Place to which such HHG were last transported at Government expense (including place of NTS) in any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers are authorized HHG transportation from the:

a. Academy to the officer's home,

b. Academy to the first PDS, and

c. Officer's home to the first PDS (See ***NOTE*** below).

NOTE: HHG transported from the academy to the home cannot then be transported from the home to the first PDS using the order under which they were shipped to the home (see par. U5318).

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is entitled to HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This entitlement to TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is entitled to NTS under par. U5380-L, table item 1, for the TDY. Temporary storage of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon completion of TDY, the member's TDY HHG may be transported (including temporary storage under par. U5375) to locations authorized under the basic orders. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic orders.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is entitled to NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the date of arrival at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or PLEAD to the place where the course is conducted; and/or

2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to temporary storage at the member's request, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.*** Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS orders are issued.

A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is entitled to transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under this subparagraph, is entitled to transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. (See par. U5317, item 7.)

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is entitled to:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the entitlement to HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the period of observation and/or treatment in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 USC §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is entitled to HHG transportation as for a PCS. The HHG entitlement shall not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is entitled to HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is entitled to HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the entitlement to CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the entitlement is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the place of origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of orders assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order. ***However, if the member takes physical possession of the HHG, the Government must not transport the HHG (see par. U5318).***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Government's cost obligation)*** (44 Comp. Gen. 826 (1965)). In determining excess costs, the cost of authorized temporary storage in transit is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/ approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 TRANSPORTATION UNDER A PCS ORDER TO OR FROM SEA DUTY OR OCONUS DUTY

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

a. The new PDS,

b. A CONUS location specified by the member,

c. NTS.

*The Government expense for the combination of transportation under pars. U5222-A1a and U5222-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS location specified by the member under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of unaccompanied baggage plus HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is at the member's expense. If the member is required to vacate Government quarters at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

a. Or store the HHG not needed to establish the temporary residence; and

b. At Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member’s Port Reporting Month

a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member’s port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, not to exceed the authorization from the old PDS to the designated place.

b. When HHG transportation is later authorized to the new PDS, and provided that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive, HHG transportation is authorized from the designated place to the OCONUS PDS. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. U5340. If the member is required to vacate Government quarters at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Government expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

c. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place to which they were moved under item b to the new PDS; and

(2) The place to which they were moved under item b to a combination of NTS and the location in CONUS or a non-foreign OCONUS area, as authorized above, designated by the member concerned.

B. Ordered from Shore Duty to Sea Duty. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

1. The homeport of the unit to which ordered;

2. The ship, afloat staff, or afloat unit to which ordered or the homeport thereof for unaccompanied baggage; and

3. NTS.

When the homeport is OCONUS, par. U5345-A or U5345-D also applies.

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is:

1. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

2. Transferred by PCS to serve an OCONUS dependent restricted tour;

3. Transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for members with dependents);

4. Permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

5. Transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;

2. Any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;

3. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;

4. The OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Measure subsequent authorization from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the effective date of the orders may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. An OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. A unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);

3. A ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or

4. A ship or afloat staff referred to in item 3 after it has been so specified;

the member is authorized HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;

2. Any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

3. Designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;

4. An OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. The member is ordered on PCS to an OCONUS to which HHG transportation is authorized;

2. The member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or

3. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the

date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

*F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior location specified by the member under par. U5350-A1b to the new PDS, or from the old PDS to another location specified by the member under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized***. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior location specified by the member under par. U5350-A1b, or from the old PDS to another location specified by the member under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior location specified by the member under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.

2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:

a. From old homeport to the new homeport;

b. From a former PDS to the new homeport;

c. From a previously designated place to new homeport;

d. From NTS to the new homeport;

e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in par. U5350-G2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in this paragraph) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. U5355-B),

2. Moving to/from Government quarters or privatized housing (par. U5355-C),

3. Vacating local economy housing under certain circumstances (par. U5355-D1),

4. Involuntary tour extension (par. U5355-D2),

5. Separation (par. U5360-F and par. U5355-B4),

6. Retirement (par. U5365-G and par. U5355-B4), or

7. Death of the midshipman or cadet owner (par. U5370-E).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

a. Mission essential,

b. In the Government's best interest, and

c. Not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. This subparagraph also does not apply to retirement or separation from the Service.

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

a. Mission essential,

b. In the Government's best interest, and

c. Not primarily for the member's convenience.

Permanent duty stations are in proximity to each other if:

a. Both are in an area ordinarily serviced by the same local transportation system, or

b. A member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

a. Separated from the Service or relieved from active duty as prescribed in par. U5360, or

b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government/Government-controlled Quarters or Privatized Housing Assignment/Termination. Pars. U5355-C1, U5355-C2 and U5355-C3 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5355-C. For NTS information incident to Government/Government-controlled quarters or privatized housing occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

a. Assignment to Government quarters to use idle housing,

b. Vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or

c. Reassignment to Government quarters when the conditions in par. U5355-C1b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. ***A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.***

2. Moving from Government-controlled Quarters. When a member, occupying quarters under a Service's jurisdiction (other than Government quarters), is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

3. Moving to/from Privatized Housing. A member is authorized a short distance HHG move, between privatized housing and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

a. Assignment to privatized housing to use idle housing,

b. Vacating privatized housing (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or

c. Reassignment to privatized housing when the conditions in par. U5355-C3b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. ***A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.***

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government’s convenience. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member’s convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

a. To other local economy quarters,

b. From NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. Separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);

2. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);

3. In a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);

4. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B2.); or

5. Separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is authorized HHG transportation to the location the member elects under par. U5125, from whichever of the following applies:

1. The last or any previous PDS,

2. A designated place, or

3. An authorized place of storage.

HHG transportation may be between places other than the authorized places if the member assumes all financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under par. U5360-A, U5360-F or U5360-H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see par. U5360-G).

2. Temporary Storage. Temporary storage of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:

a. Necessary because of conditions beyond the member's control;

b. Such conditions arise after HHG transportation from NTS; and

c. Authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. Initial active duty for training for less than 6 months;

2. Active duty (including active duty for training) for less than 20 weeks; or

3. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-B, upon relief from such duty, from the:

1. Member's last duty station, or

2. Place to which such HHG were last transported at Government expense, to the:

   a. HOR, or

   b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty. A member authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government/Government-controlled quarters or privatized housing, is authorized a short distance HHG move from the vacated quarters/privatized housing to a local temporary residence in the vicinity of the vacated quarters/privatized housing. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines “practicability” based on the facts

and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and

2. The member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. Found by a physical evaluation board unfit to perform the duties of the member's grade,

2. Not entitled to a HOS move under par. U5130,

3. But who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service under other than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B2.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. The last or any previous PDS,

2. A designated place, or

3. An authorized place of storage

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in par. U5360-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is recalled to active duty after separation from the Service or relief from active duty, and who has HHG in NTS under par. U5360-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service or relieved from active duty provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,

2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service or relieved from active duty under honorable conditions, the member is authorized NTS under par. U5360-B and HHG transportation (par. U5360-A) to a location the member elects under par. U5125. However, the HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated or released from active duty, following the recall to active duty. If the member dies after separation from the Service or relief from active duty following the recall, par. U5360-L applies.

L. Member Dies after Separation from Service or Relief from Active Duty

1. After Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies after making the selection, but before the HHG are transported, the HHG may be transported, on the request of dependents, to the location selected by the member or a location selected by the dependents, or partly to each. The dependents are personally financially responsible for all costs in excess of the HHG transportation cost in one lot to the location selected by the member. If there are no surviving dependents, the HHG may be transported to the location of the person legally entitled to them. That person is personally financially responsible for all costs in excess of the transportation cost in one lot to the location selected by the member. This subparagraph also applies when the member completed travel to the location the member selected under par. U5125.

2. Before Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies before making the selection, or if the member made a selection, before HHG transport and member's travel to the location selected, the HHG may be transported at Government expense upon request of the dependents to the location selected by the member or a location selected by the dependents which would have been authorized under par. U5125-A, or partly to each. The dependents are personally financially responsible for all costs in excess of the transportation cost in one lotto the location selected by the dependents. If there are no surviving dependents, the HHG may be transported to the location of the person legally entitled to them.

3. Time Limits. The same time limits as prescribed for members in this paragraph apply to HHG transportation and NTS made by surviving dependents, or the person legally entitled to the HHG.

U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service);

2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967);

3. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

4. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under par. U5365-A or U5365-K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under par. U5365-D (see par. U5012-I).

3. One-Year Period Extended because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

a. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and

b. The member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.

4. Temporary Storage. Temporary storage of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

a. Necessary because of conditions beyond the control of the member, or dependent (if applicable);

b. Such conditions arise after transportation from NTS; and

c. Authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. During 1-Year Period after Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. ***Further extension of the time limit for NTS is not authorized.***

E. Member Undergoing Education or Training. A member entitled to HHG transportation under par. U5365-A who:

1. On the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or

2. Begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. Such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and

2. The member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional period of entitlement for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). These extensions do not extend the Government's obligation for storage costs for longer than a 1 year period from the date of termination of active duty, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

***NOTE*: See par. U5012-I for restrictions to time limit extensions.**

G. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing before Selecting a Home. A member authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate Government/Government-controlled quarters or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated quarters/privatized housing to a local temporary residence in the vicinity of the vacated quarters/privatized housing. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise entitled to such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,

2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status). If the member dies after reversion to retired status, par. U5365-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Members on TDRL Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not authorized HHG transportation in connection with such discharge or retirement; but may be eligible for HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (see par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies after Retirement or Release

1. After Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, to a home or other place selected by the dependents, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them. That person is liable for all costs in excess of the transportation cost to the member's HOS. This subparagraph also applies when the member completed travel to the HOS.

2. Before Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130 or, if a home has been selected, before HHG transport and member's travel to the HOS, the HHG may be transported at Government expense at the dependent's request to the member's HOS or the home selected by the dependents which would have been authorized under par. U5130-A, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the home selected by the dependents. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them.

3. Time Limits. The same time limits as prescribed for members in this paragraph apply to HHG transportation and NTS made by surviving dependents, or the person legally entitled to the HHG.

L. Members Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered home or to a specific location to await further orders in connection with disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under this subparagraph may be re-transported when a retirement or other order is ultimately issued, but the maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: See par. U5240 for related dependent transportation.

A. General. Situations in this paragraph are of an unusual or emergency nature. Authorization for HHG transportation under this paragraph is contingent on transportation of dependents under par. U5240, unless otherwise provided for in this paragraph. When dependents' transportation under par. U5240 is involved, an order authorizing the dependent transportation also may authorize HHG transportation and should cite the specific subparagraph under which the transportation is authorized. In other circumstances, an order issued under this paragraph providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific subparagraph under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the authorization for HHG transportation in this paragraph:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.

2. HHG transportation authorized in connection with dependents' transportation in advance of the member's PCS and under par. U5905-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6010.

3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5905-C2.

Effective 18 June 2004

2. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. (When HHG are transported to HOR or PLEAD, or to some other place on a not-to-exceed basis under the provisions of this item, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the Government's best interest. When authorized/ approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under pars. U5370-B2a, U5370-B2b, U5370-B2c, U5370-B2d, U5370-B2e, U5370-B2f, U5370-B2g, and U5370-B2h may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the

member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country at which the dependents are to reside or are residing. The authorizing/approving official must determine the destination to which transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR or PLEAD (as selected by the member). The Government's cost for HHG transportation under par. U5370-B2i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last or former OCONUS PDS to the HOR or PLEAD (as selected by the member). If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Government or Government-controlled quarters, nor to NTS as an alternative to transportation.

3. Following Confinement without Discharge. If a member's HHG are transported under par. U5370-B2, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5370-B2, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

4. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported under par. U5370-B2i (that is, while awaiting appellate review completion), is restored to duty following the review, the member is authorized HHG transportation to the new PDS from the location to which transported when the member was placed on appellate leave.

C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. This subparagraph applies when a member is ordered to a PDS to which dependent transportation is authorized which is later changed to a dependent-restricted tour PDS, when there is a change to a dependent-restricted tour PDS, or when there is a change in the designation of the duty from sea duty to unusually arduous sea duty. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

2. Change Imposed before HHG Are Turned over to a Transportation Officer. When the change is imposed before HHG are turned over to a transportation officer, the authorization is determined under par. U5350.

3. Change Imposed after HHG Are Turned over to a Transportation Officer. When the change is imposed after HHG are turned over to a transportation officer, the transportation officer, at the member's, must divert or re-consign HHG to NTS, to a CONUS designated place, or to a non-foreign OCONUS designated place if authorized/approved through the Secretarial Process. Part of the HHG may be placed/retained in NTS, and the remainder transported to the designated place.

4. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the member's PDS, the member may elect NTS and/or HHG transportation to a CONUS designated place, or if authorized/approved of through the Secretarial Process, transportation to a designated place in a non-foreign OCONUS area.

5. Subsequent Authorization. If the PDS is later changed from a dependent-restricted tour PDS to a PDS to which dependent travel is authorized, or the duty designation is reclassified from unusually arduous sea duty to regular sea duty, the member may elect NTS or HHG transportation from the place to which they were shipped under this subparagraph, or from NTS, to the PDS. However, at least 12 months must remain on the OCONUS tour or sea duty tour following the date the HHG are scheduled to arrive at the PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. The member may elect to keep the HHG at the location to which transported under par. U5370-C2 or U5370-C3 until a later PCS at which time that location is the authorized point of origin of the later shipment to a duty station or NTS.

D. HHG Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. U5350-C (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice), to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned to a unit so alerted.

2. Member Not Transferred to Dependent-restricted OCONUS Tour after Alert Notice Announcement. When HHG have been transported or stored under par. U5370-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location or storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Cadet or Midshipman Dies while Enrolled in Service Academy. The personal effects of a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally entitled to the effects.

F. Member Reduced in Grade. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater. Authorization for NTS continues under par. U5380 without regard to the reduction in grade until the effective date of the member's next PCS order. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

G. HHG Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the HHG transportation authorization upon assignment to that PDS, is authorized HHG transportation from the place where HHG are located to that PDS. ***NOTE: The authorization limit is up to the cost from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances and needs of the Service, or

2. Failure to transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, 10 November 1982).

H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members with Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

a. Is sentenced by a court-martial to:

(1) Confinement for a period of more than 30 days,

(2) Receive a dishonorable/bad-conduct discharge, or

(3) Dismissal from a Uniformed Service, or,

b. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. U5240-F.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

a. The member,

b. The member's spouse, or

c. Another dependent (if the member has no spouse, or the spouse is not available).

4. HHG Destination. The HHG destination must be a designated place, except that dependents who are foreign-born may have HHG transported to a destination in their native country.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to the

a. Member, or

b. Dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par.U5012-I), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

a. The court-martial is completed, or

b. Of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

a. Caused by moving out of Government/Government-controlled quarters or privatized housing, or

b. As an alternative to shipment when dependents are returned from OCONUS (see par. U5900-D2h).

*I. HHG Transportation Incident to IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied-to-Accompanied Tour

a. HHG may be transported from a designated place to the current PDS at which the IPCOT is to be served if dependents are command-sponsored at the current PDS at which the IPCOT is to be served.

b. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized HHG transportation to the PDS at which the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

NOTE 1: HHG acquired after the effective date of a PCS order but before starting the IPCOT may be shipped using par. U5370-I as authority.

***NOTE 2*: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.**

2. Accompanied-to-Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation.

***NOTE 1*: Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.**

***NOTE 2*: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.**

3. Accompanied-to-Accompanied Tour. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS at which the IPCOT is to be served.

***NOTE 1*: Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.**

***NOTE 2*: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.**

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

Effective 24 February 2004
K. HHG Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

***NOTE*: See par. U5241 for related dependent transportation.**

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), and of a member who dies while entitled to basic pay (37 USC §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

a. Dead,

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or

c. Absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the

entitlement to a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under this subparagraph.

D. Storage

1. General. When the identity of the person entitled to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. Temporary Storage. Temporary storage of HHG turned over for transportation within the time limits stated in par. U5372-B may be authorized/approved under par. U5375. Temporary storage in excess of 180 days is at the expense of the person for whom transportation is being made.

3. Non-temporary Storage

a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L18.

c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the approval requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

A. General. Temporary storage is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG temporary storage cannot begin before the date the HHG are released to a carrier, contractor, or the Government for transportation. ***Temporary storage is not authorized for:***

1. Intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H***; or

2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is liable for all temporary storage costs when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is authorized 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90-day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the order or issues another change-of-station order while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. A statement of all the facts from the member must accompany requests for authorization/approval of such additional storage. Among the reasons that additional storage may be authorized/approved are:

a. Serious illness of the member,

b. Serious illness or death of a dependent,

c. Impending assignment to Government/Government-controlled quarters or privatized housing,

d. Directed TDY after arrival at PDS,

e. Non-availability of suitable civilian housing,

f. Awaiting completion of residence under construction, and

g. Acts of God.

3. Storage after the First 180 Days

a. Additional Storage when Member on TDY or Deployed for more than 90 Days or for an Indefinite Period while HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage under Circumstances beyond the Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control, the member is unable to take possession of the HHG within the 180-day time limitation. For example, additional storage may be authorized/approved when assignment to Government quarters or privatized-housing is scheduled for a specific date after the 180-day limit. ***Additional storage may not be authorized/approved when a member elects to have a home built while other housing is available.*** Additional storage must not be authorized/approved in situations when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS authorization.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is authorized, under a order, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized until another PCS order is issued.

E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Another PCS Order Is Received after the Member Arrives at a New PDS. A member, who receives another PCS order after arrival at a new PDS, and whose HHG are in temporary storage at the time such order is received, is authorized continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new PCS order. Subsequent storage authorization is determined under the new PCS order.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under a PCS order that is amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS order until the effective date of the amended or modified order. Thereafter, the authorization for storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under a PCS order that is canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS order until the date of cancellation or revocation. Thereafter, the member is authorized temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. ***Temporary storage is not authorized for intra-city HHG moves as authorized in par. U5355.*** Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against temporary storage does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Temporary storage for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

***NOTE*: Temporary storage is never authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).**

3. Examples

a. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and temporary storage is not authorized.

b. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize temporary storage.

c. A member is reassigned within activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized temporary storage because there is no PCS involved (regardless of what the order may call the transfer).

U5380 NONTEMPORARY STORAGE

A. General. NTS is all storage other than temporary or special storage (see par. U4770-B). NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. The member is financially responsible to the Government for excess weight storage costs (see par. U1010-B8). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.

2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.

3. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which entitle the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

D. NTS Converted to Temporary Storage. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to temporary storage, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.*** Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to temporary storage is authorized before further PCS orders are issued.

E. NTS of HHG Currently in Temporary Storage. When HHG are in temporary storage on the date further orders are issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter orders. (See par. U5375-F or U5375-G1.)

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government/Government-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing

1. Occupancy of Government/Government-controlled Quarters or Privatized Housing. The NTS provided for in pars. U5380-G1a and U5380-G1b applies to all members assigned to Government/Government-controlled quarters or privatized housing in CONUS; it may be applied to members assigned to OCONUS Government/Government-controlled quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this subparagraph. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under this subparagraph. See pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. See par. U5355-C for a short distance move incident to assignment/termination of Government/Government-controlled quarters or privatized housing under other circumstances.

a. Moving to and from Government Quarters. A member is authorized NTS of HHG that cannot be accommodated in assigned Government quarters for moves directed by competent authority on the basis of a Service requirement, such as:

(1) Assignment to Government quarters to use idle housing facilities (par. U5380-L21);

(2) Vacating Government quarters (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or

(3) Reassignment to Government quarters when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to Government quarters assignment for the member's convenience or morale. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG moved from the Government quarters, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Government quarters, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could accommodated in the Government quarters to the member's local residence are payable by the Government. NTS must not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

b. Moving to and from Privatized Housing. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

(1) Assignment to privatized housing to use idle housing facilities (par. U5380-L21);

(2) Vacating privatized housing (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or

(3) Reassignment to privatized housing when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to privatized housing assignment for the member's convenience or morale. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Government funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could accommodated in the privatized housing to the member's local residence are payable by the Government. NTS must not be authorized under this subparagraph when termination of privatized housing assignment is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

c. Moving from Government-controlled Quarters. When a member occupying Government-controlled quarters is directed by competent authority to vacate the Government-controlled quarters because the Government-controlled quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits in par. U5380-L23. This includes a short distance move between the Government-controlled quarters and the NTS facility incident to vacating and reoccupying the Government-controlled quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated Government-controlled quarters. If vacating the Government-controlled quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under this subparagraph.

2. Incident to Vacating Local Private Sector Quarters

a. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to

Government or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive NTS Authorization Periods. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. Time Limits. The authority for NTS is based on the member's status as prescribed in the following table. The authorization begins on the date the order is issued and continues as long as the situation exists. When authorization termination in one situation is followed by the beginning of another NTS situation, the authorization period is continuous. For authorization for temporary storage for periods after NTS authorization termination, see par. U5375.

Situation	Storage Termination
1. PCS with TDY en route (par. U5345-C).	1. The member’s departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. U5345-D).	2. The member’s departure date from the last course of instruction following completion or termination of attendance thereat.

3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-H).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the vicinity of the storage place (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such ship (par. U5350-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.

13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Government quarters or privatized housing (par. U5380-G1a).	22. Date member is ordered to relinquish Government quarters/privatized housing.
23. Assignment to Government quarters or privatized housing is terminated or member is required to vacate Government quarters or privatized housing temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to Government quarters, privatized housing or to other quarters under a Service's jurisdiction, is authorized to return to previously vacated or similar Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.

24. Required to temporarily vacate Government-controlled (par. U5380-G1b).	24. Date member is authorized to reoccupy these Government-controlled quarters, is assigned Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Government owned furniture and appliances that displace similar privately owned items in Government quarters/Government-controlled quarters, privatized housing (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.

2. A monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.

3. 60% of the monetary allowance under par. U5320-D2b.

***U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**

A. General. "A member may have HHG transported between any points. However, the Government's expense, ***other than from*** a previous PDS or other authorized location to the new PDS, other authorized point or home of legal heir***, is limited to*** that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas". (See par. U5340-C1)

Example 1: A member has a PCS order to an unaccompanied OCONUS PDS. The member transports unaccompanied baggage (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments is in excess of the member's authorized PCS weight allowance, see par. U5340.

Example 2: A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the total weight of the two HHG shipments as if transported in one lot from the old to the new PDS.

Example 3: Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, are compared to the transportation cost of the same weight of HHG from Detroit, MI. However, if the ***weight*** of the two shipments (from Fargo and Norfolk) is in excess of the member's authorized PCS ***weight*** allowance, see par. U5340.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for the movement of HHG under PCS orders. The referenced paragraphs provide benefit details and ***should be reviewed for thorough understanding***.

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. Entrance into the Service – Initial Reporting (par. U5345-A1)	9, 14, 16, 24
2. A member who reenters the service within 1 year of discharge or release from active duty under honorable conditions (par. U5345-A2)	From 5, from 6, 9, 14, 18, 21, 23, 24, 27
3. Called or ordered to active duty for 20 or more weeks at one duty station (other than for reasons listed under par. U5345-B2) (par. U5345-B1)	9, 10, 14, 16, 17, 24
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS (par. U5345-B3)	5, 9, 12, 14 (“if recalled after selecting home”), 19
5. Commissioned or appointed from an enlisted grade to become an officer (par. U5345-B4)	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 23, 24
6. Commissioned from a service academy (par. U5345-B5)	9, 10 (“to first PDS”, however, see reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area to which HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks (par. U5345-E)	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS par. (U5345-E)	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital (pars. U5345-F2 and U5345-F4)	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital (pars. U5345-F3 and U5345-F4)	5, 9, 22

14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) (par. U5345-F5)	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await orders, detail, assignment, or separation (par. U5345-G1)	5, 9, 18 (“upon receipt of orders”), 23
16. Ordered to CONUS from an OCONUS PDS to await orders, detail, assignment, or separation (par. U5345-G2)	5, 9, 18 (“to ordered place”), 23 (see reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (see reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H and U5375-B3)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (see reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member’s port-reporting month (par. U5350-A2)	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member’s port-reporting month (par. U5350-A3)	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 (“to the homeport of the unit; or the ship, afloat staff, afloat unit or homeport for unaccompanied baggage”) (“When the homeport is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies”)
23. Ordered from a CONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-C)	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-D)	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 (“except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H”), 23

26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(See pars. U5350-D and U5350-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – homeports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – homeports not identical (par. U5350-G2)	5, 9 ("except where restricted – see pars. U5350-D and U5350-E"), 18 (or homeport), 21, 23 (or homeport), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from homeport (par. U5350-H)	"only unaccompanied baggage transportation to/from deployed ship without regard to distance"
30. Ordered to/from sea duty/OCONUS duty – ship, afloat staff, or afloat unit homeport officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on effective date of homeport change is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Reassignment between OCONUS locations before the prescribed first OCONUS tour is completed due to base closure or similar action (par. U5350-J)	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov't qtrs or privatized housing; (3) vacating local economy housing under certain circumstances; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Government or Government-controlled quarters or Privatized Housing upon separation or relief from active duty (pars. U5360-F and U5360-G)	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125")
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the "home or specific location to await results. Then to the final separation point less the cost to waiting point")
38. Member serving in CONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized

39. Member ordered to a college (par. U5360-J)	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty for PCS after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 (“If a HOS is selected, NTE HOS”) (“If a HOS is not selected, NTE dependent selected location”)
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365)	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate Government/ Government-controlled quarters or privatized housing before selecting a home (par. U5365-G)	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL
48. A member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	9, 13 (“or place selected by dependents NTE one lot to HOS”)
49. A member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 (“NTE dependents’ choice”)
50. A member is ordered home to await disability retirement (par. U5365-L)	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 (“contingent on dependent transportation” in par. U5240)
52. A member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 (“directly related to dependent transportation” in par. U5240-F), 31
53. A member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15

54. A member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 ("may provide"), 11, 15, 18 ("or former OCONUS PDS"), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
56. Dependents' Return to Member's OCONUS PDS when authorized due to official situations under par. U5900-B3 (par. U5905-A2)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
58. Dependents' Return to Member's OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported"
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 ("within authorized allowance or admin wt limit"), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 ("within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents' location"), 22, 31
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 ("up to prescribed weight limit")
62. Dependents' Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	"To the OCONUS PDS up to the ***cost*** from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b"
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Orders authorizing dependents' transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 ("OCONUS") or 21 ("OCONUS"), 19, 31
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Orders authorizing dependents' transportation under pars. U5900-D2h(9)) (par. U5905-C8)	"HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD." NTS not authorized. 11 or 15, 18 ("OCONUS") or 21 ("OCONUS")
65. Allowances following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 ("NTE from HOR or PLEAD to the new PDS") If not transported under par. U5905-C8: From 19 ("to the new PDS based on the grade held on the effective date of the PCS order to the new PDS")

FOOTNOTES	HHG AUTHORIZED LOCATION/WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	TEMPORARY STORAGE
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE ("When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance." par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER
21	FROM ANY PREVIOUS PDS
22	FROM ANY AUTHORIZED LOCATION(S)

23	TO NEW PDS
24	FROM HOME
25	TO CONUS DESIGNATED PLACE
26	FROM CONUS DESIGNATED PLACE
27	ANY PLACE HHG WERE TRANSPORTED AT GOVERNMENT EXPENSE
28	TO OCONUS NON-FOREIGN DESIGNATED PLACE
29	FROM OCONUS DESIGNATED PLACE
30	FROM A PREVIOUSLY DESIGNATED PLACE
31	TO A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, TO NATIVE COUNTRY WHERE DEPENDENTS WILL RESIDE (OR ARE RESIDING)
32	FROM A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, FROM NATIVE COUNTRY WHERE DEPENDENTS WERE RESIDING

PART E: POV TRANSPORTATION AND STORAGE

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. These allowances are discretionary.

C. POV transportation is authorized unless restricted by the AO or Service regulations.

Effective 2 May 2005
*D. See the SDDC website at: ***http://www.sddc.army.mil/***, and "Shipping your POV" at: ***http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf*** for other requirements related to transporting a POV.

Effective 16 March 2004
U5405 ELIGIBILITY

A. Initial Authorization. A POV (see definition in Appendix A) may be authorized to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;

2. A change in a ship's homeport is authorized; or

3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

B. Subsequent Authorization. Once the POV transportation has been authorized the related POV shipment/transportation is authorized.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

a. POV unloading port/VPC serving the new PDS;

b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or

d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Chapter 5, Part E2.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

a. POV transportation is not permitted to the new PDS,

b. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or

c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

a. Any place in CONUS the member designates, if the old PDS is OCONUS;

b. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or

c. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, or

d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Transportation. A member:

a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or in connection with authorized POV storage in Chapter 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designed (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.)*** The maximum reimbursement is $210.

Examples:

Required Delivery Date:		26 June
Member arrives at destination:		3 June
Member rents a vehicle:		3 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		**$00.00**
Required Delivery Date:		14 June
Member arrives at destination:		3 June
Member rents a vehicle:		15 June – 25 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Authorized:		**$210.00**
(15-21 June – 7 days @ $30 a day = $210.00)		
Required Delivery Date:		2 June
Member arrives at destination:		21 May
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:		29 June
Member Reimbursement Amount Authorized:		**$210.00**
(7 days vehicle rental @ $30 a day = $210.00)		
Required Delivery Date:		30 January
Member arrives at destination:		1 January
Member rents a car:		2 January
Member is notified vehicle is ready for P/U:		1 February
Maximum Reimbursement Amount Authorized:		**$60.00**
(30-31 Jan – 2 Days @ $30 a day = $60.00)		
(Authorization does not start until after the RDD.)		

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation in connection with a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authorization exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. For POV

transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see JFTR, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and

2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (see pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

a. Old PDS to the passenger port for self and dependents, and

b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Loading Port/VPC in Connection with TDY En Route. An eligible member who delivers a POV to a designated POV loading port/VPC in connection with PCS travel with TDY en route, is authorized:

a. MALT for one authorized traveler at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);

b. MALT for one authorized traveler at the rate in par. U2605-B for the official distance from the TDY station to the designated POV loading port/VPC plus per diem (see par. U5105-B2); and

c. PCS allowances for direct travel from the designated POV loading port/VPC to the passenger port.

***NOTE*: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port/VPC, the travel and transportation allowances for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated POV loading port/VPC without traveling to the TDY en route location, see par. U5413-C for dependent travel and transportation allowances.**

2. POV Pick-up from POV Unloading Port/VPC in Connection with TDY En Route. An eligible member who picks up a POV from a designated POV unloading port/VPC in connection with PCS travel to an en route TDY station, is authorized:

a. PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC;

b. MALT for one authorized traveler at the rate in par. U2605-B for the official distance from the designated POV unloading port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2 and

c. MALT for one authorized traveler at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE*: When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port/VPC, the travel and transportation allowances for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated POV unloading port/VPC without traveling to the TDY en route location see par. U5413-D for dependent travel and transportation allowances**

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;

2. The member is physically unable to drive between the port/VPC and PDS; or

3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

Effective 16 March 2004
U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or

2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: Inability of a dependent to drive does not satisfy this criterion.

Effective 1 October 2004
U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN POV TRANSPORTATION IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOVERNMENT

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous ***and cost-effective to the Government*** and provided that the:

a. Member and/or eligible dependent(s) own more than one POV to be relocated to the new PDS;

b. Member and dependents then travel at one time in one POC;

c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the cost of MALT plus per diem for driving two POCs to the new PDS. See example below in par. U5417-D.; ***and***

d. Member is financially responsibility for all excess costs or additional expenses associated with POV transportation. ***NOTE: If the cost of transporting the POV exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsibility for the cost difference to enable the POV to be transported.***

2. ***MALT and cost reimbursement are separately authorized for driving the second vehicle.***

B. Member Has More than Two Vehicles. Driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle) requires authorization/approval to drive the third (or subsequent) vehicle if reimbursement for its use is desired. See par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at Government expense if the member has:

   a. No dependents,

   b. No dependents ***eligible*** for transportation at Government expense, or

   c. No dependents being relocated incident to the PCS.

Effective 28 June 2005
2. A member who is authorized POV transportation is not authorized commercial travel at Government expense for the member or dependents in conjunction with the PCS.

3. ***The member must personally procure all POV transportation. Government-procured transportation is not authorized.***

4. ***Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.***

5. POV storage at Government expense is ***not authorized*** ICW transportation of a POV in par. U5417.

Effective 1 October 2005
D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling from Camp Pendleton, CA, to MCB Quantico, VA. The cost to transport a POV (for illustration purposes only) = $800.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

STEP 1 **Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC**				
	Per Diem		**MALT**	**Total**
Member	$99/day x 8 days ($792)	+	$.20/mi x 2,666 mi ($533.20) =	$1,325.20
Spouse {75% of Member's Per Diem}	$74.25/day x 8 days ($594) =			$ 594.00
1st Child {75% of Member's Per Diem}	$74.25/day x 8 days ($594) =			$ 594.00
2nd Child {75% of Member's Per Diem}	$74.25/day x 8 days ($594) =			+ $594.00
Total Paid				**$ 3,107.20**

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

STEP 2 **Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs**				
	Per Diem		**MALT**	**Total**
Member	$99/day x 8 days ($792)	+	$.15/mi x 2,666 mi ($399.90) =	$1,191.90
Spouse	$99/day x 8 days ($792)	+	$.19/mi x 2,666 mi ($506.54) =	$1,298.54
1st Child	$74.25/day x 8 days ($594) =			$ 594.00
2nd Child	$74.25/day x 8 days ($594) =			+ $594.00
Total Paid				**$3,678.44**

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

STEP 3 **Reimbursement Limitation to Drive One POC and Transport One POC**	
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs ($3,678.44) ***minus*** the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC ($3,107.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The $800 amount shown is for illustration purposes only)	$800.00
2. Reimbursement limitation is $3,678.44 (Step 2) - $3,107.20 (Step 1) =	- $571.24
3. Total out-of-pocket expense for member to 'drive one and ship one' is $800 – $571.24 =	**$228.76**

Effective 16 March 2004

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. Directed by the foreign government concerned.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

2. Excess cost collection is in accordance with Service regulations.

Effective 12 May 2005
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined for the purpose of transporting one larger POV at Government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members under PCS orders.

2. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port.

U5425 TRANSPORTATION METHODS

NOTE: In connection with transportation of a POV within CONUS when advantageous and cost-effective to the Government, the member is responsible for making all arrangements. See par. U5417.

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry are covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (see par. U5455-E).

U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Government for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the Government for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or

2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or in connection with authorized POV storage in Chapter 5, Part E2.

B. Error. A POV, transported by the Government to a wrong destination, must be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;

2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) may not be considered as advice that the order would be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

a. Ordered on PCS to an OCONUS PDS, and

b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authorization on Next PCS. ***A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.***

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for, transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS, and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

Effective 2 December 2002
E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

*1. POV Transportation at Government Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Government expense (including required overland transportation) to:

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined in accordance with Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. ***The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.***

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par.U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

*2. POV Transported by Other than the Government

a. In lieu of having the Government transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

(1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – ***but not a mileage payment*** - is authorized); or

(2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the Government transported/stored the POV(s). See Service claims regulations for Government damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at Government expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at Government expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

*c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under that paragraph when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

Effective 24 February 2004
F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV transportation authorization under a PCS order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). ***Transportation under this paragraph exhausts the authorization for transportation of a POV under the member's PCS order.***

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210. (See Examples in par. U5410-D.)***

PART E: POV TRANSPORTATION AND STORAGE

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS (see par. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

Effective 2 December 2002
U5462 DEFINITION

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

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

Effective 2 December 2002
U5464 GENERAL

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

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

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

NOTE: See Appendix A for definition of a contingency operation.

U5466 ELIGIBILITY

Effective 2 December 2002
****NOTE: Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage entitlement begins effective with the beginning of the IPCOT.***

Effective 2 December 2002
*A. Members. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS (see par. U5462) PDS; and the

a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the United States preclude shipment/entry of a motor vehicle at Government expense into that foreign/non-foreign OCONUS (see par. U5462) PDS; or

b. Vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (see par. U5462) PDS; or

2. Sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.

2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be reimbursed for the actual storage costs.

U5467 STORAGE IN LIEU OF SHIPMENT

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

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

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

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

U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

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

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

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

b. When Government-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is to be reimbursed for the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance not to exceed the Government's constructed transportation cost.

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

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

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

B. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. ***Vehicle storage transportation reimbursement is limited to mileage (see par. U2600) for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS***. This limitation does not apply to a member who stored a vehicle commercially with Government reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.

3. A roundtrip is authorized to:

a. deliver the POV to the storage facility, and

b. pick-up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. In connection with TDY on a contingency operation.

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

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

*1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travels via the designated storage facility is authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

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

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

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

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

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

*c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

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

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

a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

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

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING POV STORAGE

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

Effective 2 December 2002
B. Storage before an Order Is Issued. POV storage is permitted before a PCS order (or contingency operation order/notification) is issued to a member. A written statement must support the storage request:

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

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

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

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

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

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

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

U5474 RESTRICTIONS

Effective 13 September 2005

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

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

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (see par. U1010-B8).

***U5476 CONTINUED POV STORAGE**

Effective 2 December 2002

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

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

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

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

NOTE: Pickup/delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

***U5478 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for storage and continues (including during continued storage at member's expense) until the POV is delivered to the member.

U5479 ADVANCE OF FUNDS

Authorized POV storage costs may be paid in advance.

PART F: MOBILE HOME TRANSPORTATION

U5500 PRIVATELY OWNED MOBILE HOMES

Effective 7 November 2005

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

B. Eligibility. A member authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on/before the member's PCS order effective date;

2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (see exceptions in par. U5505-C);

3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependents'/heir's) expense and to the Government's satisfaction to withstand the transportation rigors. See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at Government expense.; and

4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

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

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the limitation that ***the Government's cost liability is limited to the total cost to the Government to transport the member's PCS HHG weight allowance between the old and new PDSs.***

2. CONUS or Alaska PDS and a PDS neither in CONUS or Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:

a. Within CONUS or Alaska,

b. Between CONUS and Alaska, or

c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

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

U5505 MOBILE HOME TRANSPORTATION

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

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and

2. Authorized movement of a mobile home on a PCS order.

NOTE: When one spouse is a uniformed member and the other an employee, and each has a separate PCS order/travel authorization, they may combine their PCS HHG weight allowances. See JTR, par. C10005-B.

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

1. Without dependents, or

2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

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

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

D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When dependents are authorized to travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS or Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (see par. U5515-G) to:

1. The boarder crossing/appropriate port,

2. Designated place, or

3. Selected point.

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

Example

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

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

1. Within CONUS or Alaska and,

2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or

3. The selected point in CONUS or Alaska to the new PDS.

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

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

U5510 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

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

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

a. ***Ensure that the bill includes specific cost itemization of charges***;

b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the member or dependents/heir);

c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and

d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

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

a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;

b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and

c. Pilot (flag) car or escort services, if required by law.

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

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);

b. Insurance/excess valuation costs over the carrier's maximum liability;

c. Special handling costs requested by the member; and

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter

Effective 17 August 2005
1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

Effective 17 August 2005
2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

Effective 17 August 2005
4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

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

a. Fuel/oil used for propulsion of the boat;

b. Open water pilots or navigators;

c. Crew;

d. Harbor pilots;

e. Docking fees incurred in transit;

f. Harbor/port fees and similar charges relating to entry in and navigation through ports;

g. Towing, whether in tow or towing by pushing from behind; and

h. Similar expenses.

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

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;

d. HHG packing/unpacking associated with the mobile home;

e. Disconnecting/connecting utilities;

f. Skirting removal/installation labor costs;

g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;

h. Trailer towing lights installation/removal;

i. Reasonable extension costs of existing water/sewer lines;

j. Dismantling/assembling costs for a portable room appended to a mobile home;

k. Expando charges;

l. Anti-sway device charges ***(transportation expense)***;

m. Over-dimension charges and/or permits ***(transportation expense)***;

n. Wrecker service when required ***(transportation expense)***; and

o. Similar expenses.

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

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

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

See NOTE in par. U5510-C9 below.

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

a. Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or

b. Automobile mileage rate (see par. U2600) per overland mile for the official distance between the authorized points.

See NOTE in par. U5510-C9 below.

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

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

D. Government-procured Transportation.

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

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

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

a. Storage charges accruing at any point unless caused by conditions beyond the member's control;

b. Special handling costs requested by the member;

c. Insurance/excess valuation costs over the carrier's maximum liability;

d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and

e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

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

U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes unaccompanied baggage/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later ship unaccompanied baggage/HHG or transport a mobile home under par. U5505.

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

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

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

Example

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

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

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

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

Effective 13 September 2005

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

Mobile home transportation involving excess costs may be made (see par. U1010-B9). The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

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

2. Deceased, or

3. Authorized by Service regulations.

U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either Government or economy) on which the mobile home is located, is authorized Government-procured transportation/reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

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

1. Making the mobile home ready for transportation,

2. Moving it to another location, and

3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

See also par. U5510-C6.

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

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

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

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

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

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

   a. To a designated place in CONUS, or

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

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

2. Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the Government's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. (See Example.)

Example

Dependents return from Hawai'i and 1,000 pounds of HHG are shipped from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the basic authorization (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG shipped from OCONUS, from:

a. The member's last PDS in CONUS (or Alaska), or

b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see Appendix A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. Government-arranged transportation;

2. Personally arranged transportation via a commercial transporter;

3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

Mobile home transportation/incidental costs under this subparagraph are at Government expense. The ceilings prescribed elsewhere in this Part do not apply. Transportation payments authorized by par. U5545-A may be made in advance (see par. U1010-B5).

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;

2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or

3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or

3. When transportation is to be Government-procured the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved (see par. U5012-I).

U5555 TEMPORARY STORAGE

A. General. ***The law precludes more than 180 days of temporary storage.*** Temporary storage is storage authorized with mobile home transportation. This storage is cumulative and may accrue at origin, in transit, at destination, or any combination. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all temporary storage costs when a mobile home is placed in storage under a PCS order but not transported.

B. Temporary Storage Time Limits

1. Temporary Storage - First 90 Days. A member is authorized mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member’s financial responsibility unless additional storage is authorized/approved under this paragraph.

2. Temporary Storage - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

a. Serious illness of the member;

b. Serious illness or death of a dependent;

c. Directed TDY after arrival at PDS;

d. Non-availability of suitable permanent location for mobile home; or

e. Acts of God.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended/Modified. After the date the mobile home was released to a carrier/the Government for shipment/temporary storage, a member whose PCS order is amended/modified before the member arrives at the

initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage allowance.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a carrier/the Government for shipment/temporary storage, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized temporary storage with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS order is received, is authorized continued temporary storage (regardless of the time limit prescribed in par. U5555-B) until the effective date of the new PCS order or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

U5560 FUNDS ADVANCEMENT

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

U5605 DEFINITION OF TERMS

A. Member with Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents authorized transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS order, is considered to be a member with dependents for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member without Dependents. As used in this Part, "member without dependents" means a member who:

1. Has no dependents;

2. Is not authorized travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or

3. Has dependents authorized travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate in connection with a PCS,

2. Move in connection with the closure or realignment of a military installation (see par. U5630-B12),

3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or

4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated in connection with a PCS to a PDS where Government quarters are not assigned, or

2. Ordered to, and actually does, move in connection with the closure or realignment of a U.S. Installation (see par. U5630-B12).

In the circumstances of par. U5610-B1, DLA authorization continues to exist if Government quarters' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS order or the order directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without-dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are authorized such travel at Government expense, the member may be paid the difference between the DLA at the with-dependent rate and the without-dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

Effective 20 June 2005

A. General. Under 37 USC §407, members are authorized only one DLA during a fiscal year, unless the:

1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Command (CGPC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***

2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

3. Eligible dependents are relocated to a designated place incident to an evacuation (see pars. U6012 and U6059);

4. Movement of a member's household is made in conjunction with a national emergency or in time of war;

5. Movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;

6. Movement of member's and or dependent's household is made in connection with base realignment or closure (BRAC); or

7. Member's dependents relocate incident to the member being assigned to Indeterminate TDY (see par. U4605).

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

Effective 9 August 2005
***U5630 AUTHORIZATION FACTORS**

A. General. Members are authorized DLA under par. U5610 for PCS moves and dependents' evacuation. These are the usual authorization categories. There are a number of other situations in which members may or may not be authorized DLA. The following subparagraphs explain the authorization under these special circumstances.

B. Special Categories DLA Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. ***The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY order. (See 37 USC §406(e) and 37 USC §407.)***

3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Inter-service Transfer. When a member is:

1. Separated or relieved from active duty to continue on active duty in another Service, and

2. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. ***No more than two DLAs are authorized by this paragraph. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Homeport Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

b. Homeport Change. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is authorized DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (B-252098.2, 18 October 1993) if the member:

a. ***Has no dependents,***

b. Is assigned to permanent duty aboard a ship,

c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or ***(effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4)*** is authorized BAH for a member in the grade of E-5 or E-4, and

d. Occupies non-government quarters ashore.

Effective 15 April 2005

12. Ordered to Move in Connection with a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move in connection with a BRAC Commission action on a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 is authorized DLA if the member:

a. Has no dependents,

b. Is assigned to quarters of the united states that do not meet the minimum adequacy standards established by DoD for members in such grade, or

c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

d. Elects not to occupy such quarters or facility.

14. Both Spouses below Paygrade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below paygrade E-6) is authorized DLA if the spouses:

a. ***Have no dependents***,

b. Are assigned simultaneously to permanent duty aboard ship(s),

c. Elect not to occupy assigned shipboard quarters, and

d. Occupy non-government or family-type government quarters ashore,

(73 Comp. Gen. 6 (1993)).

15. Housing Moves at a PDS for the Government's Convenience. A partial DLA of $564.03 (effective 1 January 2005) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

(a) Privatization,

(b) Renovation, or

(c) Any other reason for the Government's convenience other than PCS.

NOTE: For the purpose of par. U5630-B, item 15(c) above partial DLA is not authorized for the following local moves:

(1) From Government quarters upon separation/retirement;

(2) Incident to PCS;

(3) Change in family size or bedroom requirement for the member's convenience including promotion;

(4) Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);

(5) Pending divorce or family separation; or

(6) Due to the member's misconduct.

Effective 20 June 2005
16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable in connection with an Indeterminate TDY order.

C. Special Categories DLA ***Not*** Authorized. DLA is ***not*** authorized in connection with a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS (see par. U5630-C1 with which this item does not conflict).)***; or

5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

D. Household Relocation Incident to Alert Notification. A member with dependents,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member-married-to-member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Effective 9 August 2005

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Government's convenience under the conditions in par. U5355-D is authorized a DLA.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	**Without Dependent Rate**	**With Dependent Rate**
O-10	$2,917.99	$3,592.02
O-9	$2,917.99	$3,592.02
O-8	$2,917.99	$3,592.02
O-7	$2,917.99	$3,592.02
O-6	$2,677.03	$3,234.29
O-5	$2,578.32	$3,117.54
O-4	$2,389.37	$2,748.14
O-3	$1,914.89	$2,273.65
O-2	$1,518.96	$1,941.42
O-1	$1,279.07	$1,735.51
O-3E	$2,067.74	$2,443.50
O-2E	$1,757.80	$2,204.68
O-1E	$1,511.53	$2,036.95
W-5	$2,427.58	$2,652.61
W-4	$2,155.84	$2,431.83
W-3	$1,811.94	$2,228.02
W-2	$1,609.20	$2,049.71
W-1	$1,346.99	$1,772.67
E-9	$1,770.55	$2,334.17
E-8	$1,625.11	$2,151.61
E-7	$1,388.40	$1,997.69
E-6	$1,256.76	$1,845.90
E-5	$1,159.13	$1,660.13
E-4	$1,008.39	$1,660.13
E-3	$989.28	$1,660.13
E-2	$803.53	$1,660.13
E-1	$716.51	$1,660.13

Table U5G-2

***NOTE**: These rates are only payable when a second DLA is paid IAW par. U5630-B6.*

SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	**Without Dependent Rate**	**With Dependent Rate**
O-10	$2,334.38	$2,873.61
O-9	$2,334.38	$2,873.61
O-8	$2,334.38	$2,873.61
O-7	$2,334.38	$2,873.61
O-6	$2,141.64	$2,587.45
O-5	$2,062.65	$2,494.03
O-4	$1,911.49	$2,198.53
O-3	$1,531.91	$1,818.94
O-2	$1,215.17	$1,553.14
O-1	$1,023.26	$1,388.40
O-3E	$1,654.20	$1,954.80
O-2E	$1,406.23	$1,763.73
O-1E	$1,209.23	$1,629.56
W-5	$1,942.05	$2,122.08
W-4	$1,724.68	$1,945.47
W-3	$1,449.54	$1,782.43
W-2	$1,287.35	$1,639.76
W-1	$1,077.61	$1,418.12
E-9	$1,416.43	$1,867.35
E-8	$1,300.09	$1,721.27
E-7	$1,110.71	$1,598.16
E-6	$1,005.43	$1,476.71
E-5	$927.32	$1,328.11
E-4	$806.72	$1,328.11
E-3	$791.43	$1,328.11
E-2	$642.83	$1,328.11
E-1	$573.19	$1,328.11

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED					
RULE	**If one member A**	**and the other member B**	**at the old PDS they occupied C**	**at the new PDS they occupied D**	**then DLA is payable E**
1	has no dependents	has no dependents	the same quarters	the same quarters [3/]	to either member at the "without-dependent" rate, but not both. [1/]
2				separate quarters [2/, 3/]	to both at the "without-dependent" rate. 4/
3			separate quarters	the same quarters [3/]	
4				separate quarters [2/, 3/]	
5		has dependents	the same quarters	the same quarters [3/]	to either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members.[1]
6				separate quarters [2/, 3/]	to each, i.e., as a member without dependents for the member without dependents and at the "with-dependent" rate for the member with dependents.
7			separate quarters	the same quarters [3/]	
8				separate quarters [2/, 3/]	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with-dependent" rate, but not to both. [1/]
10				separate quarters [2/]	to both members at the "with-dependent" rate.
11			separate quarters	the same quarters	
12				separate quarters [2/]	

1/ The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS, while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997.

(a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) The member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and

(c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary quarters while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary quarters. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary quarters with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary quarters. Member B moves out of the household at Offutt AFB and occupies temporary quarters at Offutt AFB. Member B later joins Member A (who is residing in temporary quarters) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3/A member who has no dependents and who is assigned to Government quarters at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. U5610-B and U5630-E.

4/ Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.

Table U5G-3

*PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to ***partially*** pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters ***in CONUS*** due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see Appendix A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: TLE is payable incident to a move when entering active duty to the first PDS.

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available.

NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or

b. At a designated place (see Appendix A) en route; and/or

c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or

b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or

2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or

3. On behalf of dependent(s) acquired after the effective date of a PCS order; or

4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (see Chapter 5, Part J); or

5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or

6. When ordered to Indeterminate Temporary Duty ***(ITDY)***.

NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or

2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS); or

3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS if the first PDS is OCONUS.

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. Must be a temporary residence; and

2. Must be in the vicinity of the old and/or new PDS/designated place; and

3. May be allowed if assigned family-type Government quarters are not occupied because:

   a. HHG have not been shipped from the old PDS; or

   b. HHG have not been received at the new PDS; or

   c. Government quarters are undergoing repair/renovation; or

d. HHG have been packed, picked up and/or shipped from the losing PDS; or

e. For similar reasons.

***NOTE*: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.**

***U5720 REIMBURSEMENT**

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to $180 per day, and

2. Both may not claim the same dependent(s) for TLE on the same days, and

3. One member may not claim the other member for TLE payment, and

4. TLE ***may be paid,*** in addition to TQSE for civilian employees, (see JTR, Chapter 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

B. Per Diem Rate Used. The ***locality*** per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of $180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days (B-221732, 10 April 1987); and

2. May choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s); and

3. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and

4. Should use available Government quarters (see par. U1045).

***NOTE*: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).**

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).

2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).

3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.

4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed $180 per day.

E. Reimbursement Computation

Step 1: Determine daily M&IE and ceiling for lodging. Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine lodging

Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine gross daily equivalency. Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

Step 4: Determine applicable daily rate

Compare $180.00 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

EXAMPLE 1 -- TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only.

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at $47.50/night ($42.75 plus $4.75 tax). The new PDS locality per diem rate is $113 ($35 for M&IE and $78 for lodging). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 65% x $35 = $22.75 65% x $78 = $50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$47.50 vs. $50.70 $47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	$22.75 + $47.50 = $70.25
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $70.25 for that day.	$180.00 vs. $70.25; $70.25 x 4 days = $281.00

EXAMPLE 2 -- TLE ALLOWANCE

***NOTE*: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025 for the current Standard CONUS per diem rate.**

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, $60 for lodging and $39 for M&IE. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at $80/night ($72 plus $8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 160% x $39 = $62.40 160% x $60 = $96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$80.00 vs. $96.00 $80.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$62.40 + $80.00 = $142.40
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $142.40 per day.	$180.00 vs. $ 142.40; $142.40 x 8 days = $1,139.20

EXAMPLE 3 -- TLE ALLOWANCE

***NOTE*: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025 for the current Standard CONUS per diem rate.**

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, $60 for lodging and $39 for M&IE. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE up to $180 per day. The $100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	 100% x $39 = $39.00 100% x $60.00 = $60.00
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	$50.00 vs. $60.00 $50.00
3. Add the Step 1 M&IE to the Step 2 lodging cost.	$39.00 + $50.00 = $ 89.00
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $89.00 for that day.	$180.00 vs. $ 89.00; $89.00 x 6 days = $534.00

Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	 100% x $39.00 = $39.00 100% x $60.00 = $60.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$50.00 vs. $60.00 $50.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$39.00 + $50.00 = $ 89.00
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $89.00 for that day.	$180.00 vs. $ 89.00; $89.00 x 6 days = $534.00

The daily rate paid to each member is $89. The combined daily amount paid to both members is $178.00 ($89.00 + $89.00). The combined amount paid to both members for 6 days is $1,068.00 ($178.00 X 6).

EXAMPLE 4 -- TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025 for the current Standard CONUS per diem rate.

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The locality per diem rate for the new PDS is $101 ($35 for M&IE and $66 for lodging). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE up to $180 per day for 10 days. The $100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Government quarters are not available. ***NOTE: In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows***:

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $35.00 = $ 43.75 125% x $66.00 = $ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$100.00 vs. $82.50 $82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$43.75 + $82.50 = $126.25
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $126.25 for that day.	$180.00 vs. $126.25; $126.25 x 10 days = $1,262.50

Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $35.00 = $43.75 125% x $66.00 = $ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	$100.00 vs. $82.50 $82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$43.75 + $82.50 = $126.25
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $126.25 for that day.	$180.00 vs. $126.25; $126.25 x 10 days = $1,262.50

The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary quarters. Each member is authorized the maximum of 10 days ($180.00 per day x 10 days = $1,800.00). The combined amount paid to both members for 20 days is $2,525.00 ($1,262.50 + $1,262.50).

EXAMPLE 5 -- TLE ALLOWANCE

***NOTE*: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html or par. U2025 for the current Standard CONUS per diem rate.**

A member with a spouse (not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary quarters off post for 2 nights at $120 ($105/night plus $15 tax). The locality rate for the old PDS rate is $111 ($35.00 for M&IE and $76 for lodging). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at $85/night ($77 plus $8 tax). The new PDS locality rate is $99.00 ($39.00 for M&IE and $60.00 for lodging). The member certifies that Government quarters are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	 160% x $35.00 = $ 56.00 160% x $76.00 = $121.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$120.00 vs. $121.60 $120.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$56.00 + $120.00 = $176.00
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $176.00 per day.	$180.00 vs. $176.00; $176.00 x 2 days = $352.00
NEW PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	 160% x $39.00 = $62.40 160% x $60.00 = $96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85.00 vs. $96.00 $85.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$62.40 + $85.00 = $147.40
4. Compare $180 with the Step 3 amount and pay the lesser amount for each day. Pay $147.40 for that day.	$180.00 vs. $147.40; $147.40 x 6 days = $884.40

The member is authorized a total of $1,236.40 ($352.00 + $884.40) for TLE.

EXAMPLE 6 -- TLE ALLOWANCE

***NOTE*: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at $45.00 ($40.50 per night plus $4.50 tax). The new PDS locality per diem rate is $96.00 ($31.00 for M&IE and $65 for lodging). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at $60/night ($54.00 plus $6.00 tax). The locality per diem rate for the dependents' location is $116.00 ($35.00 for M&IE and $81.00 for lodging). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that Government quarters were not available at either location. The member is authorized TLE, computed as follows:

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate) M&IE Lodging.	 65% x $31.00 = $20.15 65% x $65.00 = $42.25	 100% x $35.00 = $35.00 100% x $81.00 = $81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$45 vs. $42.25 $42.25	$60.00 vs. $81.00 $60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$20.15 + $42.25 = $62.40	$35.00 + $60.00 = $95.00
Combined Total:		$62.40 + $95.00 = $157.40
4. Compare $180 with the Step 3 combined total and pay the lesser amount for each day. Pay $157.40 for that day.		$180.00 vs. $157.40; $157.40 x 10 days = $1,574.00

U5725 FUNDS ADVANCE

An advance may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

PART I: PET QUARANTINE

U5800 PURPOSE

Pet quarantine reimbursement is for PCS moves with an effective date on or after 4 December 2000.

*U5805 PET QUARANTINE REIMBURSEMENT

For PCS moves with an effective date on or after 4 December 2000, reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed $275 per PCS move. For mandatory pet quarantine fees incurred in connection with the mandatory quarantine of a household pet underway on 28 December 2001 or that begin on or after that date, reimbursement is authorized not to exceed $550 per PCS move.

PART J: EARLY RETURN OF DEPENDENTS

U5900 DEPENDENT TRAVEL

***NOTE*: For HHG transportation ICW early return of dependents, see par. U5905.**

*A. General. Par. U5900 covers situations in which dependents' early return travel, before the member's PCS under certain circumstances, is in the Government's best interest. An order authorizing dependents' travel under par. U5900 must cite the specific subparagraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. Dependents must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, para. E4.5.5). Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS. For dependents' evacuation travel, see Chapter 6.

Effective 18 June 2004
B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. Is embarrassing to the U.S. Government;

2. Is prejudicial to order, morale, and discipline in the command; or

3. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependents' travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country. The Secretary concerned may delegate the authority in this subparagraph:

1. (for travel to a foreign-born dependent's native country) to the headquarters that directs the Service dependent transportation policies or procedures, or

2. (for CONUS or non-foreign OCONUS designated places) to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned.

In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to the spouse's native country (par. U5222-D1d), are eligible for dependents' travel and transportation allowances under this subparagraph, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependents' return travel to the OCONUS PDS is not authorized except for dependents described in par. U5900-B3. Dependents described in par. U5900-B, first item 1 and U5900-B, first item 2 may not be further moved at Government expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If those dependents return at the member's personal expense and again are command-sponsored, the member is authorized dependents' travel and transportation allowances from the PDS on a subsequent PCS. Dependents' travel and transportation under this subparagraph is in addition to, and has no affect on, the authorization for dependents' travel and transportation allowances the member may have on the effective date of the next PCS order (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependents' Travel Authorized to a Designated Place. When the Secretary concerned or more senior official determines that dependents must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country.

2. Subsequent Authorization. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependents' travel and transportation allowances under par. U5203-A is authorized dependents' travel and transportation allowances from the designated place (or foreign country location) to the current PDS to which dependents' travel is authorized.

D. Personal Situations and Travel of Dependents in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

Effective 13 June 2004

1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under this subparagraph to a designated place in the CONUS or in a non-foreign OCONUS area, or, if the dependents are foreign-born, to a designated place in the dependents' native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to the spouse's native country, are eligible for travel and transportation allowances under this subparagraph, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependents' travel and transportation allowances under this subparagraph when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in pars. U5900-D2b and U5900-D2e (B-195708, 17 October, 1979). ***Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when dependents travel without an order under circumstances described in this paragraph, no reimbursement for such travel is authorized even though an order is later issued under par. U5905-C4 (B-157765, 15 November, 1965).***

2. Circumstances. The circumstances in which dependents' travel and transportation allowances may be authorized under this subparagraph are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place where proper care may be maintained;

c. Educational facilities or housing for dependents is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the safety and well-being of dependents. Such determinations must be made by the Combatant Commander and on the recommendation of the major commander of the Service concerned. ***(Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.)***;

e. The best interests of a member, or the dependents, and the Government are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. ***This item must not be used to authorize student dependent transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978))***;

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for dependent children age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child (children) are likely to become involved in situations creating embarrassment to the U.S. which place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependents, and the U.S.

Effective 18 June 2004
*h. a member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

*In each of the above circumstances, it must be shown that dependents' travel is in the Government's best interest. Dependents' travel and transportation allowances may be provided only when there is a valid need for the dependents to move. In connection with early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under this subparagraph must be applied judiciously; it is a last resort***. The Secretary concerned may delegate the authority in this subparagraph to:

*(1) (for travel to a foreign-born dependent's native country) The headquarters that directs the Service dependent transportation polices or procedures, or

*(2) (for travel to CONUS or a non-foreign OCONUS location) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (DoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***).

*For dependent travel under par. U5900-D2h, approval authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, dependents must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependents' travel order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are

foreign-born, to the dependents' native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by this subparagraph, must support the transportation procurement documents for allowances under this subparagraph.

3. Return of Dependents to OCONUS Areas. A member may return dependents at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which they traveled. If those dependents are again command-sponsored, the member is authorized dependents' travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authorization. Authorization for dependents' travel and transportation allowances under this subparagraph is in addition to, and has no effect on, the authorization for such allowances the member may have on the effective date of the next PCS order (40 Comp. Gen. 554 (1961)). A member otherwise authorized dependents' travel and transportation allowances under par. U5203-A, whose dependents were not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependents' travel and transportation allowances from the place to which they were transported under this paragraph to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for former family members. The former family members must have been formerly command-sponsored dependents as defined in Appendix A who were residing with the member OCONUS as specified in this subparagraph (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under this subparagraph must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under this subparagraph must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points between which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

a. The U.S. or in a non-foreign OCONUS location, or

b. Their native country if the former dependents are foreign-born.

The official referred to in par. U5900-E3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by this subparagraph are payable to the member. Payment may be made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, 21 February 1979).

7. Time Limits. Travel under this subparagraph must be completed within l year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station where the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/approved, travel under this subparagraph must be completed within 1 year after the:

a. Effective date of the final decree of divorce or annulment, as applicable; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and completion of a school year that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of OCONUS Dependents

a. Change in Custody Agreement or other Legal Arrangements. If, in the event of a change in custody agreement, or other legal arrangements, former family members again become dependent on a member, the dependents' return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

(1) Member has not received a PCS order but otherwise would be authorized dependent travel and transportation allowances under par. U5203-A;

(2) Dependents' return is for the Government's convenience;

(3) Dependents are command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there; and

(4) Travel and transportation allowances may not exceed those from the place to which the former family members where transported under par. U5905-E5.

b. Remarriage. ***If, in the event of remarriage, former family members again become dependents of the former sponsor, dependents' return to the member's OCONUS PDS at Government expense is not authorized***. If the member returns those dependents to the OCONUS PDS at personal expense and they are command-sponsored again, the member is authorized dependents' travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authorizations Not Affected. Travel of former family members under this paragraph is in addition to, and has no effect on, the member's authorization for dependents' travel and transportation allowances on the effective date of the member's next PCS order (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

Effective 24 February 2004
NOTE 1: For dependent travel ICW early return of dependents see par. U5900.

NOTE 2: For HHG transportation for dependents relocating for personal safety see par. U5920.

A. From other than CONUS or a Non-foreign OCONUS Area due to Official Situations

1. General. An order authorizing dependents' transportation from other than CONUS or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. These members also are authorized NTS or continued NTS under par. U5380-C.

2. Dependents' Return to the Member's OCONUS PDS. When a member is authorized dependents' transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Government's best interest, the official authorizing dependents' transportation may authorize HHG transportation to the member's OCONUS PDS up to the cost from the place to which the HHG were previously transported under this subparagraph. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authorization on the Next PCS Order. Authorization for HHG transportation for dependents under this paragraph is in addition to, and has no effect on, the authorization for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an order. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An order authorizing dependents' transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

Effective 18 June 2004
*1. General. An order authorizing dependents' transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process to a destination in the dependents' native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS.

a. A member, with dependents, on a PCS order to an OCONUS PDS, who transports HHG to the PDS in anticipation of dependents accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or dependents, and the U.S.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, up to the prescribed weight limit.

4. Dependents Currently at Appropriate Destination – an Order Is Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had an order been issued, HHG transportation may be authorized provided an order is later issued approving dependents' transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

a. Dependents traveled to an appropriate location where they intend to reside;

b. Their travel meets the conditions in par. U5900-D, except that a travel authorization for their transportation was not issued;

c. The OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and

d. It is in the Government's best interest to issue an order approving dependents' transportation to an appropriate destination under par. U5900-D.

5. Transportation of Former Family Members Incident to Divorce or Annulment. The official authorizing transportation of former family members under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

a. Effective date of the final decree of divorce or annulment; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependents' Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependents' return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, not to exceed the cost from the place to which they were previously transported under this subparagraph, when in the Government's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

(1) Government expense under par. U5900-D3, or

(2) Personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authorization on the Next PCS Order. Authorization for HHG transportation for dependents and former amily members under this paragraph is in addition to, and has no effect on, the authorization for HHG transportation based on dependency status and grade on the effective date of the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an order.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS order. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport up to the authorized weight allowance of 8,000 pounds.

Effective 18 June 2004
*8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. When an order authorizes dependents' transportation under pars. U5900-D2b1, U5900-D2b2, U5900-D2b3, U5900-D2b4, U5900-D2b5, U5900-D2b6, U5900-D2b7, U5900-D2b8, HHG transportation may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependents' native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When an order authorizes dependents' transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD. ***NTS may not be authorized.***

9. Authorization Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

U5910 POV TRANSPORTATION

Effective 24 February 2004
NOTE: For POV transportation for dependents relocating for personal safety see par. U5920.

A. OCONUS Dependent Transportation Authorized. An order authorizing dependents' transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which dependents are authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date dependents are authorized to travel (see par. U5900-B through F).

B. Dependents Currently at an Appropriate Destination – an Order Is Not Issued. When dependents have traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an order to be issued authorizing their travel (see par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is later issued:

1. Directing dependents' travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependents' travel would have been authorized.

Such an order must be supported by the member's commanding officer's determination (see guidance in par. U5905-C4).

C. Ex-Family Members' Travel Incident to Divorce or Annulment. If ex-family members travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

Effective 1 April 2004
*D. Dependents' Return to OCONUS Areas Authorized. Even if dependents are permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, U5900-C, or U5900-F), return shipment of a POV to the OCONUS is not authorized.

E. Authorization on the Next PCS. ***A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authorization from the last or any previous OCONUS PDS to CONUS.***

U5915 MOBILE HOME TRANSPORTATION

A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or

2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited subparagraphs in par. U5905 authorizes the transportation. ***When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from Hawai'i. 1,000 pounds of HHG are shipped from Hawai'i to the designated

place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawai'i to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructed Government cost for this mobile home transportation is based on the member's PCS weight allowance on the effective date of the order from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authorization for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds

remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

Effective 24 February 2004

U5920 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member or member's dependents, ***and***

b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are considered dependents of the member:

a. Dependents/acquired dependents as defined in Appendix A; and

b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.

2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, ***except DLA***, are paid directly to the dependent(s) instead of the member.

CHAPTER 6
EVACUATION ALLOWANCES

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CHAPTER 6

EVACUATION ALLOWANCES

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

U6000 REFERENCES

1. Title 37, USC §405a.

2. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 5 November 1990.

3. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)).

4. (For Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

U6001 GENERAL INFORMATION

A. General. An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude). The evacuation applies to:

1. Both command- and non-command-sponsored dependents who, at the time the evacuation is authorized/ordered, are residing at (or in the vicinity of) the member's PDS;

2. Command-sponsored dependents who are en route to the member's PDS (or vicinity of the member's PDS) to establish a residence with the member;

3. Student dependents who are authorized to travel to the member's PDS under par. U5243-D;

4. A dependent who resides at or in the vicinity of a former duty station of the member following the member’s assignment elsewhere or who resides at or in the vicinity of a duty station (other than the member’s duty station) incident to an order in connection with a member’s unaccompanied tour of duty, if dependents’ departure is authorized/ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,

5. Dependents of a member assigned to an OCONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. A uniformed member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

B. Funding. The Joint Plan for DoD Non-combatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DoD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN (312) 227-2186, COML (703) 697-2186.

C. Evacuation Allowance Payments. The allowances authorized by this Part may be paid to the following individuals:

1. The member's evacuated command sponsored dependent spouse;

2. Any command-sponsored dependent age 18 or older if at a different location than the spouse or when there is no spouse present;

3. The member (as the natural guardian) for command-sponsored dependents who are under age 18; or

4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6001-a4.

NOTE: Dependents are authorized evacuation allowances only if they actually evacuate their homes.

D. When Allowance Payments May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6003-Al or U6003-A2, authorizes/orders an evacuation.

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by the evacuated dependents, as the place where they should establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future. Command-sponsored dependents transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (as defined in Appendix A) who:

1. At the time of the evacuation, is residing in a command-sponsored or non-command-sponsored status at or in the vicinity of the member's PDS;

2. Is command-sponsored but temporarily absent from the member's PDS or its vicinity;

3. Is a command-sponsored dependent en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member;

4. Is a student dependent who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5243-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to an evacuation order/authorization in connection with a member's unaccompanied tour of duty, if the dependents' departure is authorized/ordered by competent authority from the duty station at, or in the vicinity of, which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered movement of dependents from a specific OCONUS area, when authorized/ ordered by the appropriate authority indicated in par. U6003-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

D. Safe Haven. A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order/authorization, evacuees, upon arrival at the CONUS POD, must select the exact CONUS safe-haven location to which they are traveling at Government expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate dependents from an OCONUS foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD non-combatants ***NOTE: The Secretary of Defense's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (the USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. The Secretary of Defense, or the Secretary's designated representative (the USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DoD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) COML (202) 267-2247), for the dependents of Coast Guard personnel;

c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;

d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (see definition in Appendix A) or designated representative;

g. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

Effective 2 December 2004

*1. Designation of the Original Safe Haven Location. The original safe haven location is ordinarily designated by the Department of State, in coordination with DoD. The only exception is that DOD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas.

a. If the CONUS is named in the evacuation order/authorization as the original safe haven, evacuees select an exact safe haven location in the CONUS for themselves to which they travel at Government expense.

b. If the U.S. is named in the evacuation order/authorization as the original safe haven

(1) For DoD Services. Evacuees select an exact safe haven in the CONUS for themselves. Safe havens outside the CONUS but in a non-foreign OCONUS area (see definition in Appendix A) must be authorized/approved by PDUSD (P&R). Secretary of State authorization is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.

(2) For Non-DoD Services. Evacuees select an exact safe haven location in the U.S.

*2. Designation of an Alternate Safe Haven Location

a. For DoD Services. Following Secretary of State authorization (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense. The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant. Secretary of State authorization is not required for an alternate safe haven in a non-foreign OCONUS area (see definition in Appendix A).

b. For non-DoD Services. The Secretarial Process following authorization by the Secretary of State (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authorization is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must have authorized/approved an alternate location within a safe haven (e.g., within the CONUS) for evacuated dependents and transportation at Government expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, evacuees must obtain formal permission to change safe haven even if the change is within the same state.

3. Designating an OCONUS Designated Place. The Secretary concerned or designated representative must authorize/approve an OCONUS designated place.

C. Termination of Safe-haven Status and Directing Dependents to Select Designated Place. For DoD Services, the USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, the USD(P&R) has responsibility to terminate evacuation status and to authorize the return of dependents to the OCONUS duty station. For non-DoD Services, that authority is vested in the Secretarial Process.

U6004 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation, to include dependents of a member assigned to an OCONUS PDS who dies before or during an evacuation of that PDS. Authorization for dependents' transportation under this paragraph is the same as that authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Command-sponsored Dependents and Student Dependents at the OCONUS PDS at the Time an Evacuation Is Authorized or Ordered. Command-sponsored dependents and student dependents authorized to travel under par. U5243-D, who are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs the travel. Dependents are residing 'in the PDS vicinity' when they reside in the foreign area or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependents and commutes to the PDS from a place located in an adjacent country (except the United States), the dependents also are residing in the vicinity of the member's PDS. A dependent, who was moved at Government expense to the member's OCONUS PDS and who became age 21 at the PDS is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependents Residing at or in Vicinity of an OCONUS Station (Other than Member's Duty Station) at the Time an Evacuation Is Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with the member's unaccompanied tour of duty, when an evacuation of the duty station where the dependents reside is authorized/ordered, are authorized transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21 is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependents Temporarily Absent from Member's PDS when an Evacuation is Authorized or Ordered

1. Command-sponsored Dependents Who Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Command-sponsored dependents, who have established a residence at or in the vicinity of the member's OCONUS PDS but who are temporarily absent from the PDS for any reason (to include student dependents attending OCONUS dormitory schools away from the member's PDS) when the evacuation is authorized/ordered, are to be retained in a safe-haven status at the place at which they are located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted per evacuee under an evacuation order. Any subsequent evacuation order for the same locality applies only to evacuees departing under that subsequent order.

2. Student Dependent Attending School in the United States when an Evacuation Is Authorized or Ordered. When a dependent is attending school in the United States and the member is authorized transportation or reimbursement therefore for that dependent to the PDS under par. U5243-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U5243-D. If the student dependent joins other family members at the safe haven or designated place, the student dependent is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the student dependent is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the student dependent is authorized transportation to and from the exact safe haven location within CONUS that the student dependent or member selects. Such transportation has no effect on the student dependent travel authorization between the school and the member's OCONUS PDS under par. U5243-D.

E. Command-sponsored Dependents and Student Dependents En Route to the Member's OCONUS PDS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command sponsored dependents, or student dependents traveling under par. U5243-D:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents), and

2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For dependents with port calls, the official issuing the port call must ascertain the appropriate course of action to take in each case from the headquarters of the member's Service and furnish timely notification to the dependents concerned. For dependents without port calls, the AO of the member's Service determines the appropriate course of action to take in each case and furnishes timely notification to the dependents concerned. The dependents are authorized transportation from the place at which they received notification of the evacuation to the safe haven or from the designated place, whichever is considered appropriate by the official implementing the State Department evacuation instructions. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***Dependents who have neither received a port call nor official authorization to travel to the member's PDS are not authorized any transportation under this Part.*** (See par. U6005-F for per diem payable.)

F. Command-sponsored Dependents and Student Dependents at Safe Haven Are Ordered or Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or student dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, dependents' transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependents. Non-command-sponsored dependents at the member's OCONUS PDS when the evacuation is authorized/ordered are authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. Non-command-sponsored dependents who are en route to, but have not yet arrived at, the PDS when the evacuation of dependents is authorized/ ordered, are not authorized any transportation under this Part.

H. Allowances for Escort(s) for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is authorized the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort, see JTR, par. C6150.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued an ITA (see Appendix E). Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

Effective 23 March 2005

*I. Subsequent Authorization for Transportation of Dependents when Evacuation Status Is Canceled for Member's PDS

1. Command-sponsored Dependents and Student Dependents

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, the USD(P&R) can authorize evacuated dependents who are command-sponsored dependents or student dependents to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, command-sponsored dependents at a safe haven or designated place are authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there. If less than 60 days remain in the member's tour on the date the dependents are scheduled to arrive, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS under this subparagraph.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command-sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are authorized one of the following for authorized round-trip travel and are reimbursed for the mode used:

(1) Government-owned or Government-procured transportation,

(2) Transportation-in-kind,

(3) Reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or

(4) The automobile mileage rate for the official distance when a POC is used.

When two or more command sponsored dependents travel together by POC, only the operator of the POC is authorized the allowance in par. U6004-I1b(4). ***Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.***

2. Non-command-sponsored Dependents. Non-command-sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized the dependents of DoD members, and the Secretarial Process has authorized the dependents of non-DoD members, to return to the member's PDS. Non-command-sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/ approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not authorized any per diem allowances in this Part for non-command sponsored dependents.

NOTE:
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in foreign areas are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

1. Applicability of 'LODGINGS-PLUS' Per Diem Method to Evacuated Dependents. Evacuated command-sponsored dependents and evacuated student dependents are authorized a per diem allowance under the Lodgings-plus per diem method for each day they are in an evacuation status. ***AEAs described in Chapter 4, Part C, do not apply to an evacuation.*** The Lodgings-plus per diem method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the Lodgings-plus per diem method described in par. U4125 applies to evacuated command-sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. ***That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house,

apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6005-G). Government mess or open mess availability/use has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

Effective 25 April 2003

2. Authorization Termination.

a. Authorization for allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6005-B2a or U6005-B2b above, per diem allowances authorized in this paragraph terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized/ordered except when the:

(1) Authorization for evacuation per diem allowances is extended by the USD (P&R); or

(2) Member dies (see par. U6001-A).

c. Per diem at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members;

(2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or

(3) Expiration date established by the USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members.

C. Per Diem Allowances while Traveling. While traveling from:

1. The place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or par. U6005-F to a safe haven or designated place;

2. A member's OCONUS PDS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to

   a. Age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the 'LODGINGS-plus' method;

   b. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Per Diem Allowances while at Safe Haven

Effective 25 April 2003

1. Per Diem Allowance Payable. Command-sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command-sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in par. U6005-G, in an amount not to exceed the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area concerned. Dependents age 12 and older are authorized the full per diem amount, while those under age 12 are authorized not to exceed 50 percent of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area concerned. The per diem rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 additional days (unless extended by the USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members under par. U6005-B2) at:

   a. 60% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area for dependents age 12 and older, and

   b. 30% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area for dependents under age 12.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on the dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning

the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

Per Diem, Travel and Transportation Allowance Committee
Attn: Evacuation Allowances
Hoffman Building #I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Or sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of command-sponsored and/or student dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6005-D1.

When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the dependents or member request dependents are authorized to travel from:

a. One to another safe haven (e.g., from CONUS safe haven to safe haven in Japan), or

b. One location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6005-D1.

a. The maximum 180-consecutive-day period authorized in par. U6005-D1,

b. The date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

Effective 25 April 2003

4. Per Diem Allowances - Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Command-sponsored dependents at safe havens are expected to comply promptly with the requirement to select a designated place and move thereto if they select other than their safe haven location as their designated place. The requirement to select a designated place is issued by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The requirement directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. Command-sponsored Dependents Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Command-sponsored dependents who have established a residence at or in the vicinity of the member's OCONUS PDS who are temporarily absent from the PDS for any reason (to include student dependents attending OCONUS dormitory schools away from the member's PDS) when the evacuation is authorized/ordered, are at a safe haven thereat and are authorized the per diem allowances prescribed for the place they are located beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependents or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Student Dependent Attending School in United States when an Evacuation Is Authorized or Ordered. When a member, whose PDS has been evacuated, has a student dependent attending school in the United States for whom the member is authorized transportation allowances under par. U5243-D, the safe haven location displaces the member's PDS as the student dependent's authorized travel destination. The student dependent is authorized the safe haven per diem allowances under this Part for the student dependent who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven (see par. U6004-C2). Evacuation allowances are authorized beginning on the date the student dependent would have joined

the member OCONUS had it not been for the evacuation. Unless the authorization terminates sooner for other reasons under this Part, authorized per diem allowances continue until the student dependent:

a. Would have otherwise returned under par. U5243-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

Effective 6 September 2005
*7. Per Diem Allowances when Away from the Safe Haven. Command-sponsored dependents at a safe-haven location, and student dependents at the safe haven location under par. U6005-D6, who are absent from the safe haven for personal reasons, are authorized a continuation of per diem allowances during such absences provided:

a. They do not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Student dependents (at the safe haven under par. U6005-D6) do not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate used and payment period while the dependents are away from the safe-haven location are the same as though the dependents had remained at the safe haven during the entire period. If the dependents do not go to the authorized safe haven but go somewhere else instead without authorization or approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependents ultimately go to the authorized safe haven or if the location to which they travel is later approved as an authorized safe haven, then the safe haven per diem rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Per Diem while at a Designated Place. When command-sponsored dependents or student dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place, dependents who:

1. Move to a designated place are authorized per diem as in par. U6005-D.

2. Convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in par. U6005-D, except for those dependents receiving a reduced safe haven per diem in accordance with par. U6005-D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the

dependents first occupy a permanent residence. Determine per diem at the designated place as in par. U6005-D for a safe haven. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, meals and incidental expenses.

F. Per Diem Allowances when Dependents Are En Route to a Member's OCONUS PDS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, dependents:

1. With a port call for travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents);

2. Who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation; and

3. Who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

are authorized a per diem allowance at the rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, as appropriate, for the area concerned, computed as shown in U6005-G. The allowance period begins at 0001 on the date the dependents receive official notification of withdrawal or suspension of the port call or the official authorization to travel to the member's PDS on personally procured transportation travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, pars. U6005-C and U6005-D apply.

G. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

1. The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and don't reflect current allowances. Please check http://www.dtic.mil/perdiem/perdiemrates.html, as appropriate, for current per diem rates.

2. Taxes paid on lodgings while at a safe haven/designated place 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/designated place or traveling in a foreign area are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

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 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging taxes (8%). The maximum per diem applicable at that location was $99, consisting of $38 for M&IE and a maximum allowance of $61 for lodging.

(a) Determine the maximum daily amount fpr the first 30 days that may be paid to the member's three dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($99), which in this case is $38 for M&IE and up to $61 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$38	$61	$99
Child (age 12 or older)	$38	$61	$99
Child (under age 12)	$19 ($38 x 50%)	$30.50 ($61 x 50%)	$49.50
Maximum daily amount that may be paid for costs incurred by the three dependents:	$95	$152.50	$247.50

(b) Determine the actual total daily amount that may be paid for the first 30 days, within the maximum amounts shown in (a), ($95 for M&IE and up to $152.50 for lodging), as follows:

M&IE:	$95 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($152.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$165 (Daily amount that is payable to dependents (within the maximum $247.50 established in (a) for costs incurred by the three dependents for the first 30 days)
Lodging Tax:	$5.60
Total:	$170.60 (Actual daily amount (including lodging taxes) paid to dependents for costs incurred by the three dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$22.80 ($38 x 60%)	$36.60 ($61 x 60%)	$59.40
Child (over age 12 or older)	$22.80 ($38 x 60%)	$36.60 ($61 x 60%)	$59.40
Child (under age 12)	$11.40 ($38 x 30%)	$18.30 ($61 x 30%)	$29.70
The maximum daily amount that may be paid for costs incurred by the three dependents:	$57.00	$91.50	$148.50

(d) Determine the actual total daily amount that will be paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($57 for M&IE and up to $91.50 for lodging), as follows:

M&IE:	$57 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$127 (Daily amount that is payable to dependents (within the maximum $148.50 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$132.60 (The actual daily amount (including lodging taxes) paid for costs incurred by the three dependents on the 31st to the 180th days)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, where they were in a command sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Maximum per diem prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the safe-haven location was $84 consisting of $40 for M&IE and a maximum allowance of $44 for lodging.

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$40	$44	$84
Child (over age 12)	$40	$44	$84
Child (under age 12)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Maximum daily amount that may be paid for costs incurred by the four dependents:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging taxes) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$24.00 ($40 x 60)	$26.40 ($44 x 60%)	$50.40
Child (over age 12)	$24.00 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$24.00 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12):	$12.00 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
The maximum daily amount that may be paid for costs incurred by the four dependents:	$84.00	$92.40	$176.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84.00 for M&IE and up to $92.40 for lodging), as follows:	
M&IE:	$84.00 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)
Total:	$176.40 (The actual daily amount paid for costs incurred by the four dependents on the 31st to the 180th days)
NOTE*: *Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount paid by the dependents ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60 per day is payable to cover the lodging costs.	

EXAMPLE 3

A member, his spouse and one child over age 12were in Chicago, IL, on authorized leave (COT & EML) from 25 July to 15 August when an evacuation of dependents was ordered effective 1 August from the member's PDS where the dependents reside in a command-sponsored status. The member contacted his organization at the OCONUS PDS and was directed to return. He departed the leave point on 3 August. As indicated in par. U6005-D5, the dependents were determined to be at a safe haven and authorized per diem allowances prescribed for the place they were located beginning on the date return travel to the member's PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, they were authorized per diem under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the home of her parents. The per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html,*** for Chicago at that time was $176 (M&IE: $46, Lodging: $130).

(a) The maximum daily amount that may be paid to the member's two dependents for the first 30 days is determined as follows (see par. U6005-D1):

Each dependent age 12 years or older is authorized per diem up to the full rate ($176), which in this case is $46 for M&IE and up to $130 for lodging.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$46	$130	$176
Child (over age 12)	$46	$130	$176
Maximum daily amount that may be paid for costs incurred by the two dependents:	$92	$260	$352

(b) The actual total daily amount, within the maximum amounts shown in (a) ($92 for M&IE and up to $260 for lodging), that may be paid for first 30 days is determined as follows:	
M&IE:	$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).
Total:	$92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html*** unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Child (over age 12)	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
The maximum daily amount that may be paid for costs incurred by the two dependents:	$55.20	$156.00	$211.20

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($55.20 for M&IE and up to $156.00 for lodging), as follows:

M&IE:	$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).
Total:	$55.20 (The actual daily amount paid for costs incurred by the two dependents on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their designated place in Baltimore, MD.

Their travel itinerary was as follows:
Departed the OCONUS PDS on 14 August
Arrived Charleston, SC, on 14 August
Remained overnight in Charleston where they incurred a lodging cost of $75 plus $9 lodging tax (12%)
Departed Charleston, SC, on 15 August
Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of $85 plus $10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are authorized per diem while traveling to, and while at, the designated place. Per diem authorization at the designated place begins on the arrival date at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6005-E). The maximum per diem applicable at Charleston, SC, at the time of travel was $141 (M&IE: $42, Lodging: $99). The maximum per diem applicable to Baltimore, MD, was $152 (M&IE: $42, Lodging: $110).

(a) The maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6005-E):

Each dependent age 12 or older is authorized per diem up to the full rate ($141), which in this case is $42 for M&IE and up to $99 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$42	$99	$141.00
Child (age 14)	$42	$99	$141.00
Child (age 9):	$21 ($42 x 50%)	$49.50 ($99 x 50%)	$70.50
The maximum daily amount that may be paid for costs incurred by the three dependents:	$105	$247.50	$352.50

(b) Computing per diem, as in Chapter 4, Part B, within the maximum amounts shown in (a) ($105 for M&IE and up to $247.50 for lodging) for payment for the travel period to the designated place.

The dependents are authorized 75% of the M&IE allowance for travel on 14 August ($105 x 75% = $78.75).

M&IE:	$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$162.75 (The actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place (Baltimore) through the day the permanent residence was occupied as follows (see par. U6005-E):

Each dependent age 12 or older is authorized per diem up to the full rate ($152), which in this case is $42 for M&IE and up to $110 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$42	$110	$152.00
Child (age 14)	$42	$110	$152.00
Child (age 9):	$21 ($42 x 50%)	$55 ($110 x 50%)	$76

The maximum daily amount that may be paid for costs incurred by the three dependents:	$105	$275	$380
(d) The actual total daily amount, within the maximum amounts shown in (c) ($105 for M&IE and up to $275 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:			
M&IE:	$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)		
Lodging:	$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($275) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	$190 (The daily amount that is payable to dependents within the maximum $380 established in (c) for costs incurred by the three dependents for 27 days)		
Lodging Tax:	$10.62		
Total:	$200.62 (The actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x $200.62 = $5,416.74)).		

U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a POV transported to the designated place under par. U6008. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid at a rate of $25 per day, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses these evacuated dependents incur for required local travel by whatever means between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office, and similar destinations, in the local area. ***Allowances under this paragraph may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.***

Effective 12 March 2001
U6007 HHG TRANSPORTATION

A. General

1. HHG. A member with dependents is authorized HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Government expense minus any weight of HHG otherwise in storage at Government expense. When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the member's/dependents' responsibility. ***Non-temporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized at Government expense.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with par. U5320-D, unless the member has a PCS order, in which case reimbursement is under par. U5320-D or E.

2. Unaccompanied Baggage. Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 years or older, and 175 lbs for each dependent under age 12. The 1000-lb expedited shipment mode limitation (and exception authority) provisions of par. U5320-B apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family.

3. Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage may be authorized/approved as indicated in par. U6007-A2 for authorized/ordered departure from and return to PDS trips. If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: $250; two evacuated dependents: $450; three or more evacuated dependents: $600. No receipts are required for this allowance. ***NOTE: Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.***

B. HHG at the PDS when an Evacuation Is Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered is authorized HHG transportation under pars. U6007-B1 and U6007-B2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Non-temporary storage also may be appropriate for vacating Government quarters to meet an unusual Service operational requirement. (See par. U5380-G1a(3)).

Effective 16 July 2004

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6004, the member is authorized transportation of:

a. unaccompanied baggage for the dependents, and

b. those HHG items authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven

from the member's overseas PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select a Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is authorized HHG transportation from the member's OCONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized or Ordered

1. Government-arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when evacuation of the PDS is authorized/ordered, and, if the dependents are directed to proceed to:

a. Proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/ approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.;

b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. U6007-B1.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. U6007-B.

D. HHG Transportation Incident to an Authorized or Directed Movement of Dependents from a Safe Haven and when Dependents Convert the Safe Haven to a Designated Place

1. Dependents Move from Safe Haven to Safe Haven. When dependents are authorized/directed to proceed from one safe haven to another safe haven, the member is authorized transportation of:

a. Unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6007-B or U6007-C, and

c. Authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven.

2. Dependents Move from a Safe Haven to a Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

a. Unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6007-B, U6007-C, or U6007-D1, and

c. Authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,

d. HHG at the member's PDS, and/or

e. HHG in NTS

to the designated place. This includes a short distance HHG move from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert the Safe Haven to a Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is authorized HHG transportation:

a. At the member's PDS, and/or

b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

4. Dependents Move from the Safe Haven to the Member's PDS

a. Member Not in Receipt of a PCS Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6004-I, the member is authorized transportation of:

(1) Unaccompanied baggage,

(2) HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1,

(3) Authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or

(4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the OCONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the OCONUS PDS, as appropriate. HHG cannot be transported to the member's OCONUS PDS under this subparagraph unless at least 12 months remain to be served at the member's OCONUS PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

b. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a safe haven, the member is authorized transportation of:

(1) Unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1, and

(2) Authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

E. HHG Transportation Incident to an Authorized Movement of Dependents from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Order from an Evacuated Area. When command-sponsored dependents are authorized to travel from the designated place to the member's PDS under par. U6004-I1a, the member is authorized transportation of:

a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,

b. Authorized items of HHG acquired while at the designated place for the evacuated dependents' comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the OCONUS PDS in connection with the unusual or emergency circumstances that resulted in the evacuation of the area, and/or

c. HHG in NTS,

to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's OCONUS tour, as appropriate. If the dependent(s)/ member requests HHG transportation to the member's OCONUS PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. (The fact that HHG transportation from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the authority to have the HHG at the designated place placed in NTS for the remainder of the member's OCONUS tour.)

2. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a designated place, the member is authorized HHG transportation from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

U6008 TRANSPORTATION OF POV

A. Transportation of a POV Incident to Dependents' Evacuation

1. Transportation of a POV to Safe Haven. ***Transportation of a POV at Government expense to a safe haven is not authorized.***

2. Transportation of a POV to the Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.***

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When command-sponsored dependents are authorized to travel from the designated place to the member's PDS, transportation of a POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and

2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order, while dependents are at a safe haven or designated place under this Part, the authorization to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost when the POV Arrives Late. This applies to transportation of a POV incident to an evacuation of dependents. If the member's (or dependent's) POV, transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is $210. (See Examples in par. U5410-D.)***

***U6009 STATION ALLOWANCES/OHA/FSH**

For continuation authorization of station allowances (COLA & TLA) and housing allowances (OHA/FSH) for members serving in an area from which dependents are evacuated, see pars. U9203 and U10209.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

For continuation authorization for BAH for members serving at a PDS in Alaska or Hawai'i from which command-sponsored dependents are evacuated, and BAH authorization when command-sponsored dependents establish a permanent residence at a designated place in the United States following an evacuation from an OCONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services.

***U6011 FAMILY SEPARATION HOUSING (FSH)**

For authorization for FSH in connection with a dependents' evacuation, see par. U10209 for DoD members, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and Service pay regulations for NOAA and USPHS members.

Effective if the move to the designated place commenced on or after 1 January 1997

U6012 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When command-sponsored dependents are evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation. ***Members are not authorized a DLA on behalf of non-command-sponsored dependents.***

U6013 ADVANCE OF FUNDS

A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for the dependents' (or escorts') travel from the

evacuation area. An advance of per diem allowances authorized under par. U6005 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B4) must be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur traveling to and from the safe haven/designated place.

B. DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel to the designated place.

C. Pay. The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For details, see the DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)), or the COMDTINST M7220.29 (series), U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the Service pay and allowances manual, as appropriate.

U6014 CONUS COLA

For authorization for CONUS COLA during an evacuation, see par. U8014.

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

U6050 GENERAL INFORMATION

A. General. An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). See pars. U6053-I (Transportation), U6054-D1 (Per Diem) for allowances applicable to an authorized or ordered limited evacuation. The evacuation and limited evacuation applies to dependent(s):

1. Who, at the time the evacuation is authorized/ordered, are residing at (or in the vicinity of) the member's PDS;

2. Who are en route to the member's PDS (or the vicinity of the member's PDS) to establish a residence with the member;

3. Who resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to an order in connection with the member's unaccompanied tour of duty, if dependents' departure is authorized/ordered by competent authority from the duty station at, or in the vicinity of, which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,

4. Of a member assigned to a CONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are ordered to depart an area being evacuated must be either in a TDY or PCS status.

B. Funding. The Joint Plan for DoD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DoD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN (312) 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN (312) 227-2186, COML (703) 697-2186.

C. Evacuation Allowances Payment. The allowances authorized by this Part may be paid to the following individuals:

1. The member's evacuated dependent spouse,

2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present,

3. The member (as the natural guardian) for dependents who are under age 18, or

4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. U6050-A3.

NOTE: Dependents are authorized evacuation allowances only if they actually evacuate their homes.

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by evacuated dependents as a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future. Dependents transported to a designated place must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of the dependents of uniformed service personnel from any CONUS location:

*1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DoD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security:

2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) COML (202) 267-2247), for the dependents of Coast Guard personnel;

3. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;

4. The Secretary of Commerce, or the Secretary's designated representative, for the dependents of NOAA personnel;

5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

6. The head of a DoD component (see definition in Appendix A) or designated representative;

7. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and

8. The commander, director, head, chief or supervisor of an organization or office.

C. Evacuated Dependent. A dependent (as defined in Appendix A) who is:

1. Residing at the member's PDS or in its vicinity, at the time of the evacuation,

2. Temporarily absent from the member's PDS or its vicinity;

3. En route to the member's PDS or its vicinity for the purpose of establishing a residence with the member; or

4. Residing at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered movement of dependents from a specific area in CONUS, when authorized/ordered by the appropriate authority indicated in par. U6051-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).

E. Limited Evacuation. The authorized or ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be Government quarters), when authorized or ordered by the appropriate authority indicated in par. U6051-A.

F. Safe Haven

1. When an Evacuation is Authorized or Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.

2. When a Limited Evacuation is Authorized or Ordered. The nearest available accommodations (which may be Government quarters), determined to be suitable by the appropriate authority indicated in par. U6051-A who authorized ordered the limited evacuation, where dependents are directed to relocate on a temporary basis to await a decision by competent authority to return to their residences.

U6052 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate dependents from an area rests with the individuals designated in par. U6051-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of the Original Safe Haven Location. The original safe haven location is normally designated by the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)). When an evacuation or limited evacuation is authorized or ordered by a non-DoD Service, the authority to designate the original safe haven is vested in the Secretarial Process. If CONUS is named as the original safe haven in the evacuation order, evacuees must select the exact CONUS safe haven location to which they are traveling at Government expense.

2. Designation of an Alternate Safe Haven Location. For DoD Services, the USD(P&R) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense from one safe haven to another safe haven when circumstances warrant. For non-DoD Services, that authority is vested in the Secretarial Process. For all Services, the Secretarial Process may authorize/ approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Termination of Safe Haven Status and Directing Dependents to Select Designated Place. For DoD Services, the USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Evacuation Status Termination. For DoD Services, the USD(P&R), or the USD(P&R) designated representative, terminates evacuation status and authorizes dependents' return to the duty station. In limited evacuations involving DoD Services, the authority who authorized or ordered the evacuation, terminates evacuation status and authorizes dependents' return to their residence. For non-DoD Services, that authority is vested in the Secretarial Process.

U6053 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation (See par. U6053-I regarding transportation for dependents incident to a limited evacuation), to include dependents of a member assigned to a PDS in CONUS who dies before or during an evacuation of the PDS. Authorization for dependents' transportation under this paragraph is the same as that authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Dependents at the PDS at the Time an Evacuation Is Authorized or Ordered. Dependents who are at, or in the vicinity of, the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs such travel. Any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's PDS in CONUS under par. U6053-H.

C. Dependents Residing at or in Vicinity of a Duty Station (Other Than Member's Duty) at the Time an Evacuation Is Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to an order in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station at/near which the dependents reside is authorized/ordered, are authorized transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became age 21 is a dependent for transportation under this subparagraph.

D. Dependents Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Dependents who have established a residence at or in the vicinity of the member's PDS in CONUS but who are temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which located when the evacuation is authorized/ordered is furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted an evacuee under an evacuation order. Any subsequent evacuation order for the same locality applies only to evacuees departing under that subsequent order.

E. Dependents En Route to the Member's PDS in CONUS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's PDS in CONUS is authorized/ordered, the member's dependents, who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, are requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. The dependents are authorized transportation from the place they received notification of the

evacuation to the safe haven or designated place, whichever is considered appropriate by the Service, DoD Agency or OSD official implementing evacuation instructions for the dependents concerned. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's PDS in CONUS, is considered as having departed from the former residence and en route to the member's PDS. "Disestablishment of a residence" includes situations such as where a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or where a lease has been terminated and cannot be reinstated. Dependents who have not received an authorization to travel to the member's PDS are not authorized any transportation under this Part. (See par. U6054-F for per diem payable.)

F. Dependents at Safe Haven Ordered or Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, dependents' transportation is authorized to that new safe haven or designated place.

G. Allowances for an Escort for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6054-G2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the CONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as an Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is authorized the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for U.S. Government civilian employees designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150.

c. Person other than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued an Invitational Travel Authorization (ITA) (see Appendix E). Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as those allowances are authorized for U.S. Government civilian employees.

H. Subsequent Dependents' Transportation Authorization when the Evacuation Status Is Canceled for the Member's PDS. For DoD Services, the USD(P&R), authorizes evacuated dependents to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DoD Services, that authority is vested in the Secretarial Process. A dependent evacuated to a safe haven or designated place, who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's PDS under this subparagraph.

I. Transportation for Dependents Incident to Limited Evacuation. Transportation allowances for dependents incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

2. Reimbursement on a mileage basis, at the rate prescribed in par. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.

See par. U6054-D for per diem allowances incident to a limited evacuation.

U6054 DEPENDENT PER DIEM ALLOWANCES

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

NOTE:
1. Taxes paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

1. 'LODGINGS-plus' Per Diem Method Applicability to Evacuated Dependents. Evacuated dependents are authorized a per diem allowance under the Lodgings-plus per diem method for each day they are in an evacuation status. ***Actual expense allowances described in Chapter 4, Part C, do not apply to an evacuation.*** The Lodgings-plus per diem method consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate

authorized for each dependent concerned. Because many evacuated dependents stay with friends/relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. ***That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative***. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6054-G). Government mess or open mess availability/use has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6060-A.

2. Authorization Termination. Authorization for allowances may:

a. Be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,

b. Terminate sooner for other reasons.

If not terminated under par. U6054-B2a or U6054-B2b, above, per diem allowances authorized in this paragraph terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized/ordered except when the:

c. Authorization for evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by PDTATAC; or,

d. Member dies (see par. U6050-A).

C. Per Diem Allowances while Traveling. While traveling from:

1. The place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or U6054-F to a safe haven or designated place;

2. A member's PDS in CONUS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

6. Age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the Lodgings-plus method;

7. Under age 12 is not to exceed one half of the amount payable to a member traveling on TDY.

D. Per Diem Allowances while at Safe Haven

1. Per Diem Allowance Payable. Dependents in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, are authorized per diem for 30 consecutive days beginning on the date dependents arrive at the safe haven. The per diem allowance is computed as shown in examples in par. U6054-G, in an amount not to exceed the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area concerned. Dependents age 12 or older are authorized the full per diem, while those under age 12 are authorized not to exceed 50 percent of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area concerned. The per diem rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 consecutive additional days at:

a. 60% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area for dependents age 12 and older; and

b. 30% of the per diem rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html***, for the area for dependents under age 12.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations and forward the request to PDTATAC. The request should be mailed to

PDTATAC
ATTN: Evacuation Allowances
Hoffman Building #I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300,

Sent via message to: PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

Or sent via facsimile to: PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6054-D1. When dependents are directed to move from one safe haven to another safe haven ((e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in par. U6054-D1 for not to exceed 180 consecutive days begin again on the arrival date at the new safe haven. If at the request of dependents or member, dependents are authorized to travel from one:

(a) To another safe haven (e.g., from CONUS safe haven to safe haven in Puerto Rico) or

(b) Location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6054-C (except for the arrival day at the new safe haven).

3. Return to the Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6054-D1.

4. Per Diem Allowances - Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Dependents at safe havens are expected to comply promptly with an order to select a designated place and move thereto if they select other than their safe haven location as their designated place. The order to select a designated place is issued by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond the:

a. Maximum 180-consecutive-day period authorized in par. U6054-D1,

b. Dependents' departure date from the safe haven for the designated place (or convert the safe haven to the designated place), or

c. Expiration date, even if in excess of 180 consecutive days, established by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DOD Services.

5. Dependents Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Dependents, who have established a residence at or in the vicinity of the member's PDS in CONUS who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, are considered to be at a safe haven. Per diem allowances prescribed for the place they are located are authorized beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependents or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

Effective 6 September 2005
*6. Per Diem Allowances when Away from the Safe Haven. Dependents at a safe-haven location under par. U6054-D5, who are absent from the safe haven for personal reasons, are authorized a continuation of per diem allowances during such absences provided they do not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate used and payment period while the dependents are away from the safe-haven location are the same as though the dependents had remained at the safe haven during the entire period. If the dependents do not go to the authorized safe haven but go somewhere else instead without authorization or approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependents ultimately go to the authorized safe haven or if the location to which they travel is later approved as an authorized safe haven, then the safe haven per diem rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Per Diem Allowances while at a Designated Place. When dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place dependents who:

1. Move to a designated place are authorized per diem as in par. U6054-D.

2. Convert their safe haven to a designated place, are authorized per diem as in par. U6054-D, except for those dependents receiving a reduced safe haven per diem in accordance with par. U6054-D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place, or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the dependents first occupy a permanent residence. Determine per diem at the designated place as in par. U6054-D for a safe haven. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, meals and incidental expenses.

F. Per Diem Allowances when Dependents Are En Route to a Member's CONUS PDS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, dependents:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government,

2. Who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation, and

3. Who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place

are authorized a per diem allowance at the rate prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***, as appropriate, for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependents receive official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance period continues until 2400 on the date that they receive notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, pars. U6054-C and U6054-E apply.

G. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

NOTE:

1: The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and do not reflect current allowances. Please check https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html as appropriate, for current per diem rates.

2. Taxes paid on lodgings while at a safe haven/designated place 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/designated place or traveling in a foreign OCONUS area are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

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 1

A member'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 three dependents, who shared one room, was $70 plus $5.60 for lodging taxes (8%). The maximum per diem applicable at that location was $99, consisting of $38 for M&IE and a maximum allowance of $61 for lodging.

(a) The maximum daily amount that may be paid to the member's three dependents for the first 30 consecutive days is determined as follows (see par. U6054-D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($99), which in this case is $38 for M&IE and up to $61 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$38	$61	$99
Child (age 12 or older)	$38	$61	$99
Child (under age 12)	$19 ($38 x 50%)	$30.50 ($61 x 50%)	$49.50
Maximum daily amount that may be paid for costs incurred by the three dependents:	$95	$152.50	$247.50

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($95 for M&IE and up to $152.50 for lodging), as follows:

M&IE:	$95 (The M&IE, in this daily amount, is paid to cover cost meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($152.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$165 (Daily amount that is payable to dependents (within the maximum $247.50 established in (a) for costs incurred by the three dependents for the first 30 consecutive days)).
Lodging Tax:	$5.60
Total:	$170.60 (Actual daily amount paid to dependents for costs (including lodging tax) incurred by the three dependents for first 30 consecutive days) .

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html,*** unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the member's three dependents in this example as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$22.80 ($38 x60%)	$36.60 ($61 x 60%)	$59.40
Child (age 12 or older)	$22.80 ($38 x 60%	$36.60 ($61 x 60%)	$59.40
Child (under age 12)	$11.40 ($38 x 30%)	$18.30 ($61 x 30%)	$29.70
The maximum daily amount that may be paid for costs incurred by the three dependents:	$57	$91.50	$148.50

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($57 for M&IE and up to $91.50 for lodging), as follows:	
M&IE:	$57 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($91.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$127 (The daily amount that is payable to dependents within the maximum $148.50 established in (b) for costs incurred by the three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$5.60
Total:	$132.60 (The actual daily amount (including lodging tax) paid for costs incurred by the three dependents on the 31st to the 180th consecutive day).

Effective 22 September 2005

***EXAMPLE 2**

A member's spouse, two children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area (Puerto Rico) safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the two children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum per diem prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** for the safe-haven location was $226 consisting of $71 for M&IE and a maximum allowance of $155 for lodging.

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's four dependents as follows (see par. U6054-D1):

Each dependent 12 or older is authorized per diem up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$71	$155	$226
Child (12 or older)	$71	$155	$226
Child (12 or older)	$71	$155	$226
Child (under 12)	$35.50 ($71 x 50%)	$77.50 ($155 x 50%)	$113
The maximum daily amount that may be paid for costs incurred by the four dependents:	$248.50	$542.50	$791

(b) Determine the actual daily amount that is paid for the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and $542.50 for lodging), as follows:	
M&IE:	$248.50 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$220 (The actual daily lodging cost for the four dependents (not including lodging tax), which is less than the maximum ($542.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$468.50 (Daily amount that is payable to dependents within the maximum $791 established in (a) for costs incurred by the four dependents for the first 30 consecutive days.
Lodging Tax:	$19.80 ($9.90 + $9.90)
Total:	$488.30 (Actual daily amount paid to dependents (including lodging taxes) for costs incurred by the four dependents for first 30 days).

(c) Beginning on the 31st consecutive day per diem is computed at 60 percent (for dependents 12 or older) and 30 percent (for dependents under 12) of the applicable per diem rate prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** unless otherwise authorized under par. U6054-D1. Maximum daily amount that may be paid for the member's four dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$42.60 ($71 x 60%)	$93 ($155 x 60%)	$135.60
Child (12 or older)	$42.60 ($71 x 60%)	$93 ($155 x 60%)	$135.60
Child (12 or older)	$42.60 ($71 x 60%)	$93 ($155 x 60%)	$135.60
Child (age 12)	$21.30 ($71 x 30%)	$46.50 ($155 x 30%)	$67.80
The maximum daily amount that may be paid for costs incurred by the four dependents:	$149.10	$325.50	$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and up to $325.50 for lodging), as follows:

M&IE:	$149.10 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$220 (The actual daily lodging cost for the four dependents (not including lodging tax) which is less than the maximum ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.)
Daily amount:	$369.10 (Daily amount that is payable to dependents within the maximum $474.60 established in (c) for costs incurred by the four dependents for the first 30 consecutive days)
Lodging Tax:	$19.80 ($9.90 + $9.90)
Total:	$388.90 (Actual daily amount (including lodging taxes) for costs incurred by the four dependents on the 31st through the 180th consecutive days)

EXAMPLE 3

A member, his spouse and one child over age 12 were in Chicago, IL, on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted his organization at the CONUS PDS and was directed to return. He departed the leave point on 3 August. As indicated in par. U6054-D5, the dependents were considered to be at a safe haven and are authorized per diem allowances prescribed for the place they were located beginning on the date return travel to the member's PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, they were authorized per diem under par. U6054-D1 beginning on that date. The member's spouse and child stayed in her parent's home. The per diem rate that was prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***, for Chicago at that time was $176 (M&IE: $46, Lodging: $130).

(a) Determine the maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents as follows (see par. U6054-D1):

Each dependent age 12 or older is authorized per diem up to the full rate ($176), which in this case is $46 for M&IE and up to $130 for lodging.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$46	$130	$176

Child (age 12 or older)	$46	$130	$176
Maximum daily amount that may be paid for costs incurred by the two dependents:	$92	$260	$352

(b) Determine the actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($92 for M&IE and up to $260 for lodging), as follows:

M&IE:	$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).
Total:	$92 (The actual daily amount paid to dependents for costs incurred by the two dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html,*** unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's two dependents in this example as follows:

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Child (age 12 or older)	$27.60 ($46 x 60%)	$78 ($130 x 60%)	$105.60
Maximum daily amount that may be paid for costs incurred by the two dependents:	$55.20	$156.00	$211.20

(d) Determine the actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($55.20 for M&IE and up to $156.00 for lodging), as follows:

M&IE:	$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1)).
Total:	$55.20 (The actual daily amount paid for costs incurred by the two dependents on 31st to 180th consecutive days).

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's CONUS PDS to their designated place in Baltimore, MD.

Their travel itinerary was as follows:
Departed the CONUS PDS on 14 August
Arrived Charleston SC, on 14 August
Remained overnight in Charleston where they incurred a lodging cost of $75 plus $9 lodging tax (12%)
Departed Charleston, SC, on 15 August
Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of $85 plus $10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see par. U6054-E). The maximum per diem applicable at Charleston, SC, at the time of travel was $141 (M&IE: $42, Lodging: $99). The maximum per diem applicable to Baltimore, MD, was $152 (M&IE: $42, Lodging: $110).

(a) The maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (par. U6054-E):

Each dependent age 12 or older is authorized per diem up to the full rate ($141), which in this case is $42 for M&IE and up to $99 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$42	$99	$141.00
Child (age 14)	$42	$99	$141.00
Child (age 9)	$21 ($42 x 50%)	$49.50 ($99 x 50%)	$70.50
The maximum daily amount that may be paid for costs incurred by the three dependents:	$105	$247.50	$352.50

(b) Computing per diem, as in Chapter 4, Part B, within the maximum amounts shown in (a) ($105 for M&IE and up to $247.50 for lodging) for payment for the travel period to the designated place via Charleston on 14 August: The dependents are authorized 75% of the M&IE allowance for 14 August ($105 x 75% = $78.75).

M&IE:	$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum ($247.50) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$162.75 (The actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied as follows (see par. U6054-E):

Each dependent age 12 or older is authorized per diem up to the full rate ($152), which in this case is $42 for M&IE and up to $110 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	M&IE	**Maximum Lodging**	**Total**
Member's spouse:	$42	$110	$152

Child (age 14)	$42	$110	$152
Child (age 9)	$21 ($42 x 50%)	$55 ($110 x 50%)	$76
The maximum daily amount that may be paid for costs incurred by the three dependents:	$105	$275	$380

(d) Determine the actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($105 for M&IE and up to $275 for lodging), as follows:	
M&IE:	$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$190 (The daily amount that is payable to dependents (within the maximum $380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	$10.62
Total:	$200.62 (The actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x $200.62 = $5,416.74).

Effective 4 May 2004

U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid at a rate of $25 per day, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required local travel by whatever means between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office, and similar destinations in the local area. ***Allowances under this paragraph may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to rent a motor vehicle.***

U6056 HHG TRANSPORTATION

A. General. A member with-dependents is authorized HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to dependents' evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any HHG weight otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents***. Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 and older, and 175 lbs for each dependent under age 12.

The provisions of par. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. ***NTS of HHG in excess of 18,000 lbs is not authorized.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with par. U5320-D, unless the member has a PCS order, in which case reimbursement is under par. U5320-D or U5320-E.

B. HHG at the PDS when an Evacuation Is Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. U6056-B1 and U6056-B2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Non-temporary storage also may be appropriate for vacating Government quarters to meet an unusual Service operational requirement (See par. U5380-G1a(3)).

1. Dependents Directed to Move to a Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is authorized transportation of:

a. Unaccompanied baggage for the dependents, and

b. Those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select a Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized or Ordered

1. Government-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependents are directed to proceed to a:

a. Safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.;

b. Designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents are accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is authorized HHG transportation under par. U6056-B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. U6056-B.

D. HHG Transportation Incident to an Authorized or Directed Movement of Dependents from a Safe Haven and when Dependents Convert the Safe Haven to a Designated Place

1. Dependents Move from Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is authorized transportation of:

a. Unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6056-B or U6056-C, and

c. Authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven

2. Dependents Move from a Safe Haven to a Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

a. Unaccompanied baggage,

b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6056-B, U6056-C, or U6056-D1, and

c. Authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,

d. HHG at the member's PDS, and/or

e. HHG in NTS

to the designated place. This includes a short distance HHG move from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert the Safe Haven to a Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is authorized HHG transportation:

a. At the member's PDS, and/or

b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

4. Dependents Move from the Safe Haven to the Member's PDS

a. Member Not in Receipt of a PCS Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6053-F, the member is transportation of:

(1) Unaccompanied baggage,

(2) Items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1,

(3) Authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or

(4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the PDS in CONUS, as appropriate.

b. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a safe haven, the member is authorized transportation of:

(1) Unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and

(2) Authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

E. HHG Transportation Incident to an Authorized Movement of Dependents from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Order from an Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is authorized transportation of:

a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,

b. Authorized items of HHG acquired while at the designated place for the evacuated dependents' comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances that resulted in the evacuation of the area, and/or

c. HHG in NTS

to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's tour, as appropriate.

2. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a designated place, the member is authorized HHG transportation from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

F. Short Distance Moves and/or NTS. Short distance moves and/or NTS supported by local installation funds, may be performed under pars.:

1. U5355-C1, U5380-G1a, and U5380-G1b for Government quarters; and

2. U5355-D1 and U5380-G2a for private sector housing.

U6057 TRANSPORTATION OF POV

A. Transportation of a POV Incident to Dependents Evacuation

1. Transportation of a POV to Safe Haven. ***Transportation of a POV at Government expense to a safe haven is not authorized.***

2. Transportation of a POV to the Designated Place. When dependents go to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of dependents) may be transported to the designated place for the dependents' use if the Secretarial Process determines that the movement of the POV is prudent. Such transportation must not be approved if a POV can be driven to the designated place. When such transportation is authorized/approved, a POV in the PDS area or en route to the PDS when the evacuation is authorized/ordered, may be transported to the designated place, including any overland transportation required. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.***

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS, a POV may be transported to the member's CONUS PDS, including any overland transportation required, if the Secretarial Process authorizes/approves such transportation based on that individual's determination that circumstances dictate such movement of the POV to be prudent.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order while dependents are at a safe haven or designated place under this Part, the authorization for transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost when the Motor Vehicle Arrives Late. This applies to transportation of a POV incident to evacuation of dependents. If a motor vehicle of a member (or dependent) transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member or dependents reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed $30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is $210. (See Examples in par. U5410-D.)***

Reimbursement Amount Maximum Authorization:$210.00
(7 days vehicle rental @ $30 a day - $210.00)

Required Delivery Date:30 Jan

Member arrives at destination:1 Jan

Member rents a car:2 Jan

Member is notified vehicle is ready for P/U1 Feb

Reimbursement Amount Authorization:$60.00
(2 days vehicle rental @$30 a day = $60.00)
(authorization does not start until after the RDD)

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

For authorization for BAH continuation for members serving at a CONUS PDS from which dependents are evacuated, and authorization for BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services.

U6059 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. A DLA is not payable incident to relocation of dependents to a safe haven. The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation.

U6060 ADVANCE OF FUNDS

A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for dependents' (or escorts') travel from the evacuation area. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B4) must be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur in traveling to and from the safe haven/designated place, as applicable.

B. DLA. The DLA authorized in par. U6058 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel to the designated place.

C. Pay. An advance of pay in conjunction with an evacuation from a CONUS PDS is only authorized when the Secretary of Defense specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For details, see the DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

U6061 CONUS COLA

For authorization for CONUS COLA during an evacuation, see par. U8014.

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN

U7000 CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES

A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is authorized PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. Abode,

2. Home, or

3. School,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is authorized PCS allowances prescribed in Chapter 5 for enlisted members.

B. Upon Graduation and Commission

1. Officer Leaves Academy. An officer who, upon graduation from a Service academy and commissioning, travels under a PCS order to the first PDS is authorized the allowances prescribed in Chapter 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site for the officer, if TDY en route) as designated in the orders. See Chapter 4, Part B, concerning per diem while TDY en route; par. U4102-D applies when an officer departs from an academy pursuant to a PCS order but subsequently returns there for TDY en route before reporting to the first PDS.

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to a PCS order, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem purposes. Officers under these circumstances are not authorized per diem while at the academy, but if ordered to TDY away from the academy, they are authorized per diem under Chapter 4, Part B, for the relevant TDY and travel period.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized the PCS allowances prescribed in Chapter 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the Government's invitation to accept an appointment and is rejected for admission, is authorized the PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. Abode,

2. Home, or

3. School,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

U7001 CADETS/MIDSHIPMEN ON TDY

A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exceptions:

1. No per diem is payable for TDY at Service academy when both Government quarters and Government mess are available, beginning on the day after the arrival day and ending on the day before the departure day; and

Effective 1 January 2005
*2. $.40 per diem increase for each Government meal purchased (with no surcharge) is allowed.
NOTE: This amount is the average of the difference between the cadet meal rate and the discount meal rate.

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

A. Members of Uniformed Services on Active Duty. Members on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, are authorized the TDY travel allowances prescribed in Chapter 4, Part B or Part C, as applicable. ***The payment of travel and transportation allowances to members for travel to compete for congressional nominations is not authorized under this Volume.***

B. Civilians or Members of Reserve Components Not on Active Duty. No travel and transportation allowances are payable under this Volume to civilians, or members of the Reserve components not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

U7005 AVIATION CADETS

Aviation cadets, on active duty and traveling under orders, are authorized travel and transportation allowances in Chapter 4, Part B, Part C, and Part F, as applicable on the same basis as officers.

PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General. This Part applies to applicants and rejected applicants for the regular Service, the reserve components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Transportation Authority. Applicants for the regular Service, the reserve components, and flight training are authorized transportation at Government expense from the places at which they make application, or from their homes, to the place(s) of physical examinations, qualifying examinations, other processing, and acceptance into the Service. If an applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is authorized return transportation at Government expense to home or place of application. Unless Service regulations are issued in accordance with par. U7025-C or U7025-D, PCS allowances under Chapter 5, Part B, and miscellaneous reimbursable expenses under Chapter 1, Part C, are authorized.

*C. Use of Government-procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Government-procured transportation and meal tickets (see par. U1500 for applicant processing travel. Expenses in Chapter 1, Part C, are reimbursable. If the AO accepts the applicant's reason(s) for not using the Government-procured transportation and meal tickets:

1. the automobile mileage rate is paid for POC travel for personal convenience (see par. U3310-A1) for the official distance of the ordered travel, and/or

2. reimbursement is provided for occasional meals and quarters (see par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A.

D. Temporary Duty Allowances. Each Service may issue regulations that authorize travel and transportation allowance payment (including per diem or actual expense allowances) to applicants for travel in connection with applicant processing. The appropriate rates, provisions, and deductions in Chapter 4, Part B; Chapter 4, Part C; and Chapter 1, Part C for members performing TDY are applicable.

PART C: REIMBURSEMENT FOR RECRUITING EXPENSES

Effective 18 June 2002

NOTE: See Chapter 3, Part G for PDS work site and TDY parking reimbursement.

U7030 ENTITLEMENT

A member of an Armed Force permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;

2. parking fees at itinerary stops;

3. official telephone calls;

4. photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;

5. other small, necessary recruiting expenditures; and

6. personally procured and consumed meals at non-Government events when:

   a. a meal is incidental to the event and the recruiter is required to participate because of assigned duty;

   b. attendance during meal time is necessary to full participation in the business of the function; and

   c. the recruiter is not free to take the meal elsewhere without being absent from the essential formal purpose of the event.

Except in unusual cases, reimbursements should not exceed $75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in this Volume (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

U7033 ADVANCE OF FUNDS FOR RECRUITING EXPENSES

Service regulations may authorize funds advances.

PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

U7050 ALLOWED ACCOMMODATIONS

See Chapter 3 for transportation accommodations.

U7051 TRAVEL ON MALT BASIS

A courier traveling on a MALT PLUS basis, who is authorized under pars. U3125, U3130, or U3135 to purchase superior accommodations for security purposes, shall be reimbursed the difference in cost between coach accommodations by air or the lowest level of sleeping accommodations available by rail or ship and superior accommodations after travel is performed, if a receipt for the superior accommodations is furnished.

U7052 TRAVEL ON PER DIEM BASIS

Couriers traveling on TDY orders must use Government-procured transportation for the superior accommodations contemplated in pars. U3125, U3130, or U3135, if practicable. Otherwise, reimbursement is for all member-procured transportation and such superior accommodations on an actual cost basis (including tax). The claim must explain why Government-procured transportation was not used and be accompanied by the receipt or an acceptable statement indicating the amount paid. If an explanation and receipt/statement is not furnished, reimbursement is limited to the cost of Government-procured transportation.

PART E: TRAVEL OF WITNESSES

U7060 CASE INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case involving the Services receive the travel and transportation allowances prescribed in Chapter 4, payable from funds of the requesting Service.

U7061 CASE NOT INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case not involving the Services, receive travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice.

U7062 OTHER CASES

Active duty members who serve as witnesses for local, State, the District of Columbia, or U.S. territory or possession Governments in criminal or civil cases;

1. directly related to the Services or to members, and

2. in which the Services have a particularly strong compelling and genuine interest,

may receive the travel and transportation allowances prescribed in Chapter 4, if competent authority determines that travel is required, from funds of the appropriate Service (B-202232, July 10, 1981, B-223900, December 24, 1986). Active duty members subpoenaed as witnesses for a Congressional committee, a private individual, or a corporation, do not receive any travel and transportation allowances. The witness should make arrangements for travel and subsistence expense payments with the individual or agency desiring testimony.

PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

U7100 CERTAIN MOBILE UNITS

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. the Air Mobility Command,

2. Marine Corps Transport Squadrons,

3. Fleet Logistics Support Squadrons,

4. Naval Aircraft Ferrying Squadrons, or

5. any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is entitled to travel and transportation allowances under Chapter 4, without specific travel orders (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

Members who perform duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are entitled to the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT

A. Entitlement. Members with dependents are entitled to the following authorized transportation allowances for themselves or their dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the homeport, round-trip transportation is authorized between that location and the homeport. If the homeport is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old homeport in lieu of PCS travel entitlements for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new homeport. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).

2. Construction. If construction is at a location other than the ship's designated future homeport or place dependents reside, round-trip transportation is authorized between the construction location and the future homeport or place dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:

   *a. transportation in kind,

   b. reimbursement for member or dependent-procured transportation, or

   c. the automobile mileage rate for the official distance.

2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the Government-procured round-trip least expensive unrestricted commercial air transportation cost for the member between the:

   a. overhaul or inactivation location and the original homeport under par. U7115-A1, or

   b. construction location and future homeport or location where dependents reside under par. U7115-A2.

***NOTE*: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.**

3. If two or more members travel together by POC, only the POC operator is entitled to mileage.

4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions of Entitlement

1. The transportation allowance entitlements under this paragraph accrue on the 31st day (and every 60th day thereafter) after the later of the day the:

   a. ship enters the overhaul or inactivation port, or

   b. member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.

3. A member who does not use one or more of the entitlements as accrued, retains all entitlements, but all travel under this paragraph must begin before the ship departs the construction, overhaul or inactivation location.

4. If a member elects dependent transportation allowances for one entitlement, member transportation allowances are not authorized. Each entitlement, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

U7120 AERIAL SURVEYS

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status (see Chapter 4, Part B or C, as applicable).

PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

U7125 TRAVEL WHEN PER DIEM NOT AUTHORIZED

*A. Orders to Active Duty - no PDS Designated. A member whose orders to active duty do not designate a specific PDS after the TDY is completed, is not entitled to per diem during the TDY. ***NOTE: Per diem payment is authorized (also see subpar. B) from the date the member receives orders naming a PDS other than the TDY station.*** See par. U7000-B for Service academy graduates.

B. Undergoing Processing. Except as provided in item 3, no per diem is payable before reporting to the first PDS while an enlisted member (newly inducted or enlisted) undergoes processing, indoctrination, basic training (including follow-on technical training and/or home station training for members of the reserve components), or instruction in a TDY status at a place where both Government mess and Government quarters (other than temporary lodging facilities) are available. (See subpar. A when a first PDS is not specified in a member's orders.) However, per diem payment is authorized during:

1. travel to, from, or between places for processing, indoctrination, training, or instruction;

2. delay or processing incident to travel to a designated PDS or while awaiting transportation to such station; or

3. TDY under instruction following initial technical or specialty training after basic training if a PDS has been assigned and per diem during the course of instruction is authorized through the Secretarial Process specifically for these members.

C. TDY Station Changed to PDS. A member, who receives PCS orders while at a TDY station designating it as the new PDS ***effective immediately***, is not entitled to per diem beginning on the date the member receives those orders. Information indicating that the member will be transferred to the TDY station on a ***specified future date*** has no impact on the payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS.

D. Bedpatient or Inpatient. A member is not entitled to per diem while a bedpatient or an inpatient in a hospital. Per diem is payable for days of travel to, from, or between hospitals, and when subsisting out (see Appendix A). When members must retain quarters at the same or a prior TDY location, reimbursement for the cost of these quarters is made under par. U4510.

E. Assignment to Rehabilitation Center or Activity. A member is not entitled to per diem for any period of TDY when assigned to a rehabilitation center or activity for rehabilitation training and/or treatment when both Government quarters and mess are available.

F. Members of Missions. Members of military, naval, or air missions, or others authorized to receive additional pay or allowances from foreign governments or U.S. agencies other than their respective Services, or from other sources, are not entitled to the per diem prescribed herein except when:

1. specifically authorized jointly by the Secretaries concerned;

2. traveling under orders on duty for any of the Uniformed Services;

3. a per diem allowance is not authorized by the foreign government; or

4. traveling under orders in connection with their duties with the foreign governments, if so specifically provided for in the executive agreement between the United States and the foreign government concerned.

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

*U7140 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

Members assigned TDY as observers to UN peace-keeping organizations, who receive UN mission subsistence allowance (mission per diem), are entitled to per diem allowances under Chapter 4. The per diem amount, when added to the UN mission subsistence allowance, equals the per diem entitlement of a member assigned TDY to other than a UN peacekeeping organization in the same area***. In no event does this paragraph authorize a reduction in the UN mission per diem allowance.***

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

U7150 RESERVE COMPONENT TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances when Member Commutes. Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:

(1) Both are in the corporate limits of the same city or town,

(2) The member commutes daily between home/PLEAD and the place of active duty, or

(3) The order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

(a) Home,

(b) Place of unit assignment, or

(c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

Effective 11 August 2005
*c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for:

(1) Members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;

(2) Members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;

(3) Newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Members of the Reserve Components performing active duty for training, who are not authorized per diem or AEA, may be reimbursed for lodging service charges when they occupy transient Government housing, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

2. Physical Examination in Connection with a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the order is received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

a. Return, or

b. Then to the new PDS, or

c. Return and then to the new PDS.

Travel required in connection with these examinations is in accordance with par. U7150-A3.

Effective 11 August 2005
3. Active Duty for Training

a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Chapter 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer

than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.

Effective 11 August 2005

4. Active Duty for and Active Duty Extensions (Other than Training) of 140 or More Days

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U2145-B for non-training active duty TDY. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location. When a member is called to active-duty-for-other-than-training for more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the duty location except as noted in par. U7150-A4c. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, and the duty is more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in par. U7150-A4c.*** TDY allowances are payable at any location where the duty is for 180 or fewer days as provided for TDY in Chapters 3 and 4. If the duty to be performed is 180 or fewer days at each location, travel and transportation allowances are payable as for TDY under Chapter 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances under par. U7150-H2, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances,

(d) Emergency circumstances, or

(e) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days (See par. U2145).

Effective 11 August 2005
5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. Standby Reserve. ***Travel and transportation allowances are not authorized for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.***

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other Reserve Component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966))***.

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, a Reserve Component member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

(a) Training duty station,

(b) Drill site,

(c) City/town where the assigned unit is located, or in the

(d) Local area of assigned unit or home, or

(2) Travel between home and the:

(a) Assigned unit,

(b) Place of attendance at unit training assemblies, or

(c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, or

(3) City/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Effective 4 February 2005
Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ $0.405 = $8.10.

Example 2: A member's home is St. Louis, MO, and the assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Ronald Reagan National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area. The member flies to Ronald Reagan National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ $0.405 = $6.48.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Authorization. ***A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.***

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance ***from the assigned unit*** to the alternate site less distance from home to assigned unit.

Effective 4 February 2005
Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 NTE 16 - 9 = 7) x 2 (round trip) @ $0.405 = $5.67.

6. Reimbursement of Service Charges for Transient Government Housing Use. Members of the Reserve Components not authorized per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no authority for travel and transportation allowances for Armed Forces' Standby Reserve members who voluntarily perform inactive duty training without pay.

2. Other than Standby Reserves. Other Armed Forces' Reserve Component members authorized to perform inactive duty training without pay are authorized the travel and transportation allowances in par. U7150-C.

Reserve Components members not authorized per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

E. SROTC Members

1. Applicability. Par. U7150-E applies to designated SROTC applicants and members appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel up to the constructed cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. ***Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).***

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, members are authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;

2. On inactive duty training;

3. On funeral honors duty;

4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

Effective 11 August 2005
*H. Station Allowances

1. General. A Reserve Component member, called or ordered from an OCONUS residence to active duty/ active-duty-for-training, is authorized station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3, U7150-H4, and U7150-H5. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for Reserve Component members called or ordered to active duty from Alaska or Hawai'i locations.

2. Called to Active-Duty-for-Training for 140 or More Days. A Reserve Component member called or ordered to ADT from an OCONUS location for 140 or more days at one location is authorized station allowances for the location from which called or ordered to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for station allowances for the PDS location begins on the day the member reports at that location. A member called or ordered to ADT from a location in the CONUS for 140 or more days at one location is authorized station allowances in the same manner as a member already on active duty.

3. Called to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U7150-H4, a Reserve Component member called or ordered to active-duty-for-other-than-training from an

OCONUS location for more than 180 days at one location is authorized station allowances for the location from which called or ordered to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for station allowances for the PDS location begins on the day the member reports at that location. A member called or ordered to active-duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized station allowances in the same manner as a member already on active duty.

4. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) is:

a. Assigned to duty at that residence, and

b. Paid station allowances at that location rate.

HHG transportation under a TDY order in accordance with Chapter 4, Part H, does not affect this authorization. Station allowances authorization begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4b(3).

5. Called or Ordered to Active-Duty-for-Training for Less than 140 Days or for Other Than Training for 180 Days or Fewer. A Reserve Component member called or ordered to active-duty-for-training from an OCONUS location for less than 140 days or for other than training for 180 or fewer days is authorized station allowances:

(1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or

(2) whenever there is no per diem authority.

The member is authorized station allowances at the rate prescribed for the member's principal place of residence location at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBERS

The rate of the Muster Duty Allowance, effective 1 January 2005, is $161.94 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance (See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD ***(http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf)*** and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard ***(http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM))***. ***NOTE: The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed.***

***U7180 ENTITLEMENT SUMMARY TABLES**

RESERVE COMPONENTS PERSONNEL ACTIVE DUTY WITH PAY 1/

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	Not authorized if govt qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	Not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Govt qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
2/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.
3/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
4/ Temporary lodging facilities are not government quarters for purposes of this table.
5/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.
6/ Since a training location is the PDS, no per diem is payable when Govt qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION 7/,8/	PER DIEM
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	Chap 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	Chap 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)
Active duty for 140 or more days (20 or more weeks) at one location	Chap 5 applies	No per diem at the location except as noted in par. U2146-B -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)

7/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.
8/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM 9/,10/
Standby Reserves	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized (see par. U4510) for travel days only

9/ Temporary lodging facilities are not government quarters for purposes of this table.
10/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 11/,12/

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	Not authorized - may be authorized reimbursement under Chap 3, Part F	Not authorized
TDY to other than Reserve Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserves voluntarily performing without pay	Not authorized	Not authorized

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

11/ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.
12/ Reservists on inactive duty for training who otherwise are not entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS 13/,14/

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under U4510 at point of delay. 4. If mixed modes are involved pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chap 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chap 5, Part B applies	Transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chap 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chap 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as enlisted or officer in Armed Force	Chap 5, Part B applies	Chap 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY enroute

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

13/ Members and designated applicants appointed under 10 USC 2104--SROTC advanced training members--are not entitled to per diem.
14/ Members and designated applicants appointed under 10 USC 2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

MISCELLANEOUS

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 U.S.C. 1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 days or less; or (2) inactive duty training; or (3) traveling directly to or from the place where the member performs or has performed such duty.	Chap 3 applies	Chap 4 applies	Not authorized if injury is result of member's gross negligence or misconduct
Muster Duty – Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	Not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = $146.31

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

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

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

*A. Authorization. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. ***(See par. U3320, and Chapter 3, Part E).*** Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:

   a. Consecutive tour of duty at the same (old) PDS, or

   b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

      (1) One of the tours is unaccompanied, or

      Effective 18 June 2004
      (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***).

2. Eligible Dependents. An eligible dependent is one who:

   a. Is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on the:

      (1) Last day of the member's first tour at the old OCONUS PDS; or

      (2) Effective date of the member's PCS order to the new OCONUS PDS; and

   b. Is command-sponsored for both tours;

   c. Is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and

   d. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair fares ***may*** be used.

   a. Travel between authorized locations is travel:

      (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

      (2) From the old to the new OCONUS PDSs via an authorized destination; or

(3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair fares are not authorized to that alternate place.

Example 1	
Member's PDS is in Germany and the HOR is Ames, Iowa. No city pair to Ames, Iowa.	
Least expensive unrestricted fare (incorporating some city pair fare connections):	$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair to Boston:	$1,400
Least cost non-city pair fare to Boston:	$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston.	
The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).	
The member is ***not responsible*** for the additional $200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.	

Example 2	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair trip cost:	$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis ($840) NTE the $980 cost to HOR.	

*c. Eligible travelers (member and/or dependents) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

*e. When eligible travelers (member and/or dependents) are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

Effective for all members in a deferred COT leave status on 2 December 2002 or members who become authorized to a COT leave travel on or after 2 December 2002

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the COT leave travel expires. ***Under the provisions of DoDI 1327.5, deferred COT leave travel may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

*1. Member Procured Transportation

a. An eligible member, when directed to use available Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

Example 1 ***NOTE: Costs in this transportation example are not actual costs and are used for illustration only.***	
Member's PDS is in Honolulu, HI, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	$775.00
Member elects not to use the CTO (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	$500.00
Transoceanic airfare reimbursement ($500.00) is not authorized.	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***NOTE: Since use of the CTO is mandatory for all official travel, this should almost never occur.***

Example 2 ***NOTE: Costs in this transportation example are not actual costs and are used for illustration only.***	
Member's PDS is in Agana, Guam and the HOR is Bakersfield, CA.	
Government-procured transoceanic trip cost (one way):	$1,900.00
An eligible dependent, not told to use the CTO for airfares elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased an one-way transoceanic ticket:	$2,300.00
The member, on behalf of the traveler, is reimbursed $1,900.00, the Government cost for the transoceanic trip cost plus necessary ground transportation to the HOR. ***The traveler is financially responsible for the additional cost of $400.00 (one way).***	

c. When the Service concerned authorizes/approves POC use, the member is authorized to MALT PLUS on behalf of eligible travelers (member and/or dependents) under par. U5105-B and/or par. U5203. If the Service does not authorize/approve POC use, reimbursement is limited to the constructed cost using the least expensive unrestricted economy/coach airfare for air transportation.

Example 3 ***NOTE: Costs in this example are not actual transportation costs and are used for illustration only.***	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way):	$ 599.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ $.15/mile = $459.45.	$ 459.45
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ $91.00/day	$ 819.00
Total MALT PLUS costs for POC travel:	$1,278.45
Total cost of POC use above air use	$ 679.45
The member is ***not responsible*** for the additional $679.45 cost if POC travel to the HOR or an alternate COT location if authorized/approved by the Secretarial process. See par. U7200-C1c. The city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of $599.00 if the Service did not authorize/approve POC use. ***The member is financially responsible for the additional cost ($1,278.45 - $599.00) of $679.45 each way if POC use is not authorized/approved.***	

Example 4 **Member with three dependents (spouse and two children under age 12)** ***NOTE: Costs in this example are not actual costs and are used for illustration only.***	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way): $599 @ 4 eligible travelers	$2,396.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ $.20/mile = $612.60.	$ 612.60
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ $250.25/day ($91.00 (member), $68.25 (spouse), and $91.00 ($45.50 @ 2 children))	$2,252.25
Total 'MALT PLUS' for POC travel:	$2,864.85
Total cost of POC use above air use	$ 468.85
The member is ***not responsible*** for the additional $468.85 cost if POC travel to the HOR or an alternate COT location is authorized/approved by the Secretarial Process. See par. U7200-C1c. In this example, the city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of $599.00/person if the Service did not authorize/approve POC use. ***The member is financially responsible for the additional cost ($2,864.85 - $2,396.00) of $468.85 each way if POC use is not authorized/approved.***	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under this paragraph if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at ***http://www.dtic.mil/whs/directives/corres/html/13275.htm*)).**

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) ***http://www.dtic.mil/whs/directives/corres/html/13275.htm)*** for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement up to the directed mode cost, does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship or unit operation, or

c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

a. Are command sponsored and reside OCONUS with the member,

b. Reside at an OCONUS location and for whom the member receives a station allowance/OHA, or

c. Reside in CONUS and the member:

(1) Is on permanent duty OCONUS, or

(2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

a. From which first called (or ordered) to active duty,

b. Of first enlistment, or

c. Of permanent legal residence.

A member's domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares ***may*** be available for use.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1	
Member's PDS is in Germany and the member's emergency leave location is Denver, CO. The closest CONUS international airport with a scheduled flight is JFK.	
City pair to JFK:	$1,200
City pair to Denver:	$1,400
Least cost non-city pair fare to Denver:	$1,600
Since travel to Denver is more expensive than travel to JFK the ***city pair fare may not be used*** to Denver.	
The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).	

Example 2	
Member's PDS is in Germany and the member's emergency leave location is Atlanta, GA. The closest CONUS international airport with a scheduled flight is JFK.	
City pair fare to JFK:	$1,200
City pair fare to Atlanta:	$ 980
Since travel to Atlanta, GA, is less expensive than travel to the closest international airport, JFK, the member is authorized city pair fare to Atlanta ($980) NTE the $1,200 cost to JFK.	

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

a. Authorized originating locations are:

(1) A member's PDS;

(2) Dependents' other OCONUS location; or

(3) Member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) The CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The transportation cost paid by the Government from Stuttgart to Cleveland may not exceed the transportation cost from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the travel route are permissible.); or

(2) An airport in a non-foreign OCONUS area (see Appendix A); or

(3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authorization to one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

a. Authorized originating locations are the international airports nearest the member's:

(1) PDS, or

(2) Or dependents' location when notified of the personal emergency.

b. Authorized destination points are:

(1) An international airport in a non-foreign OCONUS area, or

(2) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE*: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.**

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

a. PDS,

b. Homeport, or

c. Other location

Effective 2 November 2004
f authorized emergency leave as determined under DoDD 1327.5 (Leave and Liberty) ***http://www.dtic.mil/whs/directives/corres/html/13275.htm)*** for DoD Services and/or Service regulations (see par. U1010-B9).

2. Space-required Government transportation must be used if reasonably available, otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE*: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.**

3. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c ‘other location’), and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive ‘other location’ city pair fares are not authorized to the other location.***

6. There is no authority for one-way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its homeport. If the member departed the ship on emergency leave while it was operating away from homeport, return travel and transportation to the ship at its homeport is authorized subject to the limitations in par. U7206, item 4 above. See par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.

***NOTE*: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included.**

Example 1	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave location is Denver, CO.	
No city pair from Ft. Campbell to Ft. Belvoir and the least cost unrestricted economy fare (incorporating some city pair fare connections) is $400.	
City pair from Ft. Campbell to Denver	$500
Least cost non-city pair fare to Denver	$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost ($600 - $400 = $200).	

Example 2	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave location is Atlanta, GA.	
City pair trip cost from Ft. Hood to Ft. Belvoir	$320
City pair fare to Atlanta	$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair fare to Atlanta ($280) NTE the cost to Ft. Belvoir ($320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

*2. Dependents. Dependent(s) of a uniformed member serving an accompanied tour at the FEML PDS are eligible for FEML if they:

a. Are command sponsored, and

b. Reside with the member at the FEML PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEML authorization).

***NOTE*: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The transportation cost from the school to the designated FEML destination or to an alternate location may not exceed the Government'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 eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour ***extended*** at least 12 months	1 additional
b. at least 36 months.	2
(1) tour ***extended*** for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by members/dependents 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 Cannot Be Combined with other Travel. ***Under the provisions of DoDI 1327.5, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

1. FEML Location. A PDS, from which FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares ***may*** be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1	
Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
No city pair to Frankfurt, Germany.	
Least cost unrestricted fare (incorporating some city pair fare connections) is $1,200.	
Member desires to utilize FEML to Boston, MA.	
City pair to Boston:	$1,400
Least cost non-city pair fare to Boston:	$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost ($1,600 - $1,200 = $400).	

Example 2	
Member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	$980
Member desires to utilize FEML to St. Louis, MO.	
City pair fare to St. Louis is:	$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis ($840) NTE the $980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

(1) DoD Services: USD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and

(4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DoDD 1327.5 (Leave and Liberty). Guidance on re-certification of FEML location/destination designations is in DoDD 1327.5.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date shown in Appendix S.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. The Government or the member may purchase commercial air transportation (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. ***(See par. U3320, and Chapter 3, Part E.)***

b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. ***If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

F. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.***

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and

2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;

2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110; or***

3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.

2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception:*** A member who departed the ship on emergency leave while the ship was in its homeport is authorized allowances under this paragraph even if the member knew of the ship's relocation before departing on emergency leave.

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to it's old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. Eligible members are authorized the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and

b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

a. Actual contingency or emergency war operations, or

b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

*PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE

Effective 24 February 2004
U7225 LODGING EXPENSES WHEN ON LEAVE DURING A CONTINGENCY OPERATION

A. General. An eligible member deployed to a TDY location in support of a contingency operation who retains lodging at the TDY location while on leave may be reimbursed for the lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. is assigned in support of a contingency operation for more than 30 days,

2. immediately before taking authorized leave, was performing duty at a location away from the member's home or PDS,

3. was receiving per diem to cover lodging expenses because Government quarters were not available at no cost to the member, and

4. immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a reimbursable expense for the actual cost of lodging retained during leave not to exceed the lodging portion of the per diem rate for the TDY location for each day. See ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***.

NOTE: This reimbursement authority for leave during a contingency operation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for per diem-related lodging costs.

Effective 13 October 2005
***U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. was receiving per diem to cover TDY lodging expenses because Government quarters were not available at no cost to the member, and

2. immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a reimbursable expense for the actual cost of lodging retained at the TDY location during leave not to exceed the lodging portion of the per diem rate for the TDY location for each day. See ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html***.

NOTE: This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for per diem-related lodging costs.

PART I: MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

U7250 ATTENDANTS/ESCORTS

A. Definition. See Appendix A, Part I.

B. Determination. Certain members, incapable of traveling alone require an attendant/escort. An attendant/escort may be:

1. A member,

2. U.S. Government civilian employee, or

3. Any other person.

C. Appointment. Any of the persons listed in par. U7250-B may be appointed as a/an:

1. Attendant, by the Medical Authority, or

2. Escort, by the Commander/AO,

to accompany an active duty member patient physically incapable of traveling alone.

D. Travel and Transportation Allowances

1. Member as Attendant/Escort. A member is authorized the travel and transportation allowances in Chapter 4, Part B or C.

2. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.

3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the member patient.

b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C6153.

*E. 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 patient's travel.

U7251 MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION

A. Travel Status. ***Except when both the member's home and the medical facility are within the same corporate city limits,*** a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:

   a. Examination, and

   b. Travel to and from a medical facility.

2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;

   a. Hearing, and

   b. Travel to and from the hearing.

B. Travel and Transportation Allowances

1. Travel outside the Corporate City Limits of the Member's Home

   a. A TDRL member is authorized the travel and transportation allowances in Chapter 4, Part B when performing travel:

      (1) To and from a medical facility for required periodic physical examinations, and

      (2) To, from, and during a hearing, when under an order to appear before a PEB.

2. Local Travel

   a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U3500-B) transportation expenses reimbursement is under Chapter 3, Part F.

   b. For this travel, the member's home is the duty station.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or

2. For TDY, if an outpatient (see Chapter 4, Part B).

U7252 TRANSFER OF MEMBER PATIENT TO/FROM MEDICAL FACILITIES OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances in Chapter 4, Part B or C; or Chapter 5, Part B.

2. Advances may be made against such allowances to the attendant/escort (see par. U7250).

3. Advances must be IAW Service instructions.

B. Transportation-in-Kind. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR MEMBERS DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC)

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authorization for travel and transportation allowances upon discharge from a medical facility.

2. Not in the locality of the member's home, the member is authorized MALT PLUS from the medical facility to member’s home (see par. U5105-B2).

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Chapter 5, Part B upon discharge from a medical facility.

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

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17 (37 USC §411c). ***Under the provisions of DoDI 1327.5, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for members who are serving tour lengths under TDY orders for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix 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.***

Effective 6 September 2005
*C. R & R Locations/Destinations. See Appendix U for a list of authorized R&R locations/destinations.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

a. A dependent-restricted tour area; and

b. Designated for hostile fire or imminent danger pay ***(NOTE: This would include members serving aboard ships operating away from their home ports for a period of a year or more in support of these areas.)***; and

c. In an area in which entry of members on official or unofficial travel is controlled; and

d. An area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1		
Member's PDS is in Albania and the authorized destination is Frankfurt, Germany.		
No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is:		$1,200
Baltimore, MD is the authorized CONUS destination. The city pair fare to Baltimore is:		$1,000
Member desires to utilize R&R to Boston, MA. City pair to Boston is:		$1,400
Least cost non-city pair fare to Boston is:		$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city pair fare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.		
The member is financially responsible for the additional cost):	$1,600 - $1,200 =	$400

Example 2	
Member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
City pair trip cost to Frankfurt is:	$980
Baltimore, MD is the authorized CONUS destination. The city fare to Baltimore is:	$1,400
Member desires to utilize R&R to St. Louis, MO. City pair fare to St. Louis is:	$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized city pair fare to St. Louis ($1,200) ***NTE the $1,400 cost to Baltimore***.	

4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

(1) DoD Services: DUSD (MPP);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);

(4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DoD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member taking a R&R trip may use:

a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

b. Commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.

4. Reimbursement. Reimbursement must not exceed the cost of Government-procured transportation between a member's duty station and the authorized destination as determined in par. U7300-C2.

5. Time Limitation

a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.

b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.***

Effective 13 December 2004
***U7305 TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION**

Effective 03 February 2004 (PDUSD memo of 3 Feb 2004)
A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) ***(http://www.dtic.mil/whs/directives/corres/html/13275.htm)*** and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligibility. A member of the Armed Forces must meet the following requirements of DoDD 1327.5:

1. Are entitled to basic pay,

2. Have a specialty designated for SR&R purposes,

3. Complete a tour of duty at a designated OCONUS PDS,

4. Extend that tour for not less than a year, and

5. Do not elect a non-transportation option under 10 USC §705.

Effective 10 March 2003
C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other of them. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,

2. Overland surface travel at actual cost, and

3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.***

Effective 10 March 2003
E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.		
City pair to Baltimore:		$1,200
City pair to Denver:		$1,400
Least cost non-city pair fare to Denver =		$1,600
Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.		
The member is financially responsible for the additional cost:	$1,600 - $1,200 =.	$400

Example 2	
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Atlanta, GA.	
City pair to Baltimore:	$1,200
City pair to Atlanta:	$ 980
Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta ($980) **NTE the $1,200 cost to Baltimore**.	

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

U7325 TRAVEL AND TRANSPORTATION

Members may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the member's official duties and the functions and activities of the member's Service (55 Comp. Gen. 1332 (1976)).

If acceptance of a non-federally sponsored award involves attending a meeting of a technical, scientific professional, or similar non-federal organization, the Secretarial Process must authorize travel at Government expense.

Effective 11 April 2005
*When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the travel to accept an award (37 USC §412). See par. U2555-E concerning registration fees.

U7326 ALLOWABLE EXPENSES

The TDY allowances in Chapter 4 shall be provided.

U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

Travel and transportation at Government expense may be authorized for an individual (related by blood or affinity or whose close association with the member is the equivalent of a family relationship) to accompany the member receiving an honor award (see Appendix E, Part I, Invitation to Travel, par. C-5).

U7328 REIMBURSEMENT

There is no authority for a member authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

PART L:

RESERVED

(See par. U1005)
(Effective 9 September 2004)

PART M: MEMBER WHOSE ENLISTMENT IS VOIDED

U7375 GENERAL

A member, released or discharged from active duty due to a void enlistment, is entitled to travel from the place of release or discharge to the HOR or PLEAD, as the member elects.

U7376 IMPLEMENTING REGULATIONS

Each Service may issue regulations requiring a member, whose enlistment is voided, to use Government or Government-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Chapter 5, Part B are authorized as for a PCS.

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

U7400 PRIOR ORDERS

A. General. An absentee, straggler, or member without funds, who:

1. Is under prior orders;

2. Surrenders at, or is apprehended and delivered to, a U.S. installation other than the member's PDS; and

3. Is without funds to purchase transportation;

*may be furnished necessary transportation and meal tickets, or the cash equivalent of meal tickets (see par. U1500) to travel to the new PDS or to another place directed by competent authority. In these cases, the transportation, meal tickets (or cash equivalent) are furnished in connection with the prior orders. Reimbursement for travel performed between the old PDS and any new PDS, is in accordance with Chapter 5**.**
NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Transportation and/or Meal Tickets Previously Furnished. When a member is without funds and:

1. Loses the transportation and/or meal ticket(s) while in a travel status, or

2. Becomes separated from the remainder of the members who are members traveling together with no/limited reimbursement,

the member may (upon reporting to a U.S. installation) be furnished:

3. Transportation, and/or

*4. Meal ticket(s) or cash equivalent (see par. U1500),

to enable the member to proceed to the PDS.

U7401 NO PRIOR ORDERS, OR DESERTER WITH OR WITHOUT PRIOR ORDERS

An absentee, straggler, or member without funds (no prior orders involved), or a deserter (with or without prior orders), who:

1. Reports in, surrenders at, or is apprehended and delivered to a U.S. Installation other than the member's PDS; and

2. Is without funds to purchase transportation;

may be furnished:

3. Necessary transportation; and

*4. Meal tickets or cash equivalent (see par. U1500);

to travel to the new PDS or to another place directed by competent authority.

NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

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

U7450 DISCIPLINARY ACTION

A. Transportation. When a member is ordered to travel for disciplinary action:

1. A Government conveyance should be used, if available; or

2. If a Government conveyance is not available, the member must be directed to use Government-procured transportation;

3. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or

4. If a POC is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. ***Payment of mileage is not authorized.***

Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

*B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the values in par. U1500.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

(1) be in the name of the member in charge "for" the prisoner(s);

(2) be signed, when proper, by the member in charge; and

(3) not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When prisoners are moved on public transportation, the member-in-charge of the movement should obtain Government-procured transportation for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Miscellaneous Expenses. Items of miscellaneous expenses incurred in connection with pars. U7451-A2, U7451-B and U7451-C are payable under Chapter 1, Part C.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for:

a. transportation, lodging, and meals

incurred on behalf of a:

b. prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging must not exceed per diem or actual expense allowances computed under Chapter 4, Part B or Chapter 4, Part C. Reimbursement for transportation is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. installations.

B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized point. The member is furnished transportation in-kind and meal tickets, if practical, from the place of parole to the facility concerned and for return travel, when appropriate, if:

1. a rehearing is ordered following travel completion; or

2. official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the later travel, reimbursement is at the automobile mileage rate for the official distance and for occasional meals (see par. U4510). ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

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

U7500 GENERAL

For travel in pars. U7501 through U7504, a member may be provided:

1. in-kind transportation by the least expensive mode of common carrier transportation available, or

2. the Government cost of that transportation.

NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

U7501 NO CONFINEMENT INVOLVED

A member, who has not been confined, is entitled to transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is entitled, upon parole or final release, to transportation allowances in par. U7500, from the place of confinement to:

1. the HOR; or

2. the PLEAD, as the member elects; or

3. the place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY

A former member, discharged OCONUS while in confinement in a non-U.S. military confinement facility, is entitled to transportation allowances in par. U7500, from:

1. the place of release from confinement, or

2. the U.S. military facility nearest the place of confinement,

to the port of debarkation in the country (including a U.S. territory or possession) of:

1. the member's HOR, or

2. the PLEAD,

as the member elects.

U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD

Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. authorized/approved by the commanding officer or other competent authority; and

2. the Government transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not entitled to transportation.

U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind to the HOR or PLEAD, as the member elects. The least expensive transportation mode available shall be provided or the member may be paid an amount not to exceed the Government cost of that transportation. See par. U7504 for transportation to an alternate location.

B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is entitled to travel and transportation under Chapter 4.

C. Member Restored to Duty. If the member is restored to duty, the member is entitled to the PCS allowances in Chapter 5, Part B, from the place to which travel was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a not to exceed basis under this paragraph, this travel constitutes final separation travel unless the member is restored to duty. (63 Comp. Gen. 135 (1983)).

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Attendant. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility. A competent medical authority appoints an attendant.

*U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances, for:

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;

2. Member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;

3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

5. Member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. Member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients); or

7. A member, employee, or other person to authorized to accompany dependent(s), authorized transportation to attend a member's burial ceremony (see par. U5242) as an escort or attendant.

Escort or attendant travel is authorized only when the AO determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. ***A travel order/authorization for escort or attendant travel must cite this paragraph as authority.*** For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the allowances in TDY regulations issued by the employee's agency or department. Allowances for DoD civilian employee attendants or escorts under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8 are in the Joint Travel Regulations, Volume 2, par. C6150 or C6151.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued an ITA or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is authorized the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

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

U7600 GENERAL

For information on the transportation of remains of deceased members and remains of deceased dependents, see the DTR and the appropriate Service regulations (see par. U1010-B10).

U7601 ESCORTS ACCOMPANYING REMAINS OF DECEASED MEMBERS

Per diem allowances for travel and TDY of members in connection with escorting remains of deceased members are as prescribed in Chapter 4 for all other TDY travel.

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

U7650 TRAVEL UNDER PERMISSIVE ORDERS

An order permitting a member to travel, as distinguished from directing a member to travel, does not entitle the member to expenses of travel.

U7651 TRAVEL UNDER ORDERS BUT NOT ON PUBLIC BUSINESS

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

U7652 RETURN FROM LEAVE TO DUTY ABROAD

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by Government conveyance and shall not authorize transportation by commercial conveyances at Government expense.

U7653 ATTENDANCE AT PUBLIC CEREMONIES

Members who participate in public ceremonies or demonstrations and whose expenses are borne by the sponsoring agency, are not entitled to travel expenses.

U7654 RESIGNATION OR RELEASE AT OWN REQUEST OF PUBLIC HEALTH SERVICE MEMBERS

The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume if that member resigns or separates of the member's own volition:

1. before completing 2 years of continuous active duty, or

2. before completing a period of active duty agreed to in writing, or

3. without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U7655 SEPARATION AT PERSONAL REQUEST OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBERS

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the date of appointment in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the entitlement to any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume.

*U7656 NOT USED

***PART T: SEE APPENDIX E**

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

U370 GENERAL

This Part applies to travel of members of the armed forces accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). A member of the armed forces accompanying a Member of Congress or a congressional employee(s) on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. The cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and

2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided travel of the armed forces member is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned. ***(Reference pars. U3125-B3g and U3125-B4i.)***

U371 DEFINITIONS OF TERMS

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

U372 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, such as the GSA schedule (FTR, Appendix 1-A/***http://www.dtic.mil/perdiem/perdiemrates.html***) for travel within CONUS and DSSR Section 925/***http://www.dtic.mil/perdiem/perdiemrates.html***) for OCONUS travel, or actual expense reimbursement without regard to any established per diem schedule.

U375 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are:

A. First-class (FC). ***Reference par. U3125-B3g.***

B. Business-class (BC). ***Reference par. U3125-B4i.***

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

U7800 GENERAL

This Part applies to members of the Armed Forces who have been authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition in accordance with 10 U.S.C. §717, 37 U.S.C. §420, and:

a. DoD Directive 1330.4 for DoD members (and Coast Guard when operating as a service of the Navy), or

b. COMDTINST 1710.5 (series) for Coast Guard members.

U7801 POLICY

Members of the Armed Forces may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized to do so under par. U7800. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederatio of Reserve Officers (CIOR) has been approved by the Secretary of State. Participation in other international competitions is contingent upon a determination by the Secretary of State that the interests of the United States are served by participating in each such event.

U7802 FUNDING

Funds appropriated to DoD or the Department of Transportation as the case may be, may be expended for the payment of travel and per diem allowances for Armed Forces athletes, and the training associated with animals of the Armed Forces, to support the attendance of Armed Forces athletes at, and participation in, those competitions listed in par. U7801. Funds may be expended only when such participation has been authorized under par. U7800.

U7803 ENTITLEMENT

Members of the Armed Forces who have been authorized to attend, train for, and/or participate in the competitions listed in par. U7801 are entitled to travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for members on TDY in Chapter 4.

CHAPTER 7
PART W:

RESERVED

CHAPTER 7

PART X: NOT USED

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

*B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part***:

1. Active duty members (see par. U7252); and

2. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,

2. Personally procured commercial transportation (see par. U3120), or

3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:

a. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html/) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in par. U1410 are not authorized).***

F. Administrative Provisions. An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 USC §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this paragraph.

B. A Member as an Attendant. A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. A Civilian Employee as an Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. Another Person as an Attendant. A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. ***NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).***

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

Effective 8 December 2004
****NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in par. U1410 may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the U.S.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. (As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments).

C. Travel when the Combatant Command is located within the U.S.. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. ***(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)***

H. Travel Authorizations . Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS

U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10 USC §1051a)

Effective 8 December 2004
****NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in par. U1410 required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above-described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term ‘coalition’ means an ad hoc arrangement between or among the United States and one or more other nations for common action.

D. Travel Authorization. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2005.

CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA), *(37 USC §403b)*

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U8013 **CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN**

U8014 **CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**
A. Members with Dependents
B. Members without Dependents

U8015 **EARLY RETURN OF DEPENDENTS**

CHAPTER 8
*COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA), *(37 USC §403b)*

U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part. A member:

1. Assigned to a CONUS high cost area.

2. In an unaccompanied status OCONUS, if the primary dependent of the member resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8005-B that:

   a. The primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and

   b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA at a dependent location, all personnel assigned to ships or afloat staffs, regardless of eligibility for Basic Allowance Housing (BAH), are eligible for CONUS COLA if otherwise qualified.

U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments made to members of the Uniformed Services under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying such allowance.

B. Member-with-Dependents. The term "member-with-dependents" as used in this Part means a member who is authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the with-dependents rate (Does not include a member authorized BAH at the with-dependents rate solely on the basis of paying child support).

C. Member-without-Dependents. The term "member-without-dependents" as used in this Part means;

1. a member authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the without-dependents rate, and

2. a member authorized BAH at the with-dependents rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or

2. For an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

***U8002 RATES PAYABLE**

A. General

1. CONUS COLA must be paid to a member, with or without dependents, assigned to a PDS in a CONUS high cost area.

2. For members with dependents who, under the circumstances in par. U8005, do not reside with the member at the PDS location, CONUS COLA must be paid based on the primary dependent's location.

CONUS COLA is payable at a rate prescribed in the rate table available at ***https://secureapp2.hqda.pentagon.mil/perdiem/***.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authorization exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

C. Member Assigned to a Ship or Afloat Staff. For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS.

D. New Members. New members ordered to active duty are authorized CONUS COLA at the rate prescribed for members:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

2. With dependents - the member can elect the with-dependent rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

E. Member in a Leave Status Awaiting Final Discharge. Leave status does not affect the CONUS COLA rate paid to the member.

F. Member Processing for Separation or Retirement. CONUS COLA during separation or retirement processing is paid:

1. Based on the rate for the last PDS; or

2. Based on the primary dependent's location immediately prior to separation if separated at the PDS.

U8003 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases. For:

1. The number of days of travel authorized in connection with a PCS (par. U5160);

2. A Reserve Component member, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011) or;

3. A member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8004 and U8005, authorization for CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8004, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS in connection with a PCS transfer, but authorization for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8005-A5, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS effective on the date the member reports at the new PDS, or the date the member reports at a TDY location if the member reports there first;

2. Incident to an OCONUS PCS to a CONUS PDS, is authorized CONUS COLA applicable to the TDY location effective on the date the member reports at that location, if a new PDS is not named in the order; or,

3. Within the CONUS incident to a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS,

Is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8005 PRIMARY DEPENDENTS DO NOT RESIDE AT THE PDS LOCATION

A. Member Serves in an OCONUS Unaccompanied Status. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authorization in specific circumstances is as indicated in the following items. (In instances of multiple dependent locations, CONUS COLA authorization is based on the primary dependent’s residence location). When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent’s residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authorization begins at the rate applicable to the CONUS location at which where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS in connection with the transfer, whichever is later. CONUS COLA authorization based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

3. Relocates a residence while the member is serving in an unaccompanied status, CONUS COLA authorization at the rate payable for the location of the old permanent residence continues through the day before the day the primary dependent arrives at the new permanent residence location. CONUS COLA authorization at the rate applicable to the new permanent residence location begins on the day the primary dependent arrives at that location.

4. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY in CONUS or incident to an OCONUS transfer to another PDS in an unaccompanied status, CONUS COLA authorization continues and is based on the primary dependent's permanent residence location. CONUS COLA must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

5. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for direct PCS travel. CONUS COLA authorization at the rate prescribed for the new PDS begins on the day the member reports at that station.

6. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Member's PDS in CONUS and Dependents Do Not Reside at the PDS Location

1. General

a. A member is authorized only one CONUS COLA.

b. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

c. Secretarial Process determinations may be issued when the member is:

(1) Assigned to a PDS in an area at which sufficient housing does not exist;

(2) Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a designated place in CONUS;

(3) Assigned, or is in receipt of a PCS order, to a ship entering overhaul involving a homeport change and the primary dependent is not relocated incident to the homeport change;

(4) In receipt of a PCS order to a unit with a promulgated homeport change and the primary dependent relocates to the announced homeport (or designated place in CONUS, if appropriate) before the homeport change effective date;

(5) Reassigned to improve mission capability and unit readiness and disadvantaged as a result or in receipt of a PCS order between duty stations located in the same proximity, and disallowed HHG transportation (see par. U5355). (The Secretarial Process must determine that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness.);

(6) Assigned to indeterminate TDY, or TDY pending further orders; or

(7) Directed (with dependents) to reside in government quarters in a high cost area which is not the PDS.

d. In addition to the specific cases above, the Secretarial Process, may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to draw CONUS COLA based on the PDS location. This determination is made only in cases in which the necessity to reside separately is caused by conditions at the PDS. ***This does not cover a member's or primary dependent's personal election as the reason for residing separately.***

2. Rates Applicable. The rate applicable to the primary dependent's permanent residence location are effective on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS in connection with the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, except the authorization is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, but authorization for the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is authorized CONUS COLA while the dependents visit at or near the member's PDS continuously for 90 or fewer days. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not authorized CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is authorized CONUS COLA on behalf of the primary dependent who is not visiting the member.

U8007 MEMBER IN NONPAY STATUS

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order associated with the prolonged hospitalization determination is issued. This paragraph applies if a member is transferred from a PDS inside or outside the United States to a hospital in the United States for observation and treatment.

U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Chapter 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there are no command-sponsored dependents residing OCONUS with the member.*** If a member is authorized an extension of OCONUS COLA on behalf of dependents at their place of residence in accordance with par. U9101-B, after the member departs the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependents leave their OCONUS place of residence. See par. U9106-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on 4 December 1991); or

2. BAH-DIFF solely because the member is paying child support, is authorized CONUS COLA at the without-dependent rate.

Effective 11 August 2005
*U8011 RESERVE COMPONENT MEMBERS

A. Called or Ordered to Active Duty for 140 or More Days. A Reserve Component member called or ordered to active duty for 140 or more days at one location is authorized CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is authorized BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty. HHG transportation under TDY orders in accordance with Chapter 4, Part H, does not affect this authorization.

C. Called or Ordered to Active-Duty-for-Training for Less Than 140 Days or 180 or Fewer Days for Other Than Training. A Reserve Component member called or ordered to ADT for less than 140 days or 180 or fewer days for other than training is not authorized CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called or ordered to active duty in support of a contingency operation is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and

2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTES:

1. If the divorce or separation involves two members, it is possible for both members to be authorized CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.

2. In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).

U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Continuation of CONUS COLA at the Member's PDS. A member, whose dependents are evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

U8015 EARLY RETURN OF DEPENDENTS

A member is authorized CONUS COLA when all dependents are early-returned to CONUS before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins on the arrival day of one or more dependents at the permanent residence location or the day all the dependents have departed the member's OCONUS PDS, whichever is later. ***OCONUS COLA at the with-dependents' rate terminates the day before the dependents leave the member's old PDS (see par. U9106-A).*** To be eligible for CONUS COLA, the member must be authorized to receive BAH on behalf of those dependents at that location. The applicable CONUS COLA rate is based on the location at which the dependents establish a permanent residence.

CHAPTER 9
STATION ALLOWANCES (OCONUS COLA AND TLA)

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

Effective 1 November 2005
*A. Member with Dependents. In this Chapter, a member who:

1. Is authorized to have dependents reside at or in the vicinity of the member's PDS outside CONUS, and whose dependents do so reside, or

2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to members whose PDSs are in non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

3. On the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

Effective 1 November 2005
*B. Member-without-dependents. In this Chapter, a member-without-dependents means a member:

1. Who has no dependents, or

2. Whose dependents do not reside in the PDS vicinity, or

3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or

4. Who has non-command-sponsored dependents residing in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old OCONUS PDS or are at a designated place at an OCONUS location IAW par. U5222-D1 is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with-dependents rate for the dependents' location. See par. U5222-D1d if a foreign-born spouse is returned to a foreign country and par. U5222-F3 when dependents are at a designated place. Other than dependents described in pars. U5222-D1 or U5222-F3, dependents must be command-sponsored to receive station allowances.

C. Station Allowances

1. COLA authorized in Part B, and

2. TLA authorized in Part C.

D. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent(s) and commutes to the PDS the dependents are deemed to be residing in the PDS vicinity even if they are at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS) a second station allowance may be approved through the Secretarial Process. In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country, state or U.S. territory or possession. Except as provided in par. U9106-A1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect COLA if the member maintains family-type quarters/housing during their absence.

E. Government Dining Facility/Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Mess as defined in Appendix A, Government dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.

2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

F. Command-sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

PART B: COST-OF-LIVING ALLOWANCE (COLA)

U9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. ***Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.***

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the homeport of a ship is considered the PDS for COLA purposes, see par. U9200; when dependents reside at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9201; or when dependents are evacuated, see par. U9203.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Part II, Appendix J, reimbursement may be authorized for specific locations and specific types of expenses.

U9101 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day dependents arrive prior to their sponsor, as specified in par. U9204. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem.

B. Stop. COLA stops:

1. the day before the member departs in compliance with a PCS order, or

2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned,

Unless:

1. an extension is authorized through the Secretarial Process under par. U9201 or U9204, or

2. COLA is authorized during a PCS between PDSs in close proximity under par. U9102,

U9102 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9103 COLA FOR A MEMBER WITHOUT DEPENDENTS

A. Government Dining Facility/Mess Availability

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-F and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.

1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. The presence of non-command-sponsored dependents at or near the PDS is not a reason for a member to not use available Government quarters and/or Government dining facility/mess. In that situation, the member is still only authorized COLA at the 47 percent rate.

2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.

3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9202.

6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependents, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Member-without-Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependents, has elected to not occupy ***inadequate*** Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

8. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

   a. has no dependents,

   b. is assigned to permanent duty aboard a ship,

   c. is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and

   d. occupies private sector housing ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Both members of a dual military couple (both below grade E-6) are authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:

a. have no dependents,

b. are assigned to permanent duty aboard ship(s),

c. elect to not occupy assigned shipboard quarters, and

d. occupy non-Government quarters ashore.

10. Member in Confinement. A member without dependents is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

B. Leave Periods. If a member without dependents takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns from leave. If a member without dependents takes leave OCONUS, COLA continues during the entire leave period.

U9104 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by non-command sponsored dependents, is not authorized COLA as a member with dependents because the presence of the dependents leads the member to choose to not use an available Government dining facility/mess. The member is authorized a COLA the same as any other member without dependents under par. U9103-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, COLA as a member with dependents under par. U9106 starts on the date dependents are command-sponsored.

U9105 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS

A member without dependents:

1. on duty at a PDS where a Government dining facility/mess is available, and

2. whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the 47 percent rate COLA authorized in par. U9103-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must authorize payment of the additional allowance. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed in accordance with Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA for the place where the meals are taken.

Meal Involved	Applicable Percentage
Morning	10%
Noon	20%
Evening	20%

U9106 COLA FOR MEMBER-WITH-DEPENDENTS

A. General. A member-with-dependents is authorized COLA based on the number of command sponsored dependents at the PDS (see par. U9202 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. for any day in excess of 30 consecutive calendar days that a member accompanied by ***all*** dependents is on leave in CONUS;

2. when one or more, or all, of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;

3. when one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or

4. when in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the COLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, COLA begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date the PCS order is issued.

2. Old PDS in CONUS. COLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

C. Homeport Changes. If a member:

1. is currently assigned to a ship or other fleet unit with an announced homeport change, or

2. is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and

3. dependents are authorized to travel to the new homeport,

the new homeport is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

D. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at a new PDS OCONUS and are authorized COLA, a member receives a PCS order amendment naming a different PDS, COLA at the original location ends the day the dependents depart for the newly designated PDS. COLA at the initial PDS cannot extend beyond 60 days after the effective date of the amended order unless specifically approved through the Secretarial Process. COLA at the new PDS based on the number of command sponsored dependents begins on the dependents' arrival day.

U9107 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: ***https://secureapp2.hqda.pentagon.mil/perdiem/***.

U9108 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

Effective 11 August 2005
***U9109 COLA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H4 regarding station allowances for Reserve Component members called or ordered to active duty, or active duty for training.

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

U9150 GENERAL

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Government quarters assignment, or while completing arrangements for other private sector housing when Government quarters are not available;

2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Government quarters/private sector housing in the PDS vicinity, to vacate the permanent Government quarters/private sector housing permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent Government quarters/private sector housing or waiting to reoccupy the vacated permanent Government quarters/private sector housing;

3. While seeking permanent Government quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

Effective 26 July 2005
4. While house-hunting after the member arrives at the new PDS and reports for duty in conjunction with a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters are/private sector housing is vacated in connection with a PCS order;

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or

Effective 16 December 2004
****NOTE 1*: *A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA.***

****NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by extending TLA allowances for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA allowances are used for inappropriate reasons.***

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. ***A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to***:

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

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Uniformed Services.

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.

c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. ***When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/.private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.***;

(3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9152 and U9154;

(5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

(6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9151-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9152-F), delayed departure (par. U9154-C), or early permanent Government quarters/private sector housing termination (par. U9154-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. ***Personal inconvenience to a member/dependents is never a determining factor***.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for members who have one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

(1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to members in a TLA status and/or their dependents;

(2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Government quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Government quarters are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Government quarters/private sector housing could reasonably be occupied, when permanent Government quarters are/private sector housing is not occupied;

(7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

***U9151 GENERAL TLA PAYMENT CONDITIONS**

A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.

C. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. A member serving an unaccompanied tour is not authorized TLA when an available Government dining facility/ mess is not used and/or available Government quarters are not occupied because non-command-sponsored dependents are in the PDS vicinity.

E. TLA ***may be paid,*** in addition to TQSE or TQSA for civilian employees, (see JTR, Chapter 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

U9152 INITIAL ASSIGNMENT

A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9152-F. The 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.

3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).

4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.

5. TLA accrual provisions (par. U9157-E) are applied in computing TLA upon arrival.

B. TLA Start When Authorized MALT PLUS Flat Per Diem. ***When MALT PLUS flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.***

C. TLA Start When Authorized Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting the Ship's Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***

b. Except on the reporting day to the ship (par. U9152-C1), lodging costs for quarters jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, the lodging allowance costs for quarters jointly occupied by the member and dependents is not divided between the member and the dependents; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when a Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9151-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9152-A expires, an additional TLA period may be authorized under par. U9152-F whether or not TLA was paid during the initial 60-day period.

E. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the TLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, TLA begins on the day one or more dependents arrive, except that TLA is not paid for any day before the date the PCS order is issued.

2. Old PDS in CONUS. TLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

F. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached to it, certification that retaining the TLA quarters was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

G. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;

2. Delay in availability of/assignment to Government quarters due to Service requirements;

3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable;

4. Withdrawal of private sector housing from the market by a landlord;

5. The member is unable to secure private sector housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. ***NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.***;

6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

H. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9157-A2, U9157-C and U9157-D), no expenses incurred on the permanent Government quarters/private sector housing occupancy day are allowable in computing TLA. ***NOTE: In any case, TLA must stop the day HHG are delivered.***

U9153 ALLOWANCE UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Government Quarters/Private Sector Housing in the PDS Vicinity

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.

2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Government quarters are/private sector housing is reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.

3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9157-A2, U9157-C, or U9157-D.

4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Government quarters or the member stops diligently searching for permanent private sector housing.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Government quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Government quarters/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, 17 September 1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Cancelled/Revoked. When the member's PCS order is cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

U9154 ALLOWANCE UPON DEPARTURE

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:

a. One or more dependents remain in the old PDS vicinity IAW par. U9201-B1 or U9204. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;

b. A longer TLA period is authorized due to delayed departure (par. U9154-C) or early termination of permanent Government quarters/private sector housing (par. U9154-D);

c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship).

2. The effective date of a PCS order is defined in Appendix A.

3. The TLA accrual provisions (par. U9157-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9157-A2, U9157-C, or U9157-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9151-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9154-A.

C. Delayed Departure. When the period authorized by par. U9154-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U10110), TLA may be authorized/approved by the authorizing/approving official (see par. U9150), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent Government quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Government quarters/private sector housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;

3. The landlord withdraws private sector housing from the market;

4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Government quarters/private sector housing inadvisable;

5. The member is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;

6. The lease, custom, or law requires that private sector housing be surrendered at a fixed date more than 10 days before the scheduled departure;

7. Housing authorities require the member to vacate permanent Government quarters for the Government's convenience to permit its readying for, and/or assignment to, another member;

8. The OCONUS TLA Authority determines that permanent Government quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in U9154-D1 through U9154-D7.

The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9157-A.

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

Effective 26 July 2005

U9155 LEAVE/PERMISSIVE TDY EFFECT ON TLA

TLA is not payable for any day a member is on leave or permissive travel ***away from*** the PDS vicinity, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized (See par.U9150-A4).

U9156 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9156-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Government quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member’s control.

U9157 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member’s own behalf (pars. U9152-B and U9152-C).

2. Extra Room Charge Payment. Except as provided in pars. U9157-C and U9157-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9157-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging Not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.***

by the percentage in par. U9157-E if the accommodations diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9157-E. When the member and/or dependents check into/out of Government contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9157-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

*E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9157-A or U9157-B, and except as in pars. U9157-F, and U9157-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates prescribed in ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html.***

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

NOTE 1: Use the above percentage factors for both lodging and M&IE unless:

1. A TLA - Special has been authorized for lodging. See par. U9159.

2. Temporary lodgings are not available at the PDS. See par. U9157-B.

3. Permanent Government quarters are being renovated, or lack a stove and/or refrigerator. See par. U9157-F.

4. Temporary quarters contain cooking facilities. See par. U9157-G).

5. A member, authorized a temporary lodging cost at the new PDS under par. U9152-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

***NOTE 2*: To compute the correct total percentage for a family unit, add the percentage associated with each dependent starting with the oldest dependent to compute the correct percentage rate. This is shown in Example 6. A member with two dependents, one over age 12 and one under age 12 starts with 125% (member and dependent over 12 is 100%, dependent under 12 is 25%). A member-married-to-member couple on active duty that has dependents occupying temporary lodging can claim the dependents for TLA reimbursement as shown in Examples 5 and 6.**

***NOTE 3*: Exception occurs when temporary lodgings are not available at the PDS (see par. U9157-B), while renovating Government quarters (see par. U9157-F), or when permanent quarters lack a stove and/or refrigerator (see par. U9157-F).**

Step 2: Determine Lodging Cost

a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9152-C3).

b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. (See par. U2510.) See par. U9158 regarding TLA advances.

c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. ***When staying with friends/relatives, lodging cost is not allowed and is always zero.***

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U9157-H and U9159 (TLA – Special).

F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or

2. Occupy Government quarters/private sector housing during utility loss, or

3. Initially occupy permanent Government quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost.

Determine TLA by multiplying the par. U9157-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9157-E, except that the M&IE amount is reduced by one-half.

2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150), that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9157-E without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

EXAMPLE 1

NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** is $150 ($76 lodging ceiling & $74 M&IE). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of $1,140 ($114 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Government quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of $1,140 ($114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9152-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since 'MALT PLUS' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

TLA COMPUTATION FOR 2-10 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74.00 100% x $76 = $76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114.00 vs. $76.00 $76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150 each day.	$74 + $76 = $150.00 $150.00 x 9 = $1,350.00

TLA COMPUTATION FOR 11-14 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 + $74.00 100% x $76 = $76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114.00 vs. $76.00 $76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150 each day.	$74 + $76 = $150.00 $150.00 x 4 = $600.00

TLA COMPUTATION FOR 15-17 APRIL	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $74 = $74.00 100% x $76 = $76.00
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result.	$74 divided by 2 = $37 $74 - $37 = $37
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76.00
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113.00 each day.	$37 + $76 = $113.00 $113 x 3 = $339.00

TLA COMPUTATION FOR 18-20 APRIL	
1. Determine the maximum rates (given percentage x locality rate. M&IE Lodging	 100% x $74 = $74.00 100% x $76 = $76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114.00 vs. $76.00 $76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay $150.00 each day.	$74 + $76 = $150.00 $150 x 3 = $450.00

EXAMPLE 2

***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** is $132 ($66 lodging ceiling & $66 M&IE). The member and spouse arrive at the OCONUS homeport 10/1 while the ship is away. They occupy temporary Government quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of $490 ($98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of $490 ($98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

TLA COMPUTATION FOR 1-5 OCTOBER	
Since the member is waiting for a ship and is in a per diem status (awaiting transportation), TLA is ***not*** payable to the member for 1 - 5 October (see par. U9152-C). However, TLA is payable on behalf of the spouse.	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 65% x $66 = $42.90 65% x $66 = $42.90
2. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9152-C).	$98 divided by 2 = $49.
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$49.00 vs. $42.90 $42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay $85.80 each day.	$42.90 + $42.90 = $85.80 $85.80 x 5 = $429.00

TLA COMPUTATION FOR 6-10 OCTOBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 100% x $66 = $66.00 100% x $66 = $66.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$98.00 vs. $66.00 $66.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay $132 each day.	$66 + $66 = $132.00 $132 x 5 = $660.00

EXAMPLE 3

***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member and 3 dependents (spouse, and two children under 12 years old) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** = $150 ($76 lodging ceiling & $74 M&IE). The lodging expense is $138 per night, including lodging taxes.

TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 150% x $74 = $111.00 150% x $76 = $114.00
2. Multiply the Step 1 M&IE times one-half due to cooking facilities.	$111.00 x ½ = $55.50
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$138.00 vs. $114.00 $114.00
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $169.50 each day.	$55.50 + $114.00 = $169.50 Pay $169.50 for each day

EXAMPLE 4

***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.hmtl*** is $150.00 ($76 lodging ceiling & $74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of $570.00 ($114.00 per day including taxes divided in half, $57.00) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging

Temporary Lodging without facilities for Preparing and Consuming Meals

(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).

	Member 1	**Member 2**
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	65% x $74 = $48.10 65% x $76 = $49.40	65% x $74 = $48.10 65% x $76 = $49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$48.10 x 100% = $48.10 (2a)	$48.10 x 100% = $48.10 (2b)
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

EXAMPLE 5

***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one over age 12 and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.hmtl*** is $160.00 ($86 lodging ceiling & $74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of $850.00 ($170.00 per day including lodging taxes divided in half, $85.00) for shared temporary lodging. They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation for a Member-married-to-member Couple with Dependents in Separate Temporary Lodgings

Preparation and Cooking Facilities are available for each Member

(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).

	Member 1 with one dependent	**Member 2 with one dependent**
1. Determine the maximum rates (given percent x locality rate).		
M&IE	100% x $74 = $74.00	100% x $74 = $74.00
Lodging	100% x $86 = $86.00	100% x $86 = $86.00
2a. Member with one dependent, Multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	$74.00 x 50% = $37.00	$74.00 x 50% = $37.00
2b. Member with one dependent, Multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available.		
	(2a)	(2b)
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$85.00 vs. $86.00 $85.00	$85.00 vs. $86.00 $85.00
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$37.00 + $85.00 = $122.00	$37.00 + $85.00 = $122.00
Pay the lesser amount of Step 1 and Step 4.	$122.00 x 10 = $1,220.00	$122.00 x 10 = $1,220.00

***NOTE*: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

EXAMPLE 6

A member-married-to-member with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.hmtl*** is $200.00 ($125 lodging ceiling & $75 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of $1,200.00 ($120.00 per day including lodging taxes). They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation when Member-married-to-member Couple with Dependents in Separate Temporary Lodgings

Preparation and Cooking Facilities are not available

(A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204).

	Member 1 with 2 dependent	**Member 2 with 2 dependents**
1. Determine the maximum rates (given percent x locality rate).		
M&IE	135% x $75 = $101.25	125% x $75 = $93.75
Lodging	135% x $125 = $168.75	125% x $125 = $156.25
2a. Member with two dependents (both over 12). Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$101.25 x 100% = $101.25	$93.75 x 100% = $93.75
2b. Member with two dependents (both under 12), Multiply the Step 1 M&IE times 100% as preparation and cooking facilities are not available.		
	(2a)	(2b)
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120.00 $120.00	$156.25 vs. $120.00 $120.00
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120.00 = $221.25	$93.75 + $120.00 = $213.75
Pay the lesser amount of Step 1 and Step 4.	$221.25 x 10 = $2,212.50	$213.75 x 10 = $2,137.50

U9158 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

U9159 TLA-SPECIAL

The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9157-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:

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

FAX: (703) 325-2945, DSN: (312) 221-2945

or from the command by email to ***tla.specials@perdiem.osd.mil***

Requests must be sent before the fact (i.e., before the days on which the higher rate will be needed) and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

TLA-SPECIAL EXAMPLE

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The locality per diem rate at ***https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html*** is $269 ($186 Max Lodging, $83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. ***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase***. PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September. The percentages (see par. U9157-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is $650 per night for 1-5 September and $300 per night for 6-20 September.

NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 150% x $83 = $124.50 375% x $186 = $697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$650.00 vs. $697.50 $650.00
3. Add the Step M&IE to the selected Step 2 lodging amount. Pay $774.50 each day	$124.50 + $650 = $774.50 $774.50 x 5 = $3,872.50

TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 150% x $83 = $124.50 150% x $186 -= $279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$300.00 vs. $279.00 $279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $403.50 each day	$124.50 + $279.00 = $403.50 $403.50 x 15 = $6,052.50

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Member with Dependents Assigned to Duty Aboard a Ship. For a member assigned to a ship, the homeport is the PDS for station allowances. Since dependents cannot be "assigned" to a ship, when dependents are authorized to accompany the member to a ship with an OCONUS homeport, station allowances for the dependents are based on the location of the homeport. Station allowances are payable even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit.

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)

1. When a Member Reports to the Homeport before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN), reports to the ship's homeport before reporting aboard because the ship is deployed, the member is authorized station allowances. When determining the rates payable and the rule applicable, the ship's homeport is treated as the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977))).

2. Member without Dependents Ordered to TDY at Homeport. This paragraph applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the ship. The ship's homeport is treated as the member's duty station.

C. Fractional COLA for Member-without-Dependents. A member-without-dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is authorized a fractional COLA as prescribed in par. U9105 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

U9201 MEMBER ORDERED PCS TO AN UNACCOMPANIED TOUR

A. General. Station allowances are payable based on the location of the member's OCONUS PDS. In situations where the dependents are residing separately from the member, station allowances can be authorized/approved based on the dependents' location if their presence there is directly related to the member's' duty assignment (68 Comp. Gen 167 (1989)). The general condition for approval of station allowances based on the dependents location is that the dependents were transported there at Government expense. In all cases, for station allowances to be payable, the member must be assigned outside CONUS. Authorization/approval for situations not listed in par. U9201 is through the Secretarial Process.

B. Reassignment from CONUS or from OCONUS Accompanied Tour to an Unaccompanied Tour

1. Dependents Remain in the Old OCONUS PDS Vicinity (Includes Spouse Separated from the Service or Relieved from Active Duty after the Effective Date of the Spouse's PCS Order)

a. A member assigned OCONUS, whose dependents are residing in the vicinity of the member's PDS at the time an order is issued reassigning the member to an unaccompanied tour, is authorized station allowances for dependents at the old PDS, if approved through the Secretarial Process.

b. The Secretarial authorization is not required if the PCS order states the member is scheduled to be assigned back to the old PDS to serve an accompanied-tour immediately after completing an unaccompanied tour.

c. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances may be approved through the Secretarial Process if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the member's PDS vicinity even though they are located in the same country, state, etc.

2. Dependents Move to a Designated Place. If dependents move to an OCONUS designated place due to deferred travel awaiting housing (par. U5222-C3a), the member has elected to serve an unaccompanied tour (par. U5222-C4b or U5222-C4c), or the member is ordered to a dependent restricted tour or unusually arduous sea duty (par. U5222-D1b, U5222-D1c, or U5222-D1d), station allowances are authorized for the dependents with the same level of Secretarial approval as required for approval of their travel. If the designated place is in the vicinity of the PDS, see par. U9000-D, station allowances are limited to one allowance based on the PDS for the member and dependents.

3. Member Serves an Unaccompanied Tour at the First PDS. When a member serves an unaccompanied tour at the first PDS, station allowances are authorized for the dependents location if approved to reside there through the Secretarial Process (see pars. U5222-D1, U5222-D1b, U5222-D1c, and U5222-D1d).

C. Reassignment from an Unaccompanied Tour to Another Unaccompanied Tour

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours, where dependents do not move and are authorized station allowances, continue to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate in conjunction with a member's transfer between consecutive unaccompanied tours, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9201-B2.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing in the member's PDS vicinity at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9201-B2 if the dependents move to a designated place or under par. U9203 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Government expense has been authorized, and the new PDS is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' date of arrival there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. U5222-D4), COLA and TLA under par. U9201 terminates as provided in pars. U9101-B.

G. Payment of Allowances to Member at Unaccompanied Tour Station. During the period a member is authorized station allowances for dependents under this paragraph, the member is also authorized COLA, and TLA, if any, prescribed for a member-without-dependents at the new PDS.

U9202 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, see par. U9103-A9. ***In no case may a spouse who also is a member on active duty be considered a dependent for allowance purposes.***

U9203 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: ***TLA is not payable incident to an evacuation.***

A. Members with Command Sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated effective on the dependents' depart date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without-dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

See par. U9101-B for COLA termination.

B. Members with Non-Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

U9204 STATION ALLOWANCES WHEN EARLY OR DELAYED DEPENDENT TRAVEL IS APPROVED

A. Delayed Travel. Secretarial approval of housing allowance continuation for delayed travel of dependents from an OCONUS PDS under par. U10208 also authorizes continuation of COLA for the same time period without separate application or approval. TLA for dependents is authorized; see par. U 9154. ***However, if the member's new PDS is in CONUS, payment of station allowances stops effective the date of the member's arrival at the new PDS***.

B. Early Arrival. Secretarial authorization/approval of housing allowance changes based on early arrival at an OCONUS PDS under par. U10208 also authorizes/approves COLA payment based on the number of dependents at the new PDS without separate application/approval. TLA for dependents is authorized under the same conditions for initial arrival under par. U9152. ***However, if the member's old PDS is in CONUS, payment of COLA and TLA based on the new PDS cannot start until the day the member departs CONUS***.

CHAPTER 10
OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES

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CHAPTER 10

OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES

PART A: DEFINITIONS

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

Effective 1 October until 31 December 2005
A. Member–with-dependents. For OHA purposes, a member who:

Effective 1 November 2005
1. has dependents residing at or in the vicinity of the member's OCONUS PDS; or

2. is joined by or who acquires dependents while serving outside the U.S.; or

3. on the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS; or

4. who does not have legal custody and control of dependent(s) but is paying child support.

NOTE: Per DODI 1315.18, Procedures for Military Personnel Assignments, command sponsorship is not required for OHA at the with-dependents rate.

Effective 1 November 2005
B. Member-without-dependents. For OHA purposes, a member-without-dependents means a member who has no dependents.

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old OCONUS PDS or are at an OCONUS designated place is a member without dependents at the member's unaccompanied or unusually arduous PDS for BAH/OHA and FSH purposes if not assigned Government quarters (See Chapter 10, Part D for FSH rules) and the member is eligible for BAH/OHA at the with-dependents rate for the dependents' location.

C. Sharer. This chapter authorizes OHA for a member who resides with one or more:

1. Members authorized an OHA; and/or

2. Federal civilian employees, including dependents, authorized a living quarters allowance or COLA (in non-foreign OCONUS locations); and/or

3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For the purpose of this chapter the member and dependents occupy a single separate unit within the dwelling and the other units are rented out.

Effective 16 November 2005

*E. Vicinity. When a member resides with the dependent(s) and commutes daily to the PDS the dependents are deemed to be residing in the PDS vicinity regardless of distance even if they are at a place in an adjacent country or state. Dependents are deemed to be residing in the vicinity of the PDS if they are residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, dependents are not deemed to be residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/approved through the Secretarial Process. Commanders may submit requests for determination through channels to the appropriate office listed below:

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

2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;

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

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

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

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

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

F. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

PART B: GENERAL INFORMATION

U10100 GENERAL

Effective 28 October 2005
****NOTE:***

1. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for adapting a residence to accommodate renters.

2. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependents.

3. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. All members authorized to live in private sector leased/owned housing are authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10104 and Appendix N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. Precedence of Other Authorities. Payment of OHA is predicated on the same rules for adjudication of dependency, adequacy of Government quarters and assignment of Government quarters that apply to the Basic Allowance for Housing (BAH). Any eligibility issue relating to those criteria must meet the same decision rules as BAH; e.g. if a dependency relationship is valid for BAH, it is also valid for OHA, a quarters assignment issue that fails the BAH eligibility criteria, also fails for OHA. See Chapter 26, DoDFMR for DoD Services and Service regulations/directives for non-DoD Services.

C. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part C.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see Appendix K.

U10102 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.

2. See par. U10102-C for a member-owned dwelling place.

3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***

5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10104 and Appendix N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10102-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector housing. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***Loans used to furnish or decorate a home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans may not be used.***

c. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

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

(2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;

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

(4) Air Force - Through appropriate command channels to: HQAF/DPPC, 1040 AF Pentagon, Washington, DC 20330-1040;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

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

(7) U.S. Public Health Service - Directly to: Office of Commissioned Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is $0. In this case, the member is authorized to receive the utility/recurring maintenance allowance

***NOTE*: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.**

Effective 1 October 2005

4. If the dwelling is a multiplex unit, owned by a member, the allowance claimed is based on the percentage of the multiplex unit's square footage occupied by the member and dependents, times the same percent of the purchase price divided by 120. If the member and dependents live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is $300,000, divide the actual purchase price of the multiplex unit by 120 to derive the monthly 'rent' for the multiplex unit which is $2,500. $1,000 (40% of $2,500) may be claimed for OHA rental purpose. Renters of other units within the multiplex unit are not 'sharers'.

5. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in ***https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html***.

U10103 UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowances for each OHA locality are found in the OHA locality tables at ***https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html*** and are based on member (with-dependents) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of members assigned to an area,

3. Is paid to sharers (see par. U10000-C) on a pro rated amount of the net allowance,

4. Is paid to members 'without dependents' (who ***are not*** sharers) at 75 percent of the 'with-dependents' rate, and

5. Is eliminated or paid on a percentage basis if all or parts of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10103-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10103-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10103-A above. The locality ***climate code*** and the ***utility point score*** determine the percentage of the utility/recurring maintenance allowance amount the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.

a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at ***https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html***. The three climate codes include:

(1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

(2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points (See Appendix K OHA Locality Tables)			
	3	**2**	**1**
	Hot	**Moderate**	**Cold**
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total ***utility point score*** use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	**Allowance Percentage**
0	0
1-2	25
3-4	65
5-9	100

U10104 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to members occupying Government or Government leased housing. MIHA does not cover move-out costs. In most cases, members authorized OHA are authorized MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.

2. Eligible members are authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA when:

a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;

b. a member complies with a PCS order but remains in the same dwelling place; or

c. a member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See Appendix K table at ***https://secureapp2.hqda.pentagon.mil/perdiem/*** for the amounts payable. ***Only one payment is authorized at a PDS unless par. U10104-B2 applies***.

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent,or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of $75 or more.

U10105 ADVANCE PAYMENT OF OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10108-A3 below), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount will be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, Appendix K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. law,

b. local custom for everyone, including local nationals, or

c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Combatant Commander to:

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

***NOTE*: Once a location is authorized by PDTATAC and listed in Appendix K, Part IV as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.**

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or

2. the OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10105-D.

7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent has not been implemented, per par. U10105-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rental allowance in effect at the time of the advance, or

2. any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U10106 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: ***https://secureapp2.hqda.pentagon.mil/perdiem/***.

U10107 COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC. For housing reports submission, see ***https://secureapp2.hqda.pentagon.mil/cola/appm/appm.pdf.***

U10108 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of 1 September1954 (68 Stat. 1126), or any other statute.

U10109 OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized OHA as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS. ***In no case may a spouse who also is a member on active duty be a dependent for allowance purposes in this Part.***

U10110 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf).

NOTE 2: Non-DoD Members - See Service pay regulations.

U10111 OHA FOR A MEMBER IN A NONPAY STATUS

OHA may be continued for the same period and under the same conditions as BAH when a member is in a non-pay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment must be made directly to dependents, and not to the member.

U10112 OHA FOR RESERVE COMPONENT MEMBERS

See par. U7150-H3 regarding OHA application to a Reserve Component member called or ordered to active duty, or active duty for training.

U10113 ASSIGNMENT TO GOVERNMENT QUARTERS

OHA is not payable on any day the member is assigned Government quarters adequate for the member and dependents, if with dependents.

Effective 1 October 2005
U10114 MEMBER PROCESSING FOR RETIREMENT OR SEPARATION OR ON LEAVE AFTER PROCESSING

A member at an OCONUS location who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation is eligible for a housing allowance (OHA):

a. if the member continues to occupy private sector leased/owned housing at or in the vicinity of the PDS OHA continues until the date of separation or retirement.

b. if the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

c. if a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement.

***NOTE*: For BAH rules when a member is directed or authorized to proceed from the PDS to a CONUS separation activity for retirement or separation processing see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services.**

To be paid OHA under any of the circumstances in par. U10114 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

PART C: OHA START/STOP

Effective 1 October 2005
****NOTE: For BAH rules in situations involving (a) acquired dependents, see par. U10204 and Table U10C1; (b) deferred concurrent travel, see par. U10205 and table U10C-2; (c) early return of dependents from OCONUS, see par. U10207, and Table U10C4; (d) cases in which families perform PCS travel at a time different from the member's travel, see par. U10208 and Tables U10C5 and U10C6; and (e) evacuation from OCONUS, see par. U10209 and Table U10C-7. For proper BAH rules involving other situations, see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services (OUSD Memo dated 15 July 2005, Subject: Publication of Entitlement Rules for BAH-OHA-FSH).***

U10200 OHA START/STOP

A. Start. Unless specifically authorized by another paragraph in this Part, eligibility for OHA starts on the day a member reports to a new PDS. Eligibility for OHA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367, see Appendix K.

B. Stop. Unless an extension is authorized under par. U10200-C, below, or the PCS is a close proximity move as described in par. U10201, OHA authorization stops on the day before the member departs in compliance with a PCS order, on the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or upon assignment to Government quarters.

Effective 1 October 2005
*C. Secretarial Determinations. Ordinarily OHA is paid based on the member's PDS. However, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location through the Secretarial Process. For the specific cases where dependents arrive at the new PDS before the member's arrival or dependents depart the old PDS after the member's departure, see par. U10208.

U10201 OHA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA during that period. If the OHA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS. See pars. U10202-C and U10203-E for exceptional circumstances when the old PDS rate may be authorized after reporting to the new PDS.

U10202 OHA FOR A MEMBER-WITHOUT-DEPENDENTS

A. Members Not On Sea Duty

1. Except when MALT PLUS per diem is payable on the arrival day, OHA is payable to a member-without-dependents, as defined in par. U10000, for any day adequate Government quarters are not available for assignment to the member or inadequate Government quarters are not used and private sector housing is obtained.

2. Members without dependents in pay grade E-7 or above may elect not to occupy government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.

3. Members without dependents in pay grade E-6 may elect not to occupy inadequate government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.

B. Members On Sea Duty

1. In the case of a member assigned for permanent duty to a ship, Government quarters (Appendix A, Government Quarters) ordinarily are available aboard that ship. The Secretary concerned may determine that a ship or class of ships is inadequate for berthing members in homeport, in which case the ship or class of ships is not available as Government quarters for housing allowance determination purposes. When quarters aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Government quarters are no longer available onboard the ship. The Service concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

2. A member in grade E-6 or above, who has no dependents, and is assigned to permanent duty aboard a ship may elect not to occupy assigned shipboard Government quarters and receive OHA starting on the day private sector housing is obtained.

3. A member in grade E-4 or E-5, who has no dependents, and is assigned to permanent duty aboard a ship cannot elect to not occupy assigned shipboard Government quarters and receive OHA. The Commander may, however, permit a member in grade E-4 or E-5 to not occupy shipboard quarters. In that case OHA starts on the day private sector housing is obtained.

4. Both members of a dual military couple (both below grade E-6) who have no dependents, and are assigned to permanent duty aboard ship(s), are authorized OHA starting on the day private sector housing is obtained if they elect to not occupy assigned shipboard quarters, and occupy non-Government quarters ashore.

C. No-cost/Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and

2. the Secretarial Process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

U10203 OHA FOR MEMBERS-WITH-DEPENDENTS

A. General Rule. OHA is payable to a member-with-dependents at all times, except for members paying child support and assigned to government quarters, or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

B. Member Paying Child Support and Assigned to Government Quarters. A member who is considered a member-with-dependents for OHA purposes solely because the member is paying child support is not authorized OHA if the member is assigned Government quarters; or, to sea duty unless in a grade above E-3 and elects not to occupy assigned unaccompanied Government quarters.

C. Member-with-dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member-with-dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is authorized a with-dependents allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the homeport vicinity. The applicable with-dependents allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's fleet unit. The rate payable is the rate applicable to the ship's or fleet unit's homeport.

D. Homeport Changes. If a member:

1. is currently assigned to a ship or other fleet unit with an announced homeport change, or

2. is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and

3. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes.

E. No-cost/Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and

2. the Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

U10204 ACQUIRED DEPENDENTS

A. General Rules

1. When a member, living off post and assigned at a PDS outside the CONUS, acquires dependents, a with-dependent housing allowance is authorized based on the location of the dependents.

2. If Government quarters are not available for the member at the duty station, and dependents do not reside at or near the duty station, then a Family Separation Housing allowance is also authorized.

3. If dependents do reside at or near the duty station, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance.

4. Dependents may visit the member at the PDS without changes to allowances. However, when the visit exceeds 90 days, it is no longer deemed to be a visit but is deemed to be residing. The with-dependent allowance is changed to be based on the location of the PDS and FSH, if being paid, stops.

5. FSH is not authorized for members assigned in CONUS.

B. Decision Logic Table

Changes When Member Acquires Dependents					
RULE	**Member Assigned**	**Dependents Located**	**Dependents Located At or Near the PDS**	**Government Quarters Available for the Member**	**Then**
1	Outside CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the duty station as of date acquired
2				No	Stop BAH at the without-dependents rate as of day before acquired
					Start BAH at the with-dependents rate based on the duty station as of date acquired
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location as of date acquired
4				No	Stop the without-dependents allowance as of day before acquired
					Start BAH at the with-dependents rate based on the dependent's location as of date acquired
					Start FSH-B or FSH-O based on the duty station as of date acquired
5		Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start OHA based on the duty station as of the date acquired
6				No	Start OHA at the with-dependents rate based on the duty station as of date acquired
					Stop the without-dependents allowance as of day before acquired
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location as of date acquired
8				No	Start OHA at the with-dependents rate based on the dependent's location as of date acquired
					Stop the without-dependents allowance as of day before acquired
					Start FSH-B or FSH-O based on the duty station as of date acquired
Table U10C-1					

U10205 DEFERRED DEPENDENT TRAVEL

A. General Rules.

1. When the Government defers dependents' travel to a member's new OCONUS PDS pending availability of housing, a with-dependents housing allowance continues to be paid at the old PDS rate or the rate for the dependents' location if the dependents relocate. Obtaining housing is the decision key for authorization of dependent travel to the duty station.

2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial process, the member is only authorized a with-dependents allowance at the with-dependents rate for the PDS location. ***A housing allowance is not authorized for the dependents' location.***

B. Decision Logic Table

Changes When Travel of Dependents is Deferred				
RULE	**Expected Travel Delay**	**Dependents Relocated at Gov't Expense**	**Dependents Arrive Within 60 Days of Travel Authorization**	**Then**
1	More Than 60 Days But Less Than 20 Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS
				Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS
				Stop FSH as of the day before dependent arrival
				Stop the with-dependents allowance based on the old PDS as of day before dependent arrival
				Start OHA (or BAH in Alaska or Hawai'i) with-dependents rate as of dependents' arrival date
2			No	Upon member's departure, continue the with-dependents allowance based on the old PDS
				Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS
				Stop FSH as of day 61 after the date travel is authorized to begin
				Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61
3	More Than 20 Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS
				Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS
				Stop FSH as of day before dependent arrival
				Stop the with-dependents allowance based on the old PDS as of day before dependent arrival
				Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate as of dependents' arrival date at the member's PDS
4			No	Upon member's departure, continue the with-dependents allowance based on the old PDS
				Start FSH-O/FSH-B as of date private sector housing is acquired at the PDS
				Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin
				Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61
5		Yes	Yes	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location
				Start FSH-O/FSH-B on the date private sector housing is acquired at PDS Stop FSH as of day before dependent arrival
				Stop the with-dependents allowance based on dependents location on day before dependent arrival at the member's PDS
				Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location
				Start FSH-O/FSH-B on the date private sector housing is acquired at the new PDS
				Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin
				Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61

Table U10C-2

U10206 MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR

A. General Rules

1. A member with-dependents who serves an "unaccompanied" tour is authorized a housing allowance at the with-dependents rate based on the dependents' location if dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate.

2. If single-type Government quarters are not available for the member at the PDS, and dependents do not reside at or near the PDS, then FSH-O/FSH-B is also authorized.

3. Dependents may visit the member at the PDS without effecting the with-dependent allowance or FSH, but when the visit exceeds 90 days, it is deemed to be residing and the dependent location housing allowance and FSH stop. In this event, the member is then authorized a with-dependent allowance based on the PDS.

4. If dependents depart the PDS after day 90, FSH, if otherwise payable, and the with-dependents allowances previously authorized are reinstated as of the day of departure.

5. When a member serves an unaccompanied tour at the first PDS, payment of a with-dependents housing allowance is based on the locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d if the dependents have been authorized/approved to reside there.

6. A member transferred between unaccompanied tours, where dependents do not move, continues to be authorized a with-dependents rate based on the dependents' location.

7. A member transferred between unaccompanied tours and dependents move from member's prior PDS to a designated place, or from a designated place to another designated place if the move is authorized under par. U5222-F1, is authorized a with-dependents rate based on the dependents' new location.

8. If dependents relocate from a designated place at personal expense, start OHA based on the new location effective the date private sector housing is obtained. If the new location is in a BAH area, start BAH effective the date of arrival. Stop the-with-dependents allowance based on the initial designated place effective the day before dependents depart that location.

B. Decision Logic Table

Changes When Member-With-Dependents Serves an "Unaccompanied" Tour				
RULE	**Member on an Unaccompanied Assignment**	**Government Quarters Available**	**Dependents Visit for More Than 90 Days**	**Then**
1	In Alaska or Hawai'i (BAH Area)	Yes	No	No Action Required
2			Yes	Stop with-dependents allowance based on dependent location on day 90
				Start with-dependents allowance based on PDS on day 91
				If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of day of departure
3		No	No	Start FSH-B based on the PDS as of the date private sector housing is acquired at the PDS
4			Yes	Stop with-dependents allowance based on dependent location on day 90
				Stop FSH-B on day 90
				Start BAH at the with-dependents rate based on PDS on day 91
				If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-B as of day of departure
5	Outside CONUS, Alaska, or Hawai'i (OHA Area)	Yes	No	No Action Required
6			Yes	Stop with-dependents allowance based on dependent location on day 90
				Start OHA at the with-dependents rate based on the member's PDS on day 91
				If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of day of departure
7		No	No	Start FSH-O based on the PDS on the date private sector housing is acquired
8			Yes	Stop with-dependents allowance based on dependent location on day 90
				Stop FSH-O on day 90
				Start OHA at the with-dependents rate based on the member's PDS as of day 90
				If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-O as of day of departure
Table U10C-3				

U10207 EARLY RETURN OF DEPENDENTS

A. At Government Expense

1. When all of a member's dependents are returned from an OCONUS PDS at Government expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependents rate based on the dependents' permanent residence location effective on the arrival day. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawai'i, at the with-dependents rate for the member's OCONUS PDS stops on the previous day. If the member resides in private sector housing after dependents' departure, FSH-O/FSH-B for the member's PDS location is authorized effective on the same day that BAH at the with-dependents rate begins. If the member is assigned Government quarters following dependents' departure, no housing allowance is payable for the member's PDS.

B. At Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependents rate housing allowance based on the member's PDS continues without change. If the member vacates family type Government quarters that were occupied by the dependents before their departure, the member is authorized a with-dependents rate allowance for the member's PDS.

C. Decision Logic Table

Changes Incident to Early Return of Dependents			
RULE	**Dependents Returned from OCONUS PDS**	**Member Assigned Family Government Quarters at OCONUS PDS**	**Then**
1	Return Is At Government Expense	Yes	If the dependents' location is in an BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents.
			If the member later terminates Gov't family type quarters assignment, start FSH effective the termination date or date private sector housing for the member is acquired, whichever is later, if single type Gov't quarters are not available.
2		No	If the dependents' location is in a BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired.
			Stop the with-dependents rate based on the PDS on the day before dependent's location allowance starts.
			Start FSH-O/FSH-B the day dependent's location allowance starts
3	Return Is Not At Government Expense	Yes	No housing changes required
			If the member later terminates Gov't quarters assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the date of termination. If in an OHA area, start with-dependent OHA based on the PDS as of the date private sector housing is acquired or the date of termination, whichever is later.
4		No	No housing changes required
Table U10C-4			

Effective 16 November 2005
***U10208 DEPENDENT TRAVEL - ADVANCE AND DELAYED**

A. General. When a PCS order has been issued, some member's families perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise authorized/approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location where the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved include:

1. the member is assigned to a PDS in an area where sufficient quantities of housing do not exist;

2. the member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the United States;

3. the member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a homeport change and dependents are not relocated incident to the homeport change;

4. the member is in receipt of a PCS order to a unit with a promulgated change of homeport and dependents relocate to the announced homeport (or designated place in the United States if appropriate) before the effective date of the homeport change;

5. the member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between duty stations located in the same proximity, and disallowed movement of HHG (see par. U5355). (The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness); or

6. the member is assigned to indeterminate TDY, or TDY pending further orders.

C. Secretarial Determinations. In addition to the example situations in 1 through 6 above, the Secretary concerned may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location or the old PDS through the Secretarial Process.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' location is effective on the date one or more dependents arrive at the location of the new residence.

2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the authorized/approved location.

3. Members are generally authorized an In-transit Housing Allowance while on leave and travel between permanent stations. However, in situations where the Secretary concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel

situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the In-transit Housing Allowance if the member is still in transit. See DoDFMR for DoD Services or service directives for non-DoD services.

E. Decision Logic Table

Changes When Dependents Travel in Advance Of The Member					
RULE	**Dependents Perform PCS Travel in Advance of the Member**	**New PDS Location**	**Assigned Gov't Qtrs at the Old PDS**	**Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?**	**Then**
1	Old PDS In CONUS, Alaska, Hawai'i (BAH Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later
2				No	Do not start BAH
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later
					Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location
4				No	Continue BAH based on current PDS until member's departure
5		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later
6				No	Do not start OHA
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later
					Stop BAH based on the current PDS as of the day before OHA starts based on the dependents location
8				No	Continue BAH based on current PDS until member's departure
Table U10C-5					

Changes When Dependents Travel in Advance Of The Member (Continued)					
RULE	**Dependents Perform PCS Travel in Advance of the Member**	**New PDS Location**	**Assigned Gov't Qtrs at the Old PDS**	**Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?**	**Then**
9	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later
10				No	Do not start BAH
11			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later
					Stop OHA based on the current PDS as of the day before BAH starts based on dependent's location
12				No	Continue OHA based on current PDS until member's departure
13		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later
14				No	Do not start OHA
15			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later
					Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location
16				No	Continue OHA based on current PDS until member's departure
Table U10C-5					

Changes When Dependents Travel After The Member					
RULE	**Dependents Perform PCS Travel After the Member**	**New PDS Location**	**Assigned Gov't Qtrs at the Old PDS**	**Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?**	**Then**
1	Old PDS In CONUS, Alaska, Hawai'i (BAH Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit
2				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit
3			No	Yes	Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit
4				No	Stop BAH as of the day before the member's departure
5		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to allowance based new PDS if member has arrived or In-transit if allowance still in transit
6				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit
7			No	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in-transit
8				No	Stop BAH as of the day before the member's departure

Table U10C-6

Changes When Dependents Travel After The Member (Continued)					
RULE	**Dependents Perform PCS Travel After the Member**	**New PDS Location**	**Assigned Gov't Qtrs at the Old PDS**	**Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?**	**Then**
9	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or In-transit allowance if still in transit
10					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit
11				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit
12			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit
13				No	Stop OHA as of the day before the member's departure

Table U10C-6

Changes When Dependents Travel After The Member (Continued)					
RULE	**Dependents Perform PCS Travel After the Member**	**New PDS Location**	**Assigned Gov't Qtrs at the Old PDS**	**Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?**	**Then**
14	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS Outside CONUS, Alaska, or Hawai'i (OHA Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or In-transit allowance if still in transit
15					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit
16				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit
17			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later
					As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit
18				No	Stop OHA as of the day before the member's departure

Table U10C-6

Effective 16 November 2005
***U10209 EVACUATION OF MEMBER'S PDS**

A. Member-with-dependents

1. Command Sponsored (for COLA purposes) Dependents

a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependents housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command sponsored dependents are receiving evacuation per diem allowances.

b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates.

c. If Government quarters are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. Non-Command Sponsored Dependents

a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependents allowance based on the dependents' permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.

b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependents allowance based on the OCONUS PDS, see par. U10206, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Government quarters are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

B. Members-without-Dependents. A member without-dependents, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain private sector bachelor quarters, continues to be authorized such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA concurrent with the private sector housing termination.

C. Decision Logic Table

Changes Incident to an Evacuation				
RULE	**Dependents Evacuated from PDS**	**Member Assigned Quarters at the PDS**	**Dependents Authorized to Return to the PDS**	**Then**
1	Dependents Are Command Sponsored for OCONUS COLA	Yes	Yes	No housing actions required
2			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances
3		No	Yes	No housing allowance actions required
4			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances
				Stop with-dependents allowance based on the PDS as of day prior to the day the allowance based on the designated place starts
				Start FSH-O/FSH-B on the day the allowance based on the designated place starts
5	Dependents Are ***Not*** Command Sponsored for OCONUS COLA	Yes	N/A	If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required
6				If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS
7		No		If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required
8				If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't quarters are not available for the member
Table U10C-7				

PART D: FAMILY SEPARATION HOUSING ALLOWANCE

U10300 GENERAL

A. General. The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS. General conditions are:

1. Transportation of dependents to the duty station is not authorized at Government expense under 37 USC §406;

2. Dependents do not reside at or near the duty station; and

3. Government quarters are not available for the member.

B. Rates Payable. FSH is payable in a monthly amount equal to the without-dependents housing allowance rate applicable to the member's grade and PDS. There are two types of FSH:

1. Family Separation Housing – BAH Based Location (FSH-B) is payable for assignments at duty stations in Alaska and Hawai'i and is based on the location of the PDS. Payment starts upon submission of proof that Government quarters are not available and the member has obtained private sector housing.

2. Family Separation Housing – OHA Based Location (FSH-O) is payable for assignments at duty stations outside the United States and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10102), utility allowance (par. U10103), MIHA (par. U10104), and advances (par. U10105) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. member's only dependent is entitled to active duty basic pay;

2. member has no dependents other than a dependent for which the member is paying child support but does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the duty station because of the nature of the tour or location of the duty station. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH.

or

3. member is assigned to a CONUS PDS.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2 If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. A member is authorized FSH-O/FSH-B, however, even though one or more (but not all) dependents visit for longer than 90 days, if the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member.

4. For consistent action on FSH changes with other housing allowances see par. 10206.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the vicinity of the PDS. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-E for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied Tour. FSH may be paid in situations other than an unaccompanied tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10204.

2. Delays caused by the Government. See par. U10205.

3. Early return of dependents. See par. U10207

4. Evacuation. See par. U10209

G. Decision Logic Table

Conditions Affecting FSH Authorization		
RULE	**When an eligible member**	**Then FSH**
1	Arrives at PDS outside the CONUS.	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the departure date
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Government quarters	Continues through the day before the day Government quarters become available for assignment
5	Enters a non-pay status for any reason, except as provided in ***NOTE 1***	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 days or less without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 For more than 60 days	Continues ***NOTE 2***
Table U10D-1		

NOTES:
1. See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service directives for non-DoD Services' members.
2. Payment must be supported by member's certificate that the member maintained private sector housing at the PDS.