

DoD 7000.14 - R



DEPARTMENT OF DEFENSE

FINANCIAL MANAGEMENT REGULATION

VOLUME 9: "TRAVEL POLICY"

**UNDER SECRETARY OF DEFENSE
(COMPTROLLER)**

VOLUME 9, CHAPTER 1: “GENERAL INFORMATION”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **June 2015** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references, hyperlinks, and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
0101	Changed section 0101 from “Authority” to “Purpose.”	Revision
0102	Changed section 0102 from “Application” to “Authoritative Guidance.”	Revision
010202	Revised guidance on requests for exceptions to policy.	Revision
0103	Clarified guidance in section 0103, “Effective Date of JTR Changes.”	Revision
0104	Combined guidance contained in paragraphs 010401 and 010402 and placed under section 0104.	Revision
010401	Deleted paragraph 010401. Guidance moved under section 0104.	Deletion
010402	Deleted paragraph 010402. Guidance moved under section 0104.	Deletion
All	This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff in accordance with Department of Defense Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case 17009. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 1

GENERAL INFORMATION***0101 PURPOSE**

The policies addressed in [Volume 9](#) apply to all personnel traveling under orders funded by the [Department of Defense \(DoD\)](#). This includes military members, civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD invitational travel authorizations. Individual DoD Component travel implementing guidance remains in use to provide direction for travel order preparation, administration, and accounting.

***0102 AUTHORITATIVE GUIDANCE**

Volume 9 provides supplemental instructions on the payment of allowances authorized by the Joint Travel Regulations ([JTR](#)). The DoD chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes the JTR. The JTR directly implements the travel and transportation [allowances](#) authorized by law for members of the Uniformed Services, and also implements guidance from the General Services Administration's (GSA) Federal Travel Regulation ([FTR](#)) for DoD civilian employees.

010201. Additional Guidance

A. Additional guidance pertinent to the U.S. Army is in the [*DFAS-IN 37-1 Regulation, Chapter 10, Travel and Transportation Allowances.*](#)

B. Additional guidance pertinent to the U.S. Air Force is in the [*Air Force Instruction 24-101, Passenger Movement.*](#) (Once you have reached this page, you must click on 'Departmental' under the 'Publications' tab, then select and click on # 24 (Transportation) under 'Select Publication Series', which will take you to the page where you may select the Air Force 24-101 publication.)

C. Additional guidance pertinent to the U.S Navy is available in the [*Navy Passenger Transportation Manual \(OPNAVINST 4650.15B\).*](#)

D. Additional guidance pertinent to the U.S. Marine Corps is in the [*Marine Corps Assignment, Classification, and Travel System Manual \(ACTS Manual\).*](#)

***010202. Exceptions**

Exceptions to policy must be authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). Requests for exceptions must include a justification(s) and a recommendation(s), and must be approved by the appropriate DoD Component command channel at or above the level of the Deputy Chief Financial Officer (DCFO), OUSD(C). [Requests must be sent through the appropriate DoD Component to the Defense Finance and Accounting Service \(DFAS\), Director, Strategy, Policy and Requirements, Finance Policy Division \(DFAS-ZPF\),](#)

8899 E. 56th Street, Indianapolis, IN, 46249, for review and recommendation for approval/disapproval, and will be forwarded to the DCFO, OUSD(C), for a final decision.

*0103 EFFECTIVE DATE OF JTR CHANGES

See the information on “EFFECTIVE DATE OF REGULATION CHANGES” in the Introductions to the JTR for explanations of JTR effective dates. The DFAS-ZPF may release policy memorandums affecting Volume 9 which implement PDTATAC determinations, if necessary. These policy memorandums remain in effect until the information is published in a change to Volume 9.

*0104 RESPONSIBILITIES

The OUSD(C) has ultimate responsibility for the policies contained in Volume 9. The DoD Components may submit requests for changes to DFAS-ZPF. The DFAS-ZPF will review requests and initiate recommended changes to Volume 9 if necessary.

0105 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes should include a full explanation regarding the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details must be provided. Addresses for submission of proposed changes are:

Army:	Assistant Secretary of the Army (Financial Management and Comptroller) 109 Army Pentagon Washington, DC 20310-0109
Navy:	Senior Civilian Official Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) 1000 Navy Pentagon Washington, DC 20350-1000
Air Force:	Assistant Secretary of the Air Force (Financial Management and Comptroller) 1130 Air Force Pentagon Washington, DC 20330-1130
U.S. Marine Corps:	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Programs & Resources Department 3000 Marine Corps Pentagon Washington, DC 20350-3000

Defense Agencies: Defense Finance and Accounting Service
and DoD Field Attention: DFAS-ZPF
Activities: 8899 East 56th Street, Column 326E
Indianapolis, IN 46249

NOTE: Recommendations from the Military Services sent directly to the DFAS-ZPF without passing through the specified organization will be returned without action to the sender.

0106 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL

Federal Agencies are required by the GSA to report the use of government aircraft to carry senior Federal officials and non-Federal travelers, on a semi-annual basis [in accordance with the \(IAW\) FTR 301-70.906 and 301-70.907](#), and to report all instances of premium class travel when an individual's transportation accommodations are anything other-than-coach class ([OTCC](#)), on an annual basis [IAW the FTR 300-70.100, Subpart B](#).

NOTE: DoD Service Components/Agencies must be mindful of any additional Office of Management and Budget (OMB) travel-specific reporting requirements, which often originate from Executive Orders (EOs).

010601. Report for Travel on Government Aircraft by Senior Federal Officials

Except when a trip is classified, the following information must be reported to the GSA:

- A. The person's name with indication that he/she is either a senior Federal official or a non-Federal traveler, whichever is appropriate;
- B. The traveler's organization and title or other appropriate descriptive information (e.g., dependent or press);
- C. Name of the authorizing agency;
- D. The official purpose(s) of the trip;
- E. The destination(s);
- F. For personal or political travel, the amount that the traveler must reimburse the government (i.e., the full coach fare or appropriate share of that fare);
- G. For official travel, the comparable city-pair fare (if available to the traveler) or the full coach fare if the city-pair fare is not available; and
- H. The cost to the government to carry this person (i.e., the appropriate allocated share of the Federal or Close Air Support aircraft trip costs).

NOTE: Additional information concerning the GSA's requirement to report travel on government aircraft by senior Federal officials and non-Federal travelers, to include the Senior Federal Travel Reporting tool and submitting negative reports, may be found at [Senior Federal Travel Reporting Tool](#).

010602. Premium Class Accommodations That Must be Reported

“OTCC”, or “Premium Class,” is defined as any class of accommodations above coach-class, (i.e., first-class/business class). When reporting OTCC accommodations to GSA, agencies are required to separate Business Class from First Class. If an agency has no OTCC accommodations to report, a negative report must still be submitted. Any and all instances of premium class accommodations paid by the government, which includes any premium class accommodations used as part of a multi-leg, or multi-segmented trip which was paid by the government must be reported. Beginning in fiscal year 2015, GSA requires agencies to report premium class travel by ticket, rather than segments as in previous years. If any portion of the ticket purchased is traveled in OTCC, the entire cost of the ticket must be reported.

010603. Premium Class Accommodations That Do Not Require Reporting

- A. Any premium class accommodation(s) paid by the traveler,
- B. Those acquired by the traveler through frequent flier points or benefits,
- C. Those which are considered a free upgrade, or
- D. When the Federal Government pays coach class fares for premium class accommodations.

010604. Negative Reports and Exceptions to Reporting Premium Class Travel

A. Negative Reports. DoD Components that have no premium class accommodations to report, must still submit a negative report to GSA annually.

B. Exceptions to Reporting Premium Class Travel. Agencies are not required to report data that is protected from public disclosure by statute or Executive Order; however, they must submit, in a cover letter to the GSA the following aggregate information:

- 1. Aggregate number of authorized OTCC trips protected from disclosure,
- 2. Total cost of actual OTCC fares paid that exceeded coach class fare, and
- 3. Total cost of coach class fares that would have been paid for the same travel.

NOTE: Additional information concerning the GSA requirements for reporting Premium Class Travel, to include gaining access to the on-line reporting tool, may be found at [*Premium Class Travel Report Guidelines*](#).

VOLUME 9, CHAPTER 4: “TRANSPORTATION ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

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PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references. Updated hyperlinks and formatting to comply with current administrative instructions. Made clarifying editorial changes.	Revision
0401	Revised the “General” section to add “Purpose” and “Authoritative Guidance” paragraphs. Removed verbiage on Transportation Office(r).	Addition Revision
0402	Added verbiage on Transportation Office(r) removed from section 0401 as a more appropriate placement of this guidance.	Addition
0406	Added clarifying guidance stating that only the individual(s) authorized a rental vehicle on their travel order(s), and named on the rental agreement/contract, may receive reimbursement for authorized rental car expenses.	Addition
All	This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff in accordance with Department of Defense Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case RR16005.	Addition

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CHAPTER 4

TRANSPORTATION ALLOWANCES

*0401 GENERAL

040101. Purpose

This chapter provides general policy guidance to official travelers on transportation allowances.

040102. Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations (JTR), and the Federal Travel Regulation (FTR).

*0402 TRANSPORTATION MODE

The Authorizing Official (AO) **must** direct or authorize the transportation mode for official travel. If the AO does not direct a specific transportation mode, the traveler may select the mode to use. The traveler must use the Commercial Travel Office (CTO). (See JTR, par. 2400.) The Transportation Office(r) (TO) is responsible for issuing policy on the use and procurement of transportation. Travelers should contact the TO for information regarding available transportation services and costs.

0403 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040301. Use of POC

An AO may authorize, but cannot direct a traveler to use a POC in connection with travel on official government business. This limitation also applies to travel as a passenger in a POC. (See JTR, pars. 3220 and 4705.) NOTE: An employee may not be prohibited from using a POC on official travel. See FTR 301-70.105 on administering the authorization and payment of employee POC travel expenses.

040302. When POC Use is More Advantageous to the Government

POC use on a temporary duty assignment (TDY) trip is to the Government's advantage for locations within 800 miles round-trip (400 miles one-way) of the permanent duty station (PDS). Commands may authorize POC use for TDY travel of such distances without completing a cost comparison. (See JTR, par. 3210-D.)

040303. When POC Use is Not More Advantageous to the Government

If an employee elects to use a POC instead of the transportation mode authorized, then:

A. Reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and the transportation cost the Government would have incurred when traveling by the authorized transportation mode.

B. Leave is charged in accordance with personnel regulations for any duty hours that are missed because of POC travel (see paragraph 040304).

040304. Allowable Travel Time Policy

The standard Department of Defense (DoD) procedure for administering travel time for all DoD travelers is based on the traveler's required period of duty at the TDY point. For periods in excess of the allowed travel time, the approving official determines whether to charge leave in accordance with DoD Component leave procedures. (See JTR, par. 3025.)

A. Day of Arrival at the TDY Point. When the traveler is required to perform duty at the TDY point on the day of arrival, that day is a day of duty. Travel time is granted prior to that first duty day. When the traveler performs no duty at the TDY point on the day of arrival, that day is a travel day.

EXAMPLE: The traveler is authorized to travel by POC as advantageous to the Government. Two days of travel are authorized. The traveler performs duty on the day of arrival at the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

NOTE: Refer to [Department of Defense \(DD\) Form 1351-2](#), Travel Voucher or Subvoucher, for explanation of codes.

In this example, October 3 is a day of duty and October 1 and 2 are travel days. Using the same example, if the traveler did not perform duty on October 3 at the TDY point, October 2 and 3 are the travel days. The AO must determine if October 1 should be charged as leave in accordance with DoD Component procedures.

B. Day of Departure From the TDY Point. When a traveler is required to perform duty at the TDY point on the day of departure, that day is a day of duty. Travel time is granted after that last day. When a traveler is not required to perform duty at the TDY point on the day of departure from the TDY point, that day is a travel day.

EXAMPLE: The traveler is authorized to drive by POC as advantageous to the Government. Two days of travel are authorized. The traveler performs duty on the day of departure from the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

In this example, October 8 is a day of duty and October 9 and 10 are travel days. Using the same example, if a traveler performs no duty on October 8 at the TDY point, October 8 and 9 are travel days. The AO must determine if October 10 should be charged as leave in accordance with DoD Component procedures.

0404 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers are not entitled to reimbursement for premium accommodations unless properly authorized and approved. (See JTR, pars. 3510 and 3615.) It is DoD policy that travelers using commercial air carriers for official travel must use less-than-premium accommodations. This does not preclude the traveler from accepting a complimentary seating upgrade offered by the carrier. Refer any questions to the traveler's AO.

0405 UNUSED/LOST/STOLEN TRANSPORTATION REQUESTS OR TICKETS

040501. Unused/Lost/Stolen Transportation Requests or Tickets

If a traveler does not use the ticket (paper or electronic) for government-procured transportation, the traveler must return that ticket to the TO/CTO. Travelers utilizing electronic tickets for which they do not have an issued boarding pass must return a copy of their itinerary to the TO/CTO. The traveler must complete and have the issuing authority (i.e., TO/CTO) sign an original and one copy of a [DD 730](#), Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets. The Standard Form ([SF 1170](#), Redemption of Unused Tickets, may also be used if its use is in accordance with Service regulations. The traveler must attach a copy of the DD 730/SF 1170 (or other receipt) to the travel claim. If a traveler loses a paper ticket or transportation request, the traveler must [contact](#) the TO/CTO for assistance. A traveler remains financially responsible to the Government for the cost of a lost or stolen paper ticket or transportation request, regardless of fault or negligence. If the travel order directs use of government-procured transportation, do not reimburse the traveler for personally procured transportation unless the AO provides a statement to allow reimbursement. (See JTR, pars. 2160 and 2715.)

040502. Involuntarily Relinquished Airline Accommodations

Penalty payments or credits issued by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space belong to the U.S. Government, and not the traveler, when the payments result from travel on official business and the traveler was involuntarily denied boarding. In accordance with the JTR, par. 1300-C-2, travelers [must](#) request that the transportation carrier show "Treasurer of the United States" as the payee on the compensation check and forward the payment according to Service/DoD Agency directives.

***0406 RENTAL VEHICLES**

It is mandatory that travelers use an available CTO to obtain a rental vehicle. When a CTO is available, but not used, reimbursement is limited to what the cost would have been if a CTO made the arrangements. (See JTR, par. 3330-B). **Only the individual(s) authorized a rental vehicle on their travel order(s), and named on the rental agreement/contract, may receive reimbursement for authorized rental car expenses.** (See JTR, par. 3320-F.)

040601. Receipts

When a traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency, **in addition to other related rental vehicle expense receipts**, must be attached to the claim for costs of \$75.00 or more. (See JTR, par. 2710.)

040602. Mileage Charges

When a mileage charge is included in the cost of a rental vehicle, the total cost of which is \$75.00 or more, a statement showing the official distance driven must be attached to the claim.

040603. Leisure Use with Official Use

A traveler who is on official travel with an authorized rental vehicle, who also uses the vehicle during authorized leave, will only be reimbursed for the amount it would cost to rent the vehicle, on a daily basis, for the number of days of official travel. The Defense Travel Management Office (DTMO), **Rental Car Agreement**, only covers official duty. Rental car vendors have different procedures and the traveler must check with the rental car vendor to determine if the rental car must be returned after the official business portion of TDY in order to obtain another rental car for personal use.

040604. Reimbursement for the Cost of Damages to Commercial Rental Vehicles

Rental cars covered by the DTMO rental car agreement include full liability and vehicle loss, and damage insurance coverage in the Government rate. Reimbursement or payment to the rental agency for damages must be made by the government, or by the traveler if it is determined that the traveler was not within the scope of employment when the loss occurred. When government reimbursement is approved, and extra collision insurance is not purchased or included in the basic rental contract (e.g., in accordance with DTMO negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained, or the deductible amount (when contained in the rental agreement), **for a vehicle properly rented and damaged in the performance of official business.** The JTR, par. 3320-E, defines official purposes. The traveler submits a claim for reimbursement through the AO to the claims office of the supporting Staff Judge Advocate for adjudication. Supporting documentation must include, but is not limited to:

- A. Police accident reports and traffic citations;
- B. Statements from witnesses;
- C. Statements and itemized bills from the traveler and rental agency to ensure that the claim is valid, not settled, and in an amount commensurate to the actual damage.

NOTE: The inclusion of an accident report assists legal authorities in establishing fault on the part of the party not employed by the Government, which may enable the Government to recoup its loss when the negligence of that party can be established without costly investigation. Reimbursement is prohibited for damage sustained to a rental vehicle while being used on other than official business, or by willful and wanton negligence on the part of the traveler.

040605. Damage Claims Received From Rental Agencies

Rental agencies may submit a damage claim directly to the Government. To be considered for payment, these claims must be supported by appropriate documentation. Claims for reimbursement or payments made directly to the rental agency may be made in the full amount of damage sustained or the deductible amount (when contained in the rental agreement). At a minimum, include documentation provided in paragraph 040604.

0407 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040701. General

The AO should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business. (See JTR, par. 2800.) When two or more installations are in close proximity, the senior commander or senior Service commander should determine the local area. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.

040702. Prohibition on Self-Approval

Appointed AOs and approving officials may not approve their own vouchers for payment of local travel.

040703. PDS

Travelers performing local travel in a POC must provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim suffices, provided that it reflects the distance or costs between these points and the dates on which the trips occurred.

040704. Temporary Duty Station

Travelers performing local travel in a POC at the TDY site may be authorized/approved reimbursement for transportation expenses necessarily incurred for conducting official business in the local area of their TDY stations using the TDY mileage rates for local and TDY travel. (See JTR, par. 2810.)

0408 TRAVEL AND TRANSPORTATION FOR FUNERAL HONORS DETAIL

040801. General

A person not employed [by](#) the Government, who participates in a funeral honors detail for a veteran in accordance with Title 10, United States Code, [section 1491](#), may be authorized transportation or transportation reimbursement and expenses. (See JTR, Appendix E1, par. C7.)

040802. Transportation Mode

The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses rather than a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to fuel, oil, parking, ferry fares, and road, bridge, and/or tunnel tolls.

040803. Lodging and Meals

The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. If individuals serving on the funeral honors detail incur costs to include per diem, an invitational travel authorization will be used.

040804. Reimbursable Expenses

Reimbursable expenses, in accordance with JTR, Appendix G, may be authorized.

VOLUME 9, CHAPTER 5: “TEMPORARY DUTY TRAVEL (TDY)”**SUMMARY OF MAJOR CHANGES**

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PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks.	Revision
All	Made editorial changes to increase the clarity of guidance.	Revision
0501	Updated the General section to add Purpose and Authority paragraphs.	Revision
050201	Changed name of Accountable Official to Departmental Accountable Official for consistency with Volume 5 terminology. Added information on pecuniary liability for Approving Officials and Authorizing Officials for consistency with Volume 5 guidance.	Revision
All	This publication has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with Department of Defense Directive (DoDD) 5154.29, dated 9 March 1993, as PDTATAC Case RR 15013. Any conflict between this publication and the Joint Travel Regulation (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 5

TEMPORARY DUTY TRAVEL (TDY)

*0501 GENERAL

050101. Purpose

This chapter identifies the Department of Defense (DoD) financial management policies and guidance governing travel administration for travelers performing Temporary Duty (TDY) travel.

050102. Authoritative Guidance

Guidance in this chapter is provided under authorities contained in statute, Joint Travel Regulations (JTR), and the DoD FMR. It does not include every condition in which travel and transportation allowances are either authorized, or limited by, the JTR. Information contained in this volume does not supersede the JTR.

0502 RESPONSIBILITIES

*050201. Departmental Accountable Official (DAO) Responsibilities

DAO's involved in the travel management process must serve as control points within the organization. DAO's for the TDY process include agency program coordinators (APC's) for Commercially Billed Accounts of the government travel charge card (GTCC), authorizing officials (AO), resource managers, fundholders, automated information system (AIS) administrators, approving officials, and certifying officers. Certifying officer positions must be appointed as prescribed by Volume 5, Chapter 5, using a Department of Defense (DD Form 577, Appointment/Termination Record-Authorizing Signature).

A. General Responsibilities

1. Acknowledge appointment and responsibilities as a DAO by signature.
2. Implement, maintain, and enforce system internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by reviewing officials.

B. GTCC APCs. APCs implement and execute the government travel card program. See Chapter 3 for additional information and APC responsibilities.

C. Approving Officials. Approving Officials may be held pecuniarily liable under guidance contained in Volume 5, Chapter 5, section 0507, for illegal, improper or incorrect payments resulting from information, data, or services they negligently provide to certifying officers; and upon which the certifying officers relied to certify payment vouchers.

1. Approve TDY orders.
2. Approve travel claims.
3. If required by the DoD Component, approve claims by signing and dating the DD Form 1351-2, Travel Voucher and Subvoucher, and forward approved vouchers to the appropriate travel computation office. If a voucher is disapproved, annotate the reason and return to the traveler for correction or clarification as necessary.
4. If the entitlement or itinerary changes, approve after-the-fact allowable expenses and itinerary or status changes by signing and dating the DD Form 1351-2 and forwarding the approved voucher to the travel computation office.

D. Authorizing Officials. Authorizing Officials may be held pecuniarily liable under guidance contained in Volume 5, Chapter 5, section 0507, for illegal, improper or incorrect payments resulting from information, data, or services they negligently provide to certifying officers; and upon which the certifying officers relied to certify payment vouchers.

1. Authorize all appropriate travel entitlements except when a higher authority is required such as for first-class travel.
2. Review lines of accounting for accuracy.
3. Assign travel order control numbers.
4. Determine if travel was performed as authorized.
5. Approve appropriate travel claims when there is a change from the written travel order involving entitlements, itinerary, or reimbursable expense, such as a rental car. NOTE: The act of signing and dating the traveler's DD Form 1351-2 in block 21A, with remarks in block 29, negates the need for amendments.
6. Sign and date all appropriate travel claims when required by the DoD Component.
7. Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

E. Resource Managers/Fundholders

1. Ensure proper assignment of funding.

2. Maintain funds control.
3. Certify fund availability.

F. Supervisory Review

1. Review, sign, and date all appropriate travel claims for military and civilian personnel.
2. Submit the travel claim to the appropriate travel computation office for processing prior to payment.

G. Travel Computation Offices

1. Establish adequate internal controls to process travel claims.
2. Notify traveler if voucher is incorrect or incomplete and request correction.
3. Notify the submitting office or person if travel claim is received at the wrong office for computation.
4. Compute and determine the travel entitlement.
5. Forward the computed travel claim and supporting documents to the disbursing office for payment or interface with the disbursing system for payment.

H. AIS Administrators. The AIS administrators operate and maintain systems to support travel management. They support the entitlement, certifying, and disbursing systems.

I. Certifying Officers. Certifying Officers are pecuniarily liable under [31 United States Code \(U.S.C.\) 3528](#). Also see [Title 41 Code of Federal Regulations \(CFR\), section 301-71.203](#) and Volume 5, Chapter 5. Responsibilities for individuals appointed as Certifying Officer's are applicable to both Defense Travel System (DTS) and non-DTS travel claims. They must:

1. Be appointed by appropriate authority;
2. Acknowledge by signature their appointment as a certifying officer;
3. Complete a DD Form 577;
4. Certify travel claims for validity and reasonableness;
5. Certify claims for payment as outlined in Volume 5, Chapter 5;

6. Forward certified claims to the supporting disbursing office;
7. Compare pre-trip and post-trip estimate of expenses;
8. Review all lodging receipts; and
9. Review individual reimbursable expense receipts of \$75 or more.

J. Travelers. Travelers must:

1. Prepare the DD Form 1351-2 [after travel has been completed](#), to include identifying the duration of the TDY in block 17;
2. Attach all supporting documentation including the original or legible copies of orders and receipts for all lodging expenses, as well as, claimed reimbursable expense of \$75 or more;
3. Ensure that current electronic funds transfer (EFT) information is on file with the travel computation office. If not, identify EFT information using a Standard Form [\(SF\) 1199A](#) Direct Deposit Sign-Up Form including account and financial institution routing transit number and account type;
4. Ensure that GTCC information is on record and indicate the dollar amount to be sent to the GTCC account if selecting split disbursement;
5. Sign, date, and include home or unit address and unit telephone number on travel claim;
6. Forward or fax the original DD Form 1351-2 and supporting documents to the AO or travel computation office as appropriate;
7. Provide copies of all receipts for lodging expenses and individual reimbursable expenses of \$75 or more to the AO.

050202. Reviewing Officials

Reviewing officials conduct prepayment and post-payment review of travel payments certified by certifying officers. The person appointed as a reviewing official may not serve concurrently as a [DAO](#) or as a certifying or disbursing officer. Except where impracticable within afloat or tactical operating forces, persons appointed as reviewing officials must not be in the supervisory chain of command of a certifying or disbursing officer.

050203. Suspected False Claims

Travelers are liable under [18 U.S.C., sections 287](#) and [1001](#), and the False Claims Act [31 U.S.C., sections 3729-3731](#), if they knowingly submit false, fictitious, or fraudulent claims. When a suspected fraudulent claim is presented for payment, certifying officers or disbursing officers **must** follow the policies and procedures outlined in Volume 5, Chapter 12, section 1204.

0503 TRAVEL ORDERS

Travel orders are prepared in accordance with DoD Component management guidance and administrative instructions including JTR, Chapter 2, [Part B](#) for Service members, JTR, Appendix I for civilian employees, and JTR, Appendix E for invitational travel authorizations. The travel order establishes in writing the conditions for official travel and transportation at government expense. To ensure proper reimbursement, the actual TDY duty location must be listed on the travel orders (i.e., if going TDY to Ft. Bliss, TX, the travel orders must explicitly state “Ft. Bliss, TX” not “El Paso, TX”). Travel orders must identify the traveler as either a GTCC cardholder or non-cardholder. This statement authorizes alternative payment methods (e.g., transportation tickets being charged to a centrally billed account). The TDY travel orders must include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed).

050301. Funding

A. All orders, wherever possible, must be funded by the traveler’s organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler’s organization must obtain a fund cite from that office in an amount sufficient to pay for the travel prior to issuing travel orders.

B. In the event of a split-year funded trip, the traveler must return to his or her official duty station if no DoD Appropriation Act has been signed or continuing resolution has been enacted. Expenses incurred in returning to the traveler’s duty station will be posted in the new fiscal year as necessary costs to close down operations.

050302. Itinerary Variations

A. Variations Authorized. The authorization of travel variations should not be used in place of adequate advance planning, nor must they be used to grant an open travel authorization. Variations must be authorized in the order and are permitted only when considered mission essential in accordance with JTR, par. [2215](#). “Variations Authorized” permit:

1. Omission of travel to a place, or places, stated in the travel order;
2. Change in the order of travel to places shown; and
3. Travel to places not shown.

B. Verbal Variations. Confirmation of a verbal order is required, and may not be delegated, when the AO gives the traveler a verbal order to:

1. Change the order of places to be visited;
2. Change the time at each location; and
3. Add or omit locations.

C. No Amendments Needed. No amendments are needed if:

1. The traveler departs within a period of 7 days before or after the specified date of departure; or

2. The TDY is extended by 100 percent of the original time or 7 days, whichever is less. For example, if a TDY of 5 days is authorized, then the traveler could be extended for 5 additional days (100 percent) without amendments (the lesser of 7 days and 100 percent is 5 days). On the other hand, if a TDY is authorized for 14 days, then the traveler could extend 7 additional days without amendments (the lesser of 7 days and 100 percent is 14 days).

050303. Issued in Advance

A travel order is issued before travel is performed unless an urgent or unusual situation prevents prior issuance. Travel orders may not be revised or modified retroactively after the effective date so as to increase or decrease the rights and benefits which have been fixed under the applicable statutes or regulations. Note: This does not prohibit confirmation of verbal orders.

050304. Basis for Reimbursement

The travel order is the basis for the traveler's reimbursement. Reimbursement for travel is not authorized when travel is performed in anticipation of verbal orders. The right to allowances is established when travel expenses are incurred under orders. Travelers are entitled to travel and transportation allowances only while in a travel status.

050305. Object Classification

Accounting for TDY travel is accomplished through the use of a single object classification code. All temporary duty orders must be issued using the single object classification code of 21, "Travel and Transportation of Persons." Temporary exemptions to the mandatory use of the two-digit (21) object classification code to accommodate component-unique accounting requirements may be permitted only with the advance approval of the Under Secretary of Defense (Comptroller) or designee.

050306. Registration Fees

All registration fees incurred while DoD travelers are on TDY travel must be charged to object classification code 21, "Travel and Transportation of Persons."

050307. Errors on Travel Orders

A. Personal Data. When travel orders contain erroneous data (e.g., misspelled names, incorrect Social Security numbers, or incorrect grades), claims may be paid without amending the orders. The traveler may make and initial any necessary changes.

B. Appropriation Data. When the accountable (funding) station is the disbursing station, the incorrect accounting classification data may be corrected without an amendment. If the accountable (funding) station is different than the disbursing station, then changes to the incorrect accounting classification data must be supported by one of the following:

1. Separate funding documents;
2. A letter from the accountable disbursing official/comptroller; or
3. A documented telephone call to the accountable disbursing official or comptroller.

050308. Retroactive Amendments to Orders

A. Amendment Required. Travel orders may not be amended to increase or decrease entitlement to travel allowances after travel is performed. The original order, however, may be amended after travel is performed when an error is obvious or travel requirements change en route. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change.

B. Amendment Not Required. Some provisions of the JTR provide for after-the-fact approval (e.g., rental cars and communications expenses). In this case, the approval is not a retroactive amendment. Such expenses are claimed on the voucher and approved by the AO. An AO's signature on a DD Form 1351-2 constitutes approval of the claim.

0504 TRAVEL ADVANCES

050401. Policy

Cash travel advances must not be authorized unless an exception is granted. Annotate the maximum advance amount authorized on the travel order. The standard practice is for the traveler to use his or her GTCC to obtain cash from an automated teller machine (ATM). Also annotate on the travel order the maximum ATM cash advance amount that may be withdrawn using the government travel card. Personnel who are not eligible for government travel cards

may obtain travel advances only via electronic funds transfer. The supervisor, in coordination with the disbursing officer, may authorize cash advances in limited situations where no other process is available to accomplish the mission. See Chapter 3 for additional guidance on the government travel card program.

050402. Managing Financial Resources

To manage financial resources more effectively for travel expense purposes, DoD Components must:

- A. Hold to a minimum the amounts of cash advances for travel purposes as provided in section 0505;
- B. Ensure that travelers submit vouchers within established time frames, as provided in paragraph 050405; and
- C. Process travel vouchers promptly to assure timely payment to employees or Service members or to recover any excess travel advances. DoD Components must establish internal policies and procedures to ensure travel vouchers are paid within 25 working days after the end of a trip or travel period.

050403. Cadets and Midshipmen

Cadets and midshipmen travel in accordance with the policies of the respective service academy. If a cadet or midshipman wants a travel advance or seeks settlement at a disbursing office, the respective office listed below must be contacted for authorization as follows:

U.S. Military Academy:

Defense Finance and Accounting Service
ATTN: Travel Operations
325 Brooks Road
Rome, New York 13441
DRO-ArmyTravel@dfas.mil

U.S. Naval Academy:

Midshipman Disbursing Office
100 Cooper Road USNA-Bancroft Hall
Annapolis, MD 21402-5024
Commercial Phone: (410) 267-3297
DSN: 281-3297/3298

U.S. Air Force Academy:

10 ABW/FMFPPP
2304 Cadet Drive Suite 220
U.S. Air Force Academy
Colorado Springs, CO 80840-5040
Commercial Phone: (719) 472-2649
DSN: 333-2649

050404. Invitational Travel Authorizations

Travel advances may be authorized for travelers using invitational travel authorizations. The amount of the advance must be approved by the orders approving official and included on the invitational travel authorization. Limit advances to the authorized amount (see paragraph 050401).

050405. Monitoring Advances

A. General. When a travel advance is authorized, it must be monitored to ensure that a corresponding travel claim is filed within 5 working days of the traveler's return to or arrival at the permanent duty station (PDS), or immediately when the orders are canceled. Travelers whose TDY extends beyond 30 days may file travel claims within 5 working days after the end of every 30 calendar day period or travel accrual payments may be provided in accordance with Service-specific regulations.

B. Failure To Submit Travel Claim. If a traveler has not submitted a claim within 15 days after the estimated date of return/arrival (provisions for separatees/retirees are in paragraph 050515), then the following action will be taken.

1. Marine Corps Members. Fifteen days after the Service member's estimated date of arrival/return, recoup the total amount of the advance through pay account deduction (see DFAS-CL 7220.31-R, "Marine Corps Total Force Automated Pay Systems Manual"). System acceptance of this transaction activates the delayed deduction program. The Service member is notified of the impending deduction on the next leave and earnings statement. The amount then is deducted from the Service member's pay the following month.

2. Other Travelers. Each DoD Component must ensure that it has a process to monitor travelers' advances. Issue a letter advising travelers of their responsibility to submit travel claims and/or repay advances. On the 46th day after the traveler's estimated date of return/arrival, if no response to the letter has been received, then collect from the traveler's pay account. See Volume 5, Chapter 28 regarding administrative offset procedures.

0505 TRAVEL ADVANCE LIMITATIONS

050501. General

Except as provided in paragraph 050503, DoD Components must limit travel advances to those estimated expenses that a traveler is expected to incur for authorized travel including travel incident to permanent duty travel/civilian employee temporary change of station (PDT/TCS) that ordinarily would be paid using cash (see “cash transaction expenses” as defined in paragraph 050502). This limitation applies to all advances. Advances issued for travel under single trip, as well as open travel authorizations, are limited to the estimated cash transaction expenses for no more than a 45-day period.

050502. Cash Transaction Expenses

Cash transaction expenses are those travel expenses that, as a general rule, cannot be charged and, therefore, must be paid using cash, personal checks, or traveler’s checks. Travelers must use the government travel charge card to charge major expenses, such as common carrier transportation fares, lodging costs, and rental of automobiles and airplanes. Cash transaction expenses are those items listed below:

- A. Meals, when the government charge card is not accepted, and incidental expenses covered by the per diem rate, or Actual Expense Allowance (AEA);
- B. Miscellaneous transportation expenses such as:
 - 1. Local transit system fares;
 - 2. Taxi fares;
 - 3. Parking fees;
 - 4. Ferry fees;
 - 5. Bridge, road, and tunnel fees; and
 - 6. Airplane parking, landing, and tie-down fees;
- C. Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned conveyance (POC) for official business;
- D. Other authorized miscellaneous expenses which cannot be charged using a charge card and for which a cost reasonably can be estimated before travel.

050503. Exceptions to Travel Advance Limitations

A. Authorized Exceptions. The limitation in paragraph 050501 does not apply to any of the following PDT/civilian employee TCS expenses:

1. Temporary quarters subsistence;
 2. Transportation and temporary storage of household goods (HHG);
- or,
3. Mobile home transportation.

B. Discounted Conference or Training Registration Fee (41 C.F.R. §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in paragraph 050507. See JTR, Appendix R2, par. H.

C. Order-Issuing Official's Discretion. The order-issuing/authenticating official may, under limited circumstances, increase the travel advance amount paid to a traveler. Those circumstances are as follows:

1. Use of Government Travel Charge Card Precluded. When travel circumstances are expected to preclude the use of a government travel charge card to purchase transportation, lodging, car rental, or other travel expenses that ordinarily are charged;

2. Government Travel Charge Card Not Offered. When the employee is not offered a government travel charge card in accordance with Chapter 3, Section 0306;

3. Permanent Duty Travel/Civilian Employee Temporary Change of Station (PDT/TCS). When use of a government travel charge card is not feasible for PDT/TCS travel or a househunting trip incident to a transfer between official stations, particularly a transfer between agencies.

D. Allowable Amount for Meals and Incidental Expenses (M&IE). Unless a different amount is prescribed in the travel order/AEA, the amount advanced for meals and incidental expenses must not exceed the M&IE allowances prescribed in the JTR, Chapter 4, Part B.

E. Amount Allowed. Travel advances should not exceed 80 percent of the estimated lodging and transportation costs in the event that a travel card is not accepted at the TDY location; a Service/Agency does not authorize use of the travel card for PDT or TCS travel; or the employee has not been offered the travel card. This information must be shown in block 16 of the travel order and will serve as the basis for authorizing an advance up to 80 percent. If the 80 percent limitation results in a financial hardship on the employee, then the order-issuing official may authorize an advance for up to 100 percent of the estimated expenses for:

1. An individual trip; or
2. An open travel authorization not to exceed a 45-day period.

F. Travel Under a Reduced Per Diem Rate. When a reduced per diem rate is prescribed in accordance with the JTR, pars. 4095 or 4250, employees or Service members may be authorized a cash travel advance of 100 percent of the authorized per diem rate for no more than a 45-day period, provided that the following three conditions are all met:

1. The period of TDY exceeds 60 days;
2. Travel vouchers **will** be filed at least every 30 days; and
3. The government charge card cannot be used.

050504. Per Diem Amount

A. TDY or AEA. An advance based on the per diem allowance is limited to a period of 45 days under an individual travel order unless the employee is:

1. Assigned to TDY for a period in excess of 45 days at a place where there are no facilities available for processing travel vouchers; or
2. Performing extended TDY aboard a Navy ship.

B. PDT or Civilian Employee TCS

1. Travel Between Old and New PDSs. An advance for the employee and/or dependents, based on the applicable per diem allowance, must be limited to the amount payable for the allowable travel time.

2. Round Trip Travel to Seek Permanent Residence. An advance for the employee and/or spouse, based on the per diem allowance, must be limited to the amount payable for the actual number of days authorized in the travel orders.

050505. Mileage Amount

A. TDY. An advance based on the mileage allowance must be limited to the official distance between the PDS and the TDY location.

B. PDT or Civilian Employee TCS

1. Travel Between Old and New PDS. An advance, based on the mileage allowance of the Service member/civilian employee and/or dependents, must be limited to the official distance between the old and new PDSs.

2. Round-Trip Travel to Seek Permanent Residence. An advance, based on the mileage allowance of the civilian employee and/or spouse, must be limited to the official distance between the old PDS and new PDS.

050506. Commercial Transportation Amount

When an employee who does not have a travel card is authorized to perform travel by commercial transportation, an advance may be paid based on the estimated cost of the required transportation, not to exceed 80 percent for each trip authorized under the travel orders. If the 80 percent limitation results in a financial hardship on the employee, then the order-issuing official may authorize an advance for up to 100 percent.

050507. Advance Payment of Discounted Conference or Training Registration Fee

A. General. Travelers may be permitted to register early and be reimbursed for an advanced discounted payment for a conference or training registration fee as soon as they are approved for the event and they submit a proper claim for the expenses incurred.

B. Traveler is Unable to Attend an Event for Which Reimbursement was Made. If the advance payment was made in accordance with subparagraph 050507.A and the traveler is unable to attend the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the DoD Component concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the DoD Component concerned or for reasons beyond the traveler's control that are acceptable to the DoD Component concerned, (e.g., unforeseen illness or emergency). If no refund is made and the traveler's failure to attend the scheduled event is due to reasons deemed inexcusable by the DoD Component concerned, the traveler must repay the amount advanced.

050508. HHG Amount

An advance for the cost of HHG transportation must be limited to the cost of shipping the estimated weight of the employee's goods within the maximum weight for which an employee is eligible at the applicable rate and distance shown in the commuted rate schedule. An advance for the cost of temporary storage must be limited to the applicable commuted rate for the weight of HHG and period of storage, not in excess of 90 days and not in excess of the maximum HHG weight for which an employee is eligible. A request for an advance by an employee should be accompanied by a written statement designating the points of origin and destination, the estimated HHG weight to be shipped, and any anticipated temporary storage not to exceed 90 days. The estimate of weight required in support of an advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipments.

050509. Temporary Quarters Subsistence Expense (TQSE) Amount

Advances may be paid in 30-day increments for subsistence expenses covered in the JTR, Chapter 5, [par. 5808-B](#). The initial advance of funds for TQSE must not exceed the maximum

amount allowable under JTR, Chapter 5, [par. 5810](#) for the first authorized period of 30 days or less. Thereafter, advances for subsequent 30-day periods may be paid as authorized by the DoD Component. When an advance is needed for the second and subsequently authorized 30-day periods, DoD Components should advise employees or Service members to submit the request for advance in sufficient time to allow for processing, approval, and issuance of the advance.

050510. Mobile Home Transportation Amount

A. Within the Continental/Contiguous United States (CONUS). When the point of origin and the PDS to which movement is authorized [are both](#) located within CONUS, an advance for the cost of transportation of a mobile home moved by a commercial transporter must be limited to an amount computed at the applicable rates for transportation for the official distance and 90 days temporary storage prescribed in the commuted rate schedules for the maximum weight of HHG for which an employee is eligible. [When a civilian employee tows a mobile home by a POC, an allowance of \\$.11/mile is paid to cover the transportation costs listed in JTR, par. 5754-E.](#)

B. Between CONUS and Alaska. For travel between the CONUS and Alaska involving movement through Canada, limit the advance to the constructive cost for transportation and temporary storage of HHG under a government bill of lading, subject to entitlement conditions and limitations prescribed in subparagraph 050510.A.

050511. Group or Charter Arrangements

When payment for transportation under group or charter arrangements cannot be made to a carrier with government-procured transportation documents, an advance may be paid based on the estimated cost of the transportation to be furnished.

050512. Requesting an Advance

Subject to the conditions in subparagraph 050512.A an advance must, upon request, be paid to an employee. The appropriate office [must](#) compute the amount paid. An exception to this requirement is authorized when individual travel orders are received via the Department of the Navy certified Automated Travel Order delivery system. Do not pay an advance more than 10 days before travel begins unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies. An advance is subject to the conditions stated in the following subparagraphs:

A. Number of Advances Authorized. Ordinarily, only one advance may be paid for a specific purpose under the same travel order. An exception to this rule may be made for employees or Service members on TDY in excess of 45 days aboard Navy ships or employees or Service members on other TDY assignments under an individual travel order in excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amounts advanced during the TDY assignment may not exceed the total amount authorized to be advanced in the traveler's orders.

B. Prior Advance Outstanding. No advances will be paid to personnel who failed, for reasons unacceptable to the approving official, to submit a reimbursement voucher on a previous travel authorization/order in which an advance was paid, or have not made arrangements to settle an outstanding advance. This requirement may be waived when personnel have not had reasonable time to prepare and submit vouchers between successive travel assignments.

C. HHG Shipments. Advances for transportation or temporary storage of HHG or mobile home movement must not be paid if such expenses are not expected to be incurred by the employee concerned within 30 days from the authorizing date. In such cases, the advance may be paid later.

050513. Obtaining an Advance Payment

A. Document Submission

1. Department of the Navy. Prepare and submit to the disbursing office one copy of the original travel order after it is signed. The travel order must indicate the amount of the advance authorized.

2. Marine Corps. Prepare and submit to the appropriate paying office an original and three copies of the DD Form 1351, Travel Voucher, accompanied by three copies of the employee's travel order; or other requirements as provided by the appropriate paying office.

3. All Others. Prepare and submit to the appropriate paying office an original and three copies of the DD Form 1351 accompanied by three copies of the employee's travel order.

B. Payment. The disbursing office pays an advance. Necessary records of advances paid to employees or Service members are maintained by the appropriate office as specified in paragraph 050514.

050514. Advance Repayment

A. General. An employee or Service member who has received an advance must submit a travel claim voucher within 5 working days of the employee's or Service member's return after the end of each trip so that settlement of the advance account can be made. The responsible settlement office that accounts for funds against which the advance is charged is responsible for settlement or collection action in accordance with the applicable Component's accounting or disbursing regulation. The DoD Components must implement internal controls to assure that:

1. Travelers with outstanding travel advances are notified of any delinquencies in filing vouchers and repaying outstanding travel advances;

2. Travelers are paid amounts owed them within 15 working days after receipt of claims in the paying office; and

3. Outstanding travel advances and unpaid travel vouchers are reviewed and settled prior to an individual's separation.

B. Deduction From Vouchers. The settlement office **must** ensure that the amount previously advanced is deducted from the total expenses allowed or otherwise is recovered. In instances where a traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on individual trip authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of the advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, pay the traveler the net amount. If the advance exceeds the reimbursable amount, then the traveler immediately must refund the excess.

C. Delayed Use of Advance Funds. In the event of cancellation or indefinite postponement of authorized travel, the traveler must promptly notify the finance office and refund any advance for the authorized travel. If a traveler does not refund the advance promptly, the finance office **must** take immediate steps to collect the advance from the traveler.

D. Outstanding Advances. An employee or Service member **must** be informed that any over-advanced amount indicated in a travel claim settlement voucher must be immediately repaid. If a **traveler** does not make voluntary settlement of the indebtedness, take action to collect the outstanding advance from money due the employee or Service member.

E. Recovery of Advances. Outstanding travel or transportation advances that have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler **must** be collected promptly in accordance with applicable debt collection laws and regulations. In the event that an employee or Service member dies before settling a travel advance, any travel advance in excess of earned entitlement is subject to collection. In the event the amount due is not refunded within a reasonable period, effect collection by salary offset, retired pay, or otherwise from the person to whom advanced, or the traveler's estate, by deduction from any amount due from the U.S. Government or by such other legal recovery method as may be necessary. Salary or other amounts due **must** be used to settle the advance before set-off against the retirement credit. In view of these protections, a traveler is not required to furnish a bond in order to obtain a travel advance.

F. Accounting for Advances. Accounting for cash advances for travel purposes, recovery, and reimbursements **must** be in accordance with procedures prescribed by the Government Accountability Office (GAO). See the [GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Guidance](#).

050515. Advances for Service Member Separatees or Retirees

A. General. A Service member who is separating or retiring may be paid an advance through EFT incidental to separation/retirement no more than 10 days prior to the Service member and/or dependent(s) actual travel dates. Upon completion of the travel, a

Service member who has received an advance **must** submit the travel claim to the appropriate settlement office.

B. Late Travel Claim. If the claim is not received within the required time frame, the travel official responsible for settling the advance **must** prepare a letter to the Service member advising that: (1) he or she is responsible for submitting the travel claim to the appropriate travel settlement office; (2) a response is required within 30 days; and (3) if the travel claim is not received within this required time, the total amount of the advance becomes a debt. For retirees, refer the debt for offset against the retired pay account. For separated Service members, refer the debt for collection action to include possible offset against future Federal income tax returns. If no response is received within the 30-day time frame, then the responsible disbursing official holding the debt **must** forward the debt and necessary documentation to:

DFAS-IN/Debt and Claims
Dept. 3300 ATTN: Debt Establishment
8899 East 56th Street
Indianapolis, IN 46249-3300

0506 TRAVEL STATUS

050601. General

Travel status begins when a traveler departs the home or office and ends when the traveler returns to the office or home. See JTR, par. 2250, and JTR, Appendix A.

050602. Aircrew

Travel status begins with take-off from the PDS and ends with landing at the PDS. See JTR, par. 2255-A.

0507 FURNISHED MEALS

050701. Complimentary Meals Furnished by a Hotel

When a traveler is furnished a complimentary meal by a commercial lodging establishment, that meal is not a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal **is** consumed by the traveler. For rules concerning lodgings and meals furnished by government contract, see JTR, par. 4215.

050702. Meals Furnished at Conferences

When some but not all meals are included in conference fees, the proportional meal rate applies on each day one or two meals are provided, except on travel days to and from the PDS. Light refreshments, including a continental breakfast, are a deductible meal when served at a meal time (e.g., breakfast 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal. See JTR, Appendix R1, par. N.

0508 GOVERNMENT QUARTERS AND DINING FACILITY AVAILABILITY

050801. Non-availability Statements

Travelers are not required to obtain written non-availability statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The availability of government quarters, contract quarters, and dining facilities **must** be confirmed when a reservation request is made. The Commercial Travel Office (CTO) or traveler **must** obtain the confirmation by using the following procedures:

A. Lodging. The CTO or traveler should contact the destination billeting office or Army Central Reservation Center for availability of quarters. If quarters are not available, then the billeting office or Army Central Reservation Center is required to give the CTO or traveler a confirmation or non-availability number, or the name and phone number of the person contacted. When government or contract quarters are not confirmed as available, they are not available and a confirmation or non-availability number is to be issued. The CTO or traveler enters the confirmation or non-availability number on the travel order or voucher. If the CTO or traveler is not able to obtain a confirmation or non-availability number from the billeting office or Army Central Reservation Center, the CTO or the traveler **must** note on the travel order or voucher the date and time the attempt **is** made. The commercial lodging and per diem rate then must be paid.

B. Dining Facilities. The traveler should obtain information on the availability of government dining facilities through the CTO or the destination billeting office or Army Central Reservation Center if the AO directs use of a government dining facility while the traveler is quartered on-base. If not available, the M&IE rate for commercial meals is authorized. If the CTO or the traveler is not able to obtain messing availability information through the CTO arrangements process or directly from the destination billeting office or Army Central Reservation Center, the commercial meals rate is authorized and the CTO or the traveler must note on the travel order or voucher the date and time an attempt **is** made.

050802. Government Dining Facility

A. Government Dining Use Required. If the AO directs use of a government dining facility while the traveler is quartered on-base but, during the trip, no such facility is available, the Service member may be reimbursed the full M&IE rate if all three meals are not available. Note: The dining facility and on-base government quarters **must** be on the same installation. If one or two meals are not available (provided the AO accepts the Service member's certification of non-availability), the traveler **must** be reimbursed the proportional meal rate or the full M&IE rate as determined by the AO. The appropriate government facility rate **must** be paid when civilian travelers consume all three meals in a government mess or the proportional rate on any day in which one or two, but not all three, meals are consumed in a government mess. See JTR, par. 4200.

B. Government Dining Use Impractical. The use of a government dining facility is impractical on any day in which the Service member is traveling between or among locations, except for meals incident to special status as outlined in section 0509. See JTR, par. [4235](#).

050803. TDY Not at an Installation

When the TDY location is not at an installation, the Service member is not required to use nearby government facilities. If the Service member chooses to use government quarters at a nearby installation, however, a government dining facility is “not available” for M&IE purposes. See JTR, par. [4210-B1](#).

050804. TDY at an Installation

A. Military Personnel TDY to an Installation. Service members are required to check the government quarters availability (e.g., through their CTOs) when TDY to a U.S. installation. Availability/non-availability documentation must be obtained per JTR, par. [2570](#). Service members should use adequate available government quarters when TDY to a U.S. installation; however, when adequate government quarters are available on that U.S. installation and other lodgings are used, lodging reimbursement is limited to government quarters cost. See JTR, par. [2560-D](#).

B. Civilian Personnel TDY to an Installation. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for government quarters availability. Civilian employees may not be ordered/required to use government quarters, nor may lodging reimbursement simply be limited to the government quarter cost. However, if government quarters are available on that installation for an employee TDY to a U.S. installation, then the proper authority may prescribe a reduced per diem rate based on the government quarters cost. Reduced per diem rates can only be established before travel begins. See JTR, pars. [2580](#) and [4095](#).

0509 SPECIAL STATUS AND PER DIEM RATES

Reduced or zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining, take effect at 12:01 a.m. the day after the traveler enters the status and ends at 12:00 a.m. the day preceding the day the traveler leaves that status. See JTR, par. [4090](#).

050901. Departure From and Return to PDS

Seventy-five percent of the appropriate M&IE rate is paid to travelers on the day of departure from and return to the PDS when entering or exiting a special status providing all meals.

050902. Other Changes in Status

For all other days of travel when the traveler enters or exits a special status providing all meals, those meals provided before entering and after exiting the status are available and the proportional meal rate applies on those days. If no travel is involved and the traveler goes from a zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, apply normal per diem computations, at the special status rates, for that day.

050903. Payment for Meals

If a traveler is required to procure a meal or quarters other than at the special status rates, reimbursement of the cost may be made not to exceed the proportional meal rate for the meal or lodging portion of the locality per diem allowance. This does not include payment of the basic food cost for officers, employees, or Service members in field duty, sea duty, or under essential unit messing. See JTR, par. 4230. Note: Employees are reimbursed the basic food costs.

050904. Travel Orders

Travel orders **must** identify the reduced per diem rates, availability or non-availability of government quarters, authorization for government or proportional meal rate as applicable, identification of special status, and reference to the letter or message in which they were established.

0510 CONSECUTIVE TDY

051001. Per Diem

Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler and the traveler either remains at the first TDY location or travels to the next TDY location within the allowable travel time.

EXAMPLE: The traveler completes the first TDY on October 5 and the next TDY starts October 8. The traveler is paid per diem during the delay at an authorized delay (AD) point in between the first and second TDY point. Note: Privately owned Automobile (PA), Temporary Duty (TD), Mission Complete (MC)).

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	<u>PA</u>	
Arr	1 Oct	TDY Point A		TD
Dep	8 Oct	TDY Point A	PA	
Arr	8 Oct	TDY Point B		TD
Dep	12 Oct	TDY Point B	PA	
Arr	12 Oct	PDS		MC

051002. Authorized Delay Enroute

To attain savings to the government, combine what would have been two separate TDY trips into one longer trip and provide for authorized delay (AD) at an intermediate location. Per diem is payable for the interval between the two periods of TDY. The amount of per diem paid is based on the location of the AD.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	1 Oct	TDY point A		TD
Dep	5 Oct	TDY point A	PA	
Arr	5 Oct	The location in between the 1 st /2 nd TDY location	PA	AD
Dep	8 Oct	AD point	PA	
Arr	8 Oct	TDY point B		TD
Dep	12	TDY point B	PA	
Arr	12	PDS		MC

0511 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

051101. Permissive/Administrative Travel Time

A traveler who takes leave, permissive travel, or an administrative absence before or after a funded TDY is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive travel, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two TDY locations.

051102. Travel Time When Using Privately Owned Conveyance (POC)

Permissive or administrative travel time is authorized when a traveler is authorized to travel by POC for personal convenience to a funded TDY and reimbursement is based on a constructive schedule. Compute the allowable travel time based on the provisions of the JTR, [par.3025-C](#). Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

051103. Leave and Overtime in Conjunction With Official Travel

The unit commander, designated representative, or employee's supervisor **must** make and document determinations regarding leave and duty status, to include overtime. The granting, accounting for, and associated reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

0512 RETURN TO THE PERMANENT DUTY STATION DURING TDY

051201. Authorized Return

When a travel order authorizes return to the PDS, the traveler is authorized travel, transportation allowances, and per diem for travel from the TDY site to the PDS and return to the TDY site. When the AO has authorized or approved the lodging costs maintained at the TDY site as mission essential, the incurred expenses **are** paid as a reimbursable expense. In making the decision to authorize or approve, the AO **must** determine that the reasons for retaining the lodging are reasonable and necessary and not strictly for the convenience of the traveler. This determination **is** made after considering the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement. When the lodging retained is charged on a daily basis, the AO should consider such factors as the length of the TDY, the amount of personal belongings, the capability of the establishment to store those belongings, and the ability of the traveler to secure a room upon return. The AO **must** state the reason for authorizing or approving reimbursement of the retained lodging. For this entitlement, the permanent quarters from which the traveler normally commutes to the PDS are the same as the PDS. If the traveler goes to another location, then no allowances are authorized for the travel and per diem is computed as if the traveler remained at the TDY location.

051202. Voluntary Return

When a traveler voluntarily returns to the PDS during a TDY period, limit his or her entitlement to the lesser of the actual travel cost for the roundtrip to the PDS and what it would have cost had he or she remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days; roundtrip transportation for the mode used; and cost for quarters retained at the TDY site. See JTR, [par. 4440](#).

VOLUME 9, CHAPTER 6 “PERMANENT DUTY TRAVEL”

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **May 2015** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references, updated hyperlinks and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
0601	Updated the “General” section. Combined paragraphs 060101 “Overview” and 060102 “Purpose” into one 060101 “Purpose” paragraph.	Revision
0601	Added “Authoritative Guidance” as paragraph 060102.	Addition
All	This instruction has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) staff in accordance with Department of Defense Directive 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case RR17004. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 6

PERMANENT DUTY TRAVEL

*0601 GENERAL

060101. Purpose

This chapter provides general policy for the preparation, submission, and processing of permanent duty travel (PDT) claims for travelers. There are a number of PDT benefits or allowances that Department of Defense (DoD) members and civilian employees may be authorized when traveling from one Permanent Duty Station (PDS) to another at the direction of the Service or agency for which they are working. Some relocation allowances must be paid to the employee, while other allowances are paid at the discretion of the DoD component. An employee's specific PDT allowances may not include all of the allowances identified and described in this chapter. To determine what is actually allowable, employees must work with the agency sponsoring the travel/move.

*060102. Authoritative Guidance

This chapter provides guidance under authorities contained in the Joint Travel Regulations (JTR), and the General Services Administration (GSA) Federal Travel Regulation (FTR).

0602 DEFENSE TRAVEL SYSTEM (DTS)

The DTS does not currently support PDT, and should not be used by DoD travelers for arranging travel or settling claims involving PDT.

0603 TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS (HHG)

Ordinarily, the government arranges for the shipment of HHG. When DoD personnel arrange for the shipment themselves, and a government bill of lading (GBL) is the authorized method, the Transportation Office(r) (TO) provides the information concerning the traveler's allowable expenditures and computes the amount the shipment would have cost the government. When the commuted rate is the authorized method of shipment for a civilian employee, payment must be based upon the amount computed from the GSA commuted rate schedule. If the TO instructs the traveler to personally make arrangements, or if a TO is not available, payment must be made for the actual costs incurred to procure authorized services. In all other instances, payment is limited to the actual cost incurred not to exceed the amount it would have cost the government, or the Service member may be paid a monetary allowance equal to 95 percent of the government's constructed cost. See the JTR, Chapter 5, Part A, section 5, for Service members, and Chapter 5, Part B, section 5, for Civilian employees.

060301. Commuted Rate Method

When a DoD employee is authorized to ship HHG at the commuted rate, the payment must be computed using the GSA commuted rate schedule in effect on the date the carrier picked up the HHG, or the date that the employee actually moved the HHG without regard to government cost. The claim must be supported by certified weight tickets or a constructive weight determination made and approved in accordance with the JTR, Chapter 5, Part B, subsection B5c, paragraph 5656-D.

060302. Personally-Procured Move (PPM) Monetary Allowance

Provided as an incentive, a Service member, or a deceased member's next of kin, may elect to personally procure HHG transportation and be paid a monetary allowance of 95 percent of what it would have cost the Government. The member must have orders authorizing PDT, temporary duty (TDY) with HHG entitlement, or assignment to or from government quarters. The TO will provide the member with a [Department of Defense \(DD\) Form 2278](#), Application for Do-It-Yourself Move and Counseling Checklist. This form shows the constructive GBL or contract cost for moving the HHG, based on a weight estimate provided by the traveler. See the JTR, Chapter 5, Part A, subsection A5c, paragraph 5210-D.

A. Impact on Other PDT Allowances. Service members and/or dependents traveling to their destination in a rental or privately owned [vehicle](#) (POV) used for a personally-procured move are authorized both a personally-procured move monetary allowance and PDT allowances. The PDT allowances are not part of the personally-procured move monetary allowance program and are separately processed.

B. Claims. No PPM incentive claim can be computed without valid weight tickets or an approved constructive weight by the TO. Claims for personally-procured move monetary allowances must be supported with:

1. The Service member's statement of expenses actually incurred,
2. Certified weight tickets (original or copy) for gross and empty weights, or a record of the approved constructive weight by the TO, and
3. A record of the weight shipped with any other record of shipment or storage under the same travel order.

C. Payment Procedures. Pay PPM monetary allowance claims in accordance with each Service's procedures. Service addresses for PPM monetary allowance claims are found in subparagraph 060302.D. Compute the personally-procured monetary allowance claim as follows:

1. Obtain the GBL cost or local contract cost from the TO. Multiply this cost by 95 percent to obtain the maximum entitlement dollar amount,

2. Deduct the expenses actually incurred by the Service member from the maximum entitlement dollar amount. The resulting dollar amount is the member's incentive payment,
3. Multiply the member's incentive payment by the applicable tax withholding percentage. This amount is withheld for Federal Income Tax Withholding (FITW),
4. Deduct the FITW amount from the incentive payment amount to determine the amount payable to the member,
5. Deduct any advance operating allowance paid to the member. The amount remaining after deducting the advance is the dollar amount payable to the member for settlement, and
6. Prepare Treasury Department (TD) Form W-2, Wage and Tax Statement. Insert the incentive portion of the personally-procured monetary allowance move payment in the earned income block and insert the FITW withheld in the FITW block.

NOTE: If the actual expenses are more than 95 percent of the government's cost, it may be advantageous for the Service member to be reimbursed under the actual expense method. The actual expense method enables the member to be reimbursed up to 100 percent of what it would have cost the government to move the HHG. Do not withhold income taxes from the actual expense payment, since the member does not receive an incentive payment.

D. Service Addresses for PPM Monetary Allowance Payments

Civilians for DoD Agencies/Navy [Working Capital Fund](#) and [Revolving Fund/Army](#) and [Army Materiel Command](#) funded travel:

Defense Finance and Accounting Service – Rome Site
ATTN: Travel Pay, Civilian Relocation
325 Brooks Road
Rome, NY 13441

Army

Defense Finance and Accounting Service – Rome Site
ATTN: Travel Pay, [Permanent Change of Station \(PCS\)](#)
Travel
325 Brooks Road
Rome, NY 13441

Navy

Commanding Officer
Fleet and Industrial Supply Center
ATTN: Household Goods Audit Division, Code 302
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392

Air Force

Local Financial Services Office (FSO)

United States Marine Corps

Commanding General, Marine Corps Logistics Base
ATTN: Code 470
814 Radford Boulevard, Suite 20318
Albany, GA 31704-1128

Coast Guard

Commanding Officer
ATTN: DITY Move Desk
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 22326-0017

060303. Actual Expense Reimbursement for Personally-Procured Shipment or Storage of HHG

A. Claims. Claims are authorized for personally-procured shipment or storage of HHG and baggage. The claims must include the traveler's certification as follows: "I certify that this shipment (including drayage, storage, packing, and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (or my dependents) before the effective date of my orders. They were not intended directly or indirectly for any other person or persons, or for sale. The following shipments were previously made at government expense under the same travel orders that support this claim (if no previous shipments show "NONE"). I certify that I did not request payment under the monetary allowance or any other program. I further certify that the declared professional books, paper, and equipment belong to me and are necessary in the performance of my official duties."

B. Supporting Documents. The traveler must submit the following documents to support a claim for actual expense reimbursement:

1. A statement provided by the TO on the constructive cost of shipment by GBL, accessorial services, or storage which states that the charges claimed are reasonable and that the member was instructed personally to arrange the shipment (if applicable);
2. Receipts for expenses of \$75 or more, signed by an authorized agent of the company,

3. When applicable, copies of a time extension certificate, powers of attorney or written authorizations;

4. The claimant's statement showing the necessity for any storage:

a. Over 90 days for a Service member or civilian employee making a PCS move to/from Outside the Continental United States (OCONUS) or,

b. Over 60 days for a civilian employee making a PCS move Continental United States (CONUS) to CONUS.

NOTE: Non-availability of government storage is not an acceptable reason for requesting storage over the 90/60 day limit.

5. For shipments by van carriers, provide a certified weight ticket. In place of certified weight tickets, where charges are based on cubic measure, the owner may obtain a certificate from the carrier stating: "No scale within 10 miles. Shipment used _____ cubic feet of properly loaded van";

6. An itemization of packing charges that shows size, type, and number of containers used with the charge for each container;

7. Receipts for packing, crating, drayage, unpacking, and uncrating that are itemized and supported with a statement by the TO for the area on availability of government facilities;

8. A bill of lading. If no bill of lading is available, the traveler must obtain other evidence showing point of origin and destination;

9. An itemization of costs incurred if the TO performs or procures the services. This is not required for accessorial services itemized on a GBL for line-haul van shipment, and

10. Copies of all applicable orders.

C. Claim Submission. The travel settlement voucher, [DD 1351-2](#), Travel Voucher or Subvoucher, should be submitted within 5 working days of arrival at the new PDS.

D. Payment. If the claim is proper and is supported by the appropriate documentation, the disbursing office must pay the claim.

0604 TRANSPORTATION AND STORAGE OF PRIVATELY OWNED VEHICLES (POV)

060401. Concurrent Travel Transportation

If overseas travel with a POV was concurrent, a traveler must include travel to the vehicle port of embarkation (POE) and the vehicle port of debarkation (POD) with the permanent duty travel claim. See [the JTR, Chapter 5, Part A, section A6](#) for Service members, and [Chapter 5, Part B, section B6](#) for Civilian employees, [for POV transportation and storage guidance](#).

060402. Nonconcurrent Travel Transportation

If travel is not concurrent, a separate claim must be submitted. A TDY order is not required when a separate trip is performed to pick up or deliver the vehicle to the POE and the POD. (NOTE: The PDT orders provide entitlement.) Ordinarily, a [DD 788](#), Private Vehicle Shipping Document for Automobile, supports the claim. However, when a traveler performs PDT and has a commercial shipping firm process the vehicle for shipment at government expense, the DD 788 usually is not in the traveler's possession at the time that the claim is processed. A statement from the traveler, accompanied by a copy of the billing from the commercial firm, is acceptable.

060403. Storage

Service members ordered to a foreign location OCONUS PDS to which transportation of a POV is prohibited, sent TDY on a contingency operation for more than 30 days, [or other reason\(s\) listed in the JTR, Chapter 5, paragraph 5378-A](#), may be eligible to store one POV.

0605 TRANSPORTATION OF MOBILE HOMES

060501. Employee Allowances

A. General. A DoD employee may be authorized mobile home transportation in lieu of transportation of HHG's, but may not be authorized both mobile home and HHG transportation. The TO determines what the authorized and unauthorized costs are incident to a mobile home shipment. See [the JTR, Chapter 5, Part B, section B7](#).

B. Claims. When movement of a mobile home is made by self-procured commercial transportation, a statement of authorization is issued by the TO. An original or legible copy of the paid bill from the commercial transporter is required and the bill must be completely itemized to preclude any payment of unauthorized costs.

060502. Member Allowances

A. General. A Service member directed to perform PDT is entitled to transportation and mobile home allowances. A member also may be entitled to movement of a mobile home under unusual or emergency circumstances, even though not related to PDT allowances. When a member is directed to perform TDY enroute, the authorized shipment of a TDY weight allowance does not preclude the entitlement to transportation of a mobile home. The

transportation entitlements, as well as the conditions of eligibility, are contained in the JTR, Chapter 5, Part A, section A7.

B. Claims. The preparation of claims and submission of supporting documentation is as required by Service procedures.

0606 DISLOCATION ALLOWANCE (DLA)

DLA is paid to members as specified in [the JTR](#), Chapter 5, Part A, section A10. If a change of grade occurs between the date orders are issued and the effective date of orders, a copy of the promotion/demotion orders may be submitted with the claim versus an amended order.

060601. Effect of Assignment to Quarters

A member without dependents, who is above the pay grade of E-5, may receive DLA if the member elects not to occupy assigned quarters of the United States or a housing facility under the jurisdiction of a uniformed service, and the quarters or facility do not meet the minimum adequacy standards established by the Secretary of Defense for members in such grade. Do not advance or pay DLA to a member under these circumstances without a statement from the gaining organization that assigned quarters do not meet the minimum adequacy standards.

060602. Sea Duty

The senior spouse of a member married to member couple without dependents in a pay grade below E-6 may be advanced or paid DLA based on guidance contained in [the JTR](#), Chapter 5, Part A, section A10, paragraph 5442-S.

0607 CIVILIAN MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

The flat payment [MEA amounts](#) for civilian employees do not require receipts or itemized statements. When a DoD civilian employee claims [MEA expenses in excess of the flat payment MEA amount](#), the [approving official may approve them and the](#) civilian personnel office assists in the determination of the allowable expenses. See [the JTR](#), Chapter 5, Part B, section B10, paragraph 5818.

0608 CIVILIAN TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

A DoD employee's PDT orders must authorize the initial TQSE period and specify whether the Actual Expense method for the Temporary Quarters Subsistence Expense (TQSE (AE)) or the Lump Sum method of the Temporary Quarters Subsistence Expense (TQSE (LS)) is authorized. Additional periods of TQSE (AE) require amended orders. The employee must provide a statement in advance selecting Lump Sum TQSE (LS), which certifies that TQSE expenses will be incurred. The disbursing office does not determine the number of TQSE days authorized. For TQSE (AE), expenses must be itemized on a per meal and per item basis. Receipts are required for all TQSE (AE) expenses as specified in the JTR, Chapter 5, Part B, subsection B9c, paragraph 5806. Additionally, the DoD employee can claim grocery costs for at-home meals when in a TQSE

(AE) status. The total cost of consumable groceries is divided by the number of at-home meals consumed. The proration of groceries is authorized so long as the cost of the groceries consumed is reasonable. The approving official makes the final determination on any question(s) concerning the reasonableness of expenses during a TQSE (AE) period. Advances and payments for TQSE are based on the provisions of the JTR, Chapter 5, Part B, section B9.

0609 CIVILIAN HOUSE HUNTING TRIPS

If authorized in their travel orders, DoD employees may make house hunting trips, not to exceed 10 consecutive days. The employee and spouse may travel separately or together; however, the cost cannot exceed one round trip for travel together. The number of days for house hunting that the employee uses does not limit the number of days for the spouse (e.g., the employee can take 4 consecutive days and the spouse still could use up to a total of 10 days). Advances and payment for house hunting trips are based on the prescribed locality per diem rate, when paid under the lump sum method. Under the lodgings plus method, the standard CONUS per diem rate applies. For more information on house hunting trips, see the JTR, Chapter 5, Part B, section B12.

0610 CIVILIAN REAL ESTATE TRANSACTIONS

061001. Reimbursement Due to the Sale and Purchase of a Residence or for Settling an Unexpired Lease

DoD employees may be reimbursed for expenses required for the sale and purchase of a residence, or for the settlement of an unexpired lease, in connection with PDT. Settlement claims for transactions regarding a sale, purchase, or lease termination, must be submitted following completion of these transactions. See the JTR, Chapter 5, Part B, section B14.

A. For reimbursement of expenses required for the sale and purchase of a residence, the employee must file a [DD 1705](#), Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. Separate DD 1705's are required for expenses at the old duty station and at the new duty station. Copies of the supporting documentation showing costs incurred must be attached. The approval authority must approve the appropriate DD 1705 in accordance with Component regulations for real estate transactions at the old and new stations. The claim must be submitted in accordance with the JTR, Chapter 5, section B14.

B. For reimbursement of expenses when settling an unexpired lease, the employee files a claim using the DD 1351-2. When filing a claim for reimbursement of an unexpired lease, the following documentation must be provided:

1. A copy of the lease prescribing the penalties or other costs that are payable if occupancy is terminated prior to the lease expiration date,

2. A statement of the extent of legitimate attempts made to avoid penalty costs if the lease includes a savings provision for subleasing, or making other arrangements to avoid penalty costs; and

3. An itemized list of expenses along with the paid receipts for each expense item, and any necessary explanations for clarification of penalty costs.

061002. Home Marketing Incentive Payment (HMIP)

These procedures apply to all DoD Components. The document submitted for payment of HMIP may be a locally-developed form used as an attachment to the travel settlement claim, DD 1351-2. The form, at a minimum, must contain the following information:

- A. Employee's name (last, first, middle initial),
- B. Employee's Social Security Number (SSN),
- C. Employee's present position, title, grade;
- D. Employee's current organization,
- E. Employee's current duty phone,
- F. Computation of HMIP to include the final payment amount (the relocation services company must complete the amended sale transaction and submit the employee's real estate invoice for payment before the computation can be completed),
- G. Traveler's signature, and
- H. Order approving official's signature.

061003. Payment of HMIP

HMIP is considered income, and a TD W-2 must be processed showing the taxes withheld and the employee income. No authority exists to pay either a withholding tax allowance (WTA), or a relocation income tax allowance (RITA) to offset the federal, state, and local income taxes on the incentive payment. Payment offices must obtain an approved document (as described in paragraph 061002) with a DD 1351-2 and a valid copy of PDT orders for payment.

0611 PAYMENT OF TRAVEL VOUCHERS INVOLVING OCONUS PERMANENT DUTY ASSIGNMENT FOR DOD CIVILIAN EMPLOYEES

061101. Proceeding To, or Round Trip Travel From, an OCONUS PDS

Reimbursement vouchers for travel to an OCONUS PDS under an original agreement, or for round trip travel from an OCONUS PDS under a renewal agreement, must be prepared upon completion of the travel and submitted to the travel computation office servicing the OCONUS station for payment.

061102. Transfer From OCONUS PDS

When employees transfer from OCONUS duty stations, they must submit reimbursement vouchers to the travel computation office that supports the new duty station.

061103. Returning From OCONUS Employment For Separation From the Service

A. General. Prior to departure from an OCONUS duty station, an employee who is being returned for separation for any reason must be furnished written instructions by the releasing activity on the following:

1. How to record trip itinerary,
2. Which travel expenses are reimbursable,
3. How to keep a record of these items, and
4. How to complete and sign documents that are to be forwarded for the purpose of finalizing pay and reimbursement of travel claims.

NOTE: Except as provided in subparagraph 061103.B, the OCONUS releasing activity, in conjunction with the servicing travel computation office, must process final pay and settlement of travel claims for employees who are returned for separation.

B. Navy Employees. Travel claims of the following Navy employees must be submitted to the office that supports the location to which the employee returns:

1. Employees who are returned from OCONUS for separation under overseas agreements or for purposes of retirement; and
2. Foreign nationals who are returned to their places of residence in foreign countries for separation under employment agreements or for purposes of retirement.

061104. Agreement Violation

An employee is responsible to carry out the mission for which travel is undertaken. If an employee does not report to the designated PDS, refuses to perform the mission, or resigns, the employee must reimburse the government for all travel, transportation, and relocation expenses paid based on that service agreement including WTA and RITA. See [the JTR](#), Chapter 5, Part B, subsection B11e.

A. Allowance Determination. The appropriate finance office must determine an employee's travel, transportation, and relocation allowances. The entitlement determination must be made prior to processing the employee's separation. Travel, transportation, and relocation allowances previously furnished and/or to be furnished [are](#) computed by the activity where the violation occurred.

B. Statement of Liability or Credit. For each transportation agreement violation, the finance office must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, obligations, and credits (and an explanation of how the credits [are](#) used or applied). A copy [is](#) sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee must also be informed of the right to file a claim if he or she disagrees with the statement of liability or credit.

C. Collection. If the finance office determines that an employee is indebted to the government, the office must immediately initiate collection action.

0612 RELOCATION INCOME TAX ALLOWANCE (RITA)

061201. Allowance

The RITA is a 2-year, two-process calculation. [See the FTR, Chapter 302.](#)

A. Year One Withholding Tax Allowance (WTA). The WTA is an estimated partial payment of the final RITA payment designed to cover FITW from the PDT moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment, and is also subject to withholding. As a result, payment of WTA allows the employee to receive the same reimbursement had the withholding not been required. [Federal Insurance Contributions Act \(FICA\) deductions](#) [are](#) not reimbursed to the employee. To receive WTA, an employee must agree in writing to repay any excess WTA amount paid in year one. The agreement may be written on the settlement voucher or may be a separate statement. The statement must read as follows:

"I agree to repay any excess amount of WTA paid to me in year one and submit the required certified tax information. I understand failure to comply with this requirement will preclude payment of WTA. I also understand that the entire WTA is an excess payment if the RITA claim is not submitted within 120 days."

Compute the WTA in the following manner:

1. Determine amount of covered reimbursable expense,
2. Multiply Step 1 amount by .3333 to arrive at the WTA amount,
3. Add Step 2 amount to Step 1 amount to determine the total income subject to tax,
4. Multiply Step 3 amount by .25 to determine FITW amount. Enter this amount in the appropriate block on TD W-2, and
5. Subtract the Step 4 amount from the Step 3 amount. This result is the net payment or net income for the employee.

B. Year Two RITA. The RITA payment must be made in the calendar year following the calendar year in which WTA is paid. RITA is based on employee's gross compensation, tax filing status, and marginal tax rates. RITA reconciles WTA payments with the employee's personal tax liability. The employee must file a claim for RITA; it is not automatic. If an employee does not file for RITA in year two, he or she is liable for the additional federal income tax incurred as a result of the additional income. RITA does not cover any moving expense for which the IRS allows a deduction. In some instances, when an employee files the RITA final claim in the second year, he or she is in a lesser tax bracket because of lower earned income. If the calculation of RITA results in a negative amount, do not adjust prior year or current year income. The employee is obligated to repay this amount as a debt due to the government. A negative TD W-2 is not issued. NOTE: Year two is the calendar year in which RITA payment is made. The dollar value of the payment must appear on the employee's TD W-2 as additional income.

061202. Tax Withholding

Both WTA and RITA are subject to FITW and FICA. State and local (if applicable) tax withholding rates also must be considered in the RITA computation but are not to be withheld from the payment to the employee.

061203. Funding

RITA is a PDT allowance. Therefore, the reimbursable expenses of an employee transferred in the interest of the government must be charged against the appropriation current when valid travel orders are issued. The organization responsible for the original funding of the move also has the responsibility to secure adequate funds in order to pay the adjustment vouchers.

VOLUME 9, CHAPTER 7: “EVACUATION ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [February 2015](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Verified and updated references, updated hyperlinks and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
0701	Revised “General” section to add “Purpose” and “Authoritative Guidance” paragraphs.	Addition
ALL	This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff in accordance with Department of Defense Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case RR16016.	Addition

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CHAPTER 7

EVACUATION ALLOWANCES

*0701 GENERAL

070101. Purpose

This chapter provides general financial policy for evacuated military/uniformed member dependents and civilian employees and/or their dependents. Personnel evacuations require special handling by finance officers at the evacuation point, safe haven, and designated places. The processing of evacuees requires patience, tact, and expeditious service.

070102. Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations (JTR), Department of State (DoS) Standardized Regulations (DSSR), and Office of Personnel Management regulations codified in Title 5, Code of Federal Regulations (CFR), sections 550.401 through 550.409. The Office of the Under Secretary of Defense (Personnel and Readiness) or another designated responsible official will announce the evacuation and identify the safe haven locations.

0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders

Copies of the departure orders support evacuation advances and payments. If departure orders are not available, refer evacuees to the local personnel organization. Evacuees requiring advances will use an available automated teller machine (ATM) or electronic funds transfer (EFT) once they have departure orders. If no ATM is available or EFT cannot be used, the supporting disbursing office may use an alternate payment method.

070202. Evacuation from Foreign Locations

A. Military Member Dependents. The JTR, Chapter 6, Part A covers allowances for the dependents of uniformed personnel authorized or ordered to evacuate from locations Outside the Continental United States. Uniformed members are not evacuated; however, they may be issued orders for temporary duty (TDY) travel as required.

B. Department of Defense (DoD) Civilian Employees and/or Families. Title 5, United States Code (U.S.C.), section 5725 provides authority for transportation at government expense for an employee's dependents and household goods to a safe haven location when an evacuation is authorized or ordered. The JTR, Chapter 6, Part B, Section 3 addresses regulations governing evacuations from foreign areas. Title 5, U.S.C., § 5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's permanent duty station. See the JTR, Chapter 6, Part B,

Section 3 for an annotated extract of the [DSSR](#), Chapter 600, modified to relate to DoD civilian employees. The [DoS](#) regulations apply for evacuations from, or within, any foreign area.

070203. Evacuations in the United States (Including Evacuations During a Pandemic Health Crisis) Under Authority Cited in 5 CFR 550.401 Through 550.409

A. Authorized Management Officials. Authorized management officials must announce a safe haven when ordering an evacuation. A safe haven is defined as the area to which an employee or dependent is evacuated. In the case of a pandemic health crisis during which the agency orders employees to evacuate their worksites to perform work from home or an alternative location, the authorized management official may designate an employee's home or an alternatively mutually agreeable location (to include a location under quarantine or confinement) as a safe haven. After determination and announcement of the safe haven, and the authorized management official has provided their approval, evacuation payments may be provided to evacuated employees. Evacuation payments may not continue for more than 180 calendar days after the effective date of the evacuation order, and the order remains in effect, unless terminated earlier for failure to perform work or for one of the other reasons listed in 5 CFR 550.407.

B. Allowances for Evacuations Within the United States

1. Employees in the United States ordered to evacuate their official duty stations and perform work from their homes (or alternative locations mutually agreeable to the agency and the employees) may receive special allowance payments to offset the direct added expenses incidental to travel (e.g., travel expenses and per diem) outside the limits of their official duty station under 5 CFR 550.403.

2. Determination of special allowances is made in accordance with (IAW) 5 CFR 550.405. En route travel expenses and per diem for an evacuated employee and the transportation expenses for the dependents are as prescribed for TDY travel in the [JTR](#), [Chapter 4](#). In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee as determined IAW the [JTR](#), except that the rate for dependents under age 12 is one half of this rate. Per diem for both the employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

3. IAW 5 CFR 550.405, subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial process. Subsistence expenses are paid beginning on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis per guidance contained in 5 CFR 550.405. Payment of subsistence expenses is decreased by the applicable per-person amount for any period for which the employee is authorized regular travel per diem IAW the [JTR](#).

070204. Finance Official Guidance

The Finance Office that supports the evacuation point or safe haven area must assist any evacuated traveler with all financial matters. The assistance provided may include the following:

- A. A briefing sheet that includes the finance office's phone number(s), mailing address, and hours of operation;
- B. A description of evacuation entitlements;
- C. A listing of documentation required for advances and payments. Advise the dependents to submit a photocopy of the front and back of the identification (ID) card with each claim submission; and
- D. [Information](#) on when, where, and how to submit claims for advances and payments. If problems are encountered, then the finance office should contact the appropriate DoD Component.

070205. Claims

All claims for payment of evacuation allowances should be submitted to the appropriate supporting DoD component. The supporting finance office must assist evacuees with claim preparation. Each evacuee must be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim, from any or all Government agencies, must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments [IAW the JTR](#), paragraph 1030. Initial evacuation advance payments usually are mass evacuation payments. Finance offices are encouraged to use Department of Defense [\(DD\) Form 1351-6](#), Multiple Payments List, as a supplement to [DD Form 1351-2](#), Travel Voucher or Subvoucher, to expedite payments. This alternative payment method does not lessen the need for proper documentation. Payments to dependents must be made only upon presentation of a [valid travel order issued by competent authority](#).

0703 ID OF EVACUEES

070301. [ID](#) Available

DD Form 1173, United States Uniformed Services ID and Privilege Cards; DD Form 2750, Senior Executive Service ID Card; DD Form 2765, ID and Privilege Card; DD Form 2764, Civilian Geneva Convention Card; passports; or other forms of picture ID are sufficient to pay evacuees.

070302. ID Not Available

If the evacuee has no picture ID whatsoever, then two witnesses may vouch for the evacuee. Each witness must sign a statement as to the ID of the evacuee. Each witness must show ID indicated in paragraph 070301 and provide their permanent address. The lack of adequate ID delays service to any evacuee. Every effort must be made, however, to accommodate the evacuee.

VOLUME 9, CHAPTER 8: “PROCESSING TRAVEL CLAIMS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue and underlined font](#).

The previous version dated [July 2014](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks. Formatted to comply with SOP/administrative instruction.	Revision
0801	Revised General section to add “Purpose” and “Authoritative Guidance” paragraphs.	Addition
0802	Added Section for “Additional Guidance” and renumbered subsequent sections and paragraphs throughout the remainder of the chapter.	Addition
080401.H Policy Memo	Incorporated the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) memorandum dated March 6, 2015, titled, “Prohibition Against Travelers Requesting Reimbursement for Travel Expenses of Others”. Cancelled the OUSD(C) memorandum.	Addition
080604.A	Added statement that claims for the Funeral Honors Duty Allowance (FHDA) \$50.00 stipend authorized in Volume 7A, Chapter 58, and Volume 7B, Chapter 22, are not Travel allowances and must be submitted to and paid through the appropriate Military Pay office.	Addition
080611	Incorporated Volume 9, Chapter 09, Coast Guard guidance into Chapter 08, and cancelled/archived Chapter 09.	Addition
All	This publication has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with Department of Defense Directive (DoDD) 5154.31, Volume 5, dated October 8, 2015, as PDTATAC Case RR15018. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Addition

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CHAPTER 8

PROCESSING TRAVEL CLAIMS***0801 GENERAL**

080101. Purpose

This chapter provides general policy to travelers for the preparation, submission, and processing of travel claims for electronic submission through the Defense Travel System (DTS) and for Permanent Duty Travel (PDT) and Temporary Duty Travel (TDY) forms for hard-copy submission.

080102. Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations (JTR), the Federal Travel Regulation (FTR), and the Department of Defense Financial Management Regulation (DoD FMR). It does not include every condition in which the JTR either authorizes or limits travel and transportation allowances. Information contained in this volume does not supersede the JTR.

***0802 ADDITIONAL GUIDANCE**

080201. Disbursing Officer and Certifying Official Responsibilities

The disbursing officer (DO) is accountable for all travel payments and the DO's responsibilities are in Volume 5, Chapter 2. The certifying officer is responsible for the accuracy and propriety of payments to include ensuring that travel statements and claims are accurate and properly supported (see Volume 5, Chapter 5). Additionally, the disbursing office is responsible for ensuring that random audits are conducted.

080202. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within DoD. Supervisors may authorize alternate methods of payment in limited situations in which the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement, which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, must be available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by indicating the amount of money from the settlement sent to the card contractor.

080203. Adjustments of \$10 or Less

The DO must pay the traveler all amounts due on the original settlement claim. The DO, however, is not required to make collections of \$10 or less on a final settlement or on an

overpayment of \$10 or less that [the DO](#) subsequently [detects](#). Conversely, [the DO must process](#) supplemental payments for \$10 or less only when specifically requested by the traveler.

080204. Over Advances

If upon settlement of the travel claim the DO determines that a traveler received an excessive travel advance greater than \$10, the official must forward a letter of indebtedness and give the traveler an opportunity to immediately repay the excess advance. If immediate payment is not made, initiate collection action as required in accordance with Volume 8, Chapter 8, paragraph [080602](#), Volume 5, Chapter 28, or [Volume 7A, Chapter 50, subparagraph 500104.A](#).

080205. Overpayments

If [the DO detects](#) an overpayment greater than \$10, the DO must forward a letter of indebtedness to the traveler that requests remittance. The traveler is required to pay the indebtedness within 30 calendar days after the date of notification; otherwise, [initiate collection action](#) as outlined in Volume 8, Chapter 8, paragraph [080602](#), Volume 5, Chapter 28, or [Volume 7A, Chapter 50, subparagraph 500104.A](#).

080206. Income Taxation of Reimbursable Temporary Duty (TDY) Allowances

A civilian employee who performs a TDY assignment at one location for more than a year is considered by the Internal Revenue Service (IRS) to be permanent and any reimbursement (e.g., per diem) is considered taxable income (see 26 United States Code (U.S.C). [section 162\(a\)](#) and [Internal Revenue Ruling 99-7](#)). [The IRS may consider](#) a TDY assignment at one location for less than a year to be permanent, depending upon the specific criteria. Travel Authorizing Officials (AOs) must determine, in accordance with (IAW) JTR, Chapter 2, Part C, par. 2230-A, that the assignment is not a Temporary Change of Station (TCS) or a Permanent Change of Station (PCS) move before authorizing a long term TDY assignment away from the permanent duty station (PDS) for more than 180 days. When TDY reimbursements are taxable income, [the travel office must compute](#) all applicable taxes deducted from the travelers claim(s), and [issue](#) an IRS Form W-2, Wage and Tax Statement, to the traveler. The IRS W-2's must include income and the tax deducted amounts. Employees who perform long-term TDY assignments for which TDY allowances are taxable are also authorized an Income Tax Reimbursement Allowance (ITRA) IAW JTR, [par. 4970](#). At a minimum, travelers will submit a Department of Defense (DD) Form 1351-2, Travel Voucher or Subvoucher, a copy of their travel orders, and the W-2 issued from the travel settlement office to claim the ITRA. Note: [The traveler must submit](#) travel claims involving taxable TDY allowances on a DD 1351-2 to the appropriate travel settlement office. DTS does not compute claims involving income taxes; [do not use DTS](#) in these instances.

0803 FORMS

Travelers, in conjunction with official travel [may use the following forms](#):

<u>DD Form 730</u>	Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets
<u>DD 788</u>	Private Vehicle Shipping Document for Automobile
<u>DD 1351</u>	Travel Voucher NOTE: Multiple use form.
<u>DD 1351-2</u>	Travel Voucher or Subvoucher NOTE: Used to claim PDT/TDY travel allowances for official travel performed, including dependents' travel and other PDT allowances.
<u>DD 1351-2C</u>	Travel Voucher or Subvoucher Continuation Sheet NOTE: Used when the DD 1351-2 does not provide sufficient space.
<u>DD 1351-3</u>	Statement of Actual Expenses NOTE: Used to claim actual subsistence expenses when the traveler performs TDY on an actual expense basis.
<u>DD 1351-5</u>	Government Quarters And/Or Mess
<u>DD 1351-6</u>	Multiple Travel Payment List NOTE: Used to make multiple payments for travel and TDY performed under like conditions and circumstances.
<u>DD 1610</u>	Request and Authorization for TDY Travel of DoD Personnel NOTE: Used to support travel claim payments.
<u>DD 1614</u>	Request and Authorization for DoD Civilian Permanent Duty Travel NOTE: Used to support PDT travel payments.
<u>DD 1705</u>	Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses
<u>DD 2278</u>	Application for Do-It-Yourself Move and Counseling Checklist

<u>DD 2461</u>	Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees
<u>DD 2912</u>	Claim for Temporary Quarters Subsistence Expense (TQSE)
<u>Optional Form (OF) 1164</u>	Claim for Reimbursement for Expenditures on Official Business NOTE: Used to claim reimbursement for expenses incurred for recruiting duty and expenses incurred within and around a PDS station.
<u>Standard Form (SF) 1199A</u>	Direct Deposit Sign-Up Form

0804 CLAIM PREPARATION

080401. Completion

The traveler is responsible for preparing their DD 1351-2 to claim reimbursement for official travel. Even when someone else prepares the claim, the traveler remains responsible for the truth and accuracy of the information. When the traveler or a legally appointed designee signs the form, the traveler attests that the statements are true and complete and that the traveler is aware of the liability for filing a false claim. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms.

A. General. Travelers must use the DD 1351-2 to submit travel claims requesting reimbursement for expenses incurred while on official travel. The claim is prepared and submitted, with required attachments and approvals, to their servicing travel computation office. The traveler must carefully review expenses claimed on the DD 1351-2 and sign the original claim. Electronic certifications (digital signatures) may be submitted and accepted for payment on a travel claim, in addition to those signed in ink, only if all of the requirements listed in, Volume 5, Chapter 1, subparagraph 010305.C, are met.

B. Erasures and Alterations. **The traveler must initial** erasures and alterations on totals of reimbursement claims. **The person who issued or signed the receipt must initial alterations**, such as erasures and alterations in totals on receipts.

C. Leave of Absence. When **the traveler takes** leave while in a travel status or at the TDY point(s), **the traveler must show the** number of hours, type of leave, and dates for civilian employees, or dates for military members, on the reimbursement claim along with the scheduled hours of duty if **the traveler takes** leave of absence.

D. Return to PDS or Home on Non-workdays. If return to the PDS or home from which the traveler commutes daily to the PDS occurs over a weekend or on any non-workday, the following information must be entered on the claim:

1. Date of arrival at PDS (or home);
2. Roundtrip ticket cost or roundtrip distance traveled by privately owned conveyance (POC); and
3. Date of return to TDY location.

NOTE: Per diem is not payable for time spent at the PDS or home.

E. Travel by POC. When travel is by POC, **the traveler must show the points between which the traveler performs** travel on the travel claim. **The traveler must explain any unusual conditions or circumstances that may affect allowances on the settlement claim, or attached on a separate sheet as supporting documentation.** When two travelers on official duty ride together in the same POC, the travelers must identify the name of the owner-operator of the POC and the name of the passenger, along with the name of the department or agency **for whom** they work. IAW JTR, Chapter 4, Part G, **par. 4725**, the traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance. A traveler not responsible for POC operating expenses (ordinarily a passenger) is not authorized TDY mileage.

F. Travel by Special Conveyance. Use of a special conveyance, under the provisions of JTR, **par. 3320**, requires a determination of advantage to the government before **allowing** reimbursement. This authorization must be in the orders. Otherwise, approval is indicated by a statement signed by an appropriate approving official to the effect that **a** local public carrier (taxicab or other conveyance) used for official business is approved as the transportation mode most advantageous to the government. The use of taxicabs between home or hotel and transportation terminals is a usual item of reimbursable expense. Such usual items must be stated on the claim and do not require special authorization or approval.

G. Foreign Currency. IAW JTR, **par. 2830-G**, a traveler who pays with a credit card for Outside the **Continental** United States (OCONUS) expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. **Travelers may use the** currency exchange rate at which the credit card **vendor settles the credit card** bill to determine OCONUS expenses charged to the card. Travelers must report reimbursable expenditures in the foreign currency of the country actually paid. To receive proper reimbursement, the traveler must report the following information on their travel claim: The amount of the expense in foreign currency; the exchange rate on the day the item was purchased in cash, or, the exchange rate at which the credit card was billed if paid with a credit card; and the bank commission(s) charged for conversion of U.S. dollars to foreign currency. **The traveler must show the** rates of conversion and the commission(s) charged. If the **traveler does not show the** conversion rate(s), the activity settling the claim must use an appropriate exchange rate for the date

the expense was paid. Note: Travelers are not authorized reimbursement for losses, and are not liable for [repayment to the Government for gains](#), resulting from currency conversions.

* H. [Reimbursements for Other Travelers Expenses](#). Reimbursements to travelers that pay for other traveler's expenses are strictly forbidden. Travelers are only reimbursed for expenses, which they themselves incur, and not for expenses incurred by, or on behalf of, any other Government personnel. Approving Officials, Authorizing Officials, and Certifying Officers must deny approval of all travel claims in which travel expenses of other personnel are claimed. Approval of this type of claim will subject Approving Officials, Authorizing Officials, and Certifying Officers to potential pecuniary liability (see Chapter 5, paragraph 050201 for information on pecuniary liabilities of Departmental Accountable Officials).

I. [Items Denied Reimbursements](#). The travel computation office must deny [claims](#) for items in vouchers that are not reimbursable under this volume and the JTR, or not properly supported by receipts where required. The claimant must be notified and informed of the reason(s) and required corrective action, if any. [If the traveler later reclaims these items, the traveler must itemize them](#) in a subsequent regular or supplemental claim and supported by the original or copy of the denial notice.

J. [Supporting Documents](#). In addition to expense statements or other declarations, when required, support the claim by including the following documents.

1. [Travel Orders](#). Travel orders and issued amendments to the claim for TDY and two copies for PDT.

2. [Government-Procured Transportation Documents](#). Memorandum copies of transportation request documents.

3. [Unused Government-Procured Transportation Documents](#). The traveler obtains receipts for the unused portion of travel when [they return](#) the unused portion of the ticket to a Transportation Officer (TO). This is not applicable to the Navy.

4. [Statements for Common Carrier Reimbursement](#). When a traveler claims reimbursement for common carrier transportation paid by cash, the following statement must be included on the claim: "I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described herein."

5. [Unused Tickets](#). When itineraries are changed or trips are canceled after tickets have been issued to the traveler, the traveler must write and initial a statement on the travel claim that all tickets have either been used for official purposes, and/or all unused tickets, or portions thereof, have been properly accounted for and turned in to the TO or commercial travel office (CTO). [The traveler must attach receipts](#) issued by TO/CTO for unused tickets to the travel settlement claim.

6. Actual Expense Authorization (AEA). When AEA is authorized or approved in connection with TDY and the travel order **does not reflect it, the traveler must attach** three copies of the AEA to the claim.

080402. Itinerary

Claims must contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and any type of leave taken and the periods the leave is used. On claims for TDY travel, the first entry must be the traveler's residence or office, as applicable, except for an aircrew traveler (see JTR, [par. 2255-A, Table 2D-1](#)) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims must be the last PDS. **The traveler does not need to list travel** from the residence or office to a carrier terminal in the itinerary; the **traveler claims the** mileage or taxi as a reimbursable expense. This also applies to travel from a carrier terminal to the place of lodging or TDY site. The claimant must list the dates of departure from and arrival at a port of embarkation/port of debarkation.

080403. Reimbursable Expenses

The traveler must enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense from the room charge and **the traveler must claim it** separately on the travel claim for travel within **Continental United States (CONUS)** and non-foreign OCONUS areas. **Travelers may find information** regarding specific State exemptions for lodging taxes at [GSA-Smartpay State Tax Letters](#).

080404. Recruiting Expenses

Recruiters must claim reimbursement using the SF 1164.

080405. Other Instructions

A. The traveler must attach all lodging receipts regardless of amount and any other receipts for expenses of \$75 or more to the claim. **The traveler must furnish a statement explaining the circumstances** if a receipt is impracticable to obtain or it has been inadvertently lost/destroyed.

B. Travelers must receive 75 percent of the meals and incidental expense rate for the first and on the last day of travel. Per diem for all official TDY travel must be computed under the 'Lodging Plus' method except when authorized IAW JTR, Chapter 4, [par. 4130-B2](#).

0805 RESPONSIBILITIES

080501. Authorizing Official (AO)

Refer to Chapter 5, Section 0502 for additional AO responsibilities.

A. Reviewing Travel Claims. The AO confirms the authorized travel and must ensure the following when reviewing and signing travel claims:

1. The traveler properly prepared the claim using ink or computer-generated forms;
2. All amounts claimed are accurate;
3. The traveler attached required orders, receipts, statements, and justifications to the travel claim;
4. All expenses claimed are authorized and allowable;
5. Any deviation from the travel order is in the government's best interest;
6. Claimed items requiring approval after the fact, but not approved in the order, were necessary in the conduct of official business;
7. Reimbursement, as appropriate, is approved (in whole or in part) or reimbursement is revised;
8. The claim is on an original travel voucher with an original/electronic signature and date;
9. Advance and partial payments are annotated, or "NONE" is entered in block 10 of the DD 1351-2; and
10. When the traveler used foreign currency for reimbursable expenses, the appropriate blocks of the DD 1351-2 must include the expense both in foreign currency and U.S. dollars, the exchange rate, and commission charges for the foreign currency at the time of the transaction.

B. Approving Items. Before an AO may approve an item involving use of a transportation mode not authorized in a travel order, the traveler must explain the necessity for that mode on the claim. When a traveler claims POC expense under orders that authorize travel by common carrier or government vehicle, and a travel-approving official does not determine that such use is in the government's best interest, reimbursement is limited per JTR, [pars. 4730-B, and 4735](#). An AO also may approve:

1. Excess accompanied baggage expenses;
2. Communications and other miscellaneous expenses;
3. Minor deviations in TDY duration or location;

4. Per diem, if the per diem amount was unintentionally omitted from a travel order; and

5. Additional travel expenses incurred by an employee with a disability or special needs (see JTR, [par. 7815-F](#)).

C. Items Requiring Advance Authorization. The following require advance authorization and may not be approved on the claim after the fact:

1. Use of reduced fares for group or charter arrangements;
2. Payment of a reduced rate of per diem for subsistence expenses;
3. Acceptance of payment from a nonfederal source for travel expenses; and
4. Travel expenses related to attendance at a conference.

080502. Review of Travel Claims

An AO or supervisor that has knowledge of the purpose and conditions of the travel claim prepared by the traveler conducts the review of the claim by ensuring that:

- A. The claim is properly prepared;
 1. The [traveler used the](#) correct travel claim forms (printed in ink, computer-generated or typewritten form).
 2. The claim is on an original travel voucher with an original/electronic signature and date.
 3. [The traveler annotates any](#) advances or partial payments authorized on the travel claim or “NONE” in the appropriate block.
 4. When foreign currency is used while traveling on official business, the traveler includes the expense in both foreign currency and U.S. dollars, indicating the exchange rate and commission charges for the foreign currency at the time of the transaction if paid with cash, or the rate at which the credit card bill was settled if paid with a credit card.

B. The amounts claimed are accurate and reasonable;

C. The [traveler attached the](#) required orders authorizing the travel, receipts, statements, and any justifications to the travel claim; Note: For the definition of what constitutes a valid receipt, see Volume 9, Definitions;

1. The traveler has submitted original lodging receipts regardless of the dollar amount.

2. The traveler has submitted receipts for all single items of expense that exceed \$75.

D. The claimed expenses were authorized and allowable, and that any deviations from the authorized travel were in the best interest of the government; and

E. The AO or supervisor has reviewed, signed, and dated all travel claims and forwarded them to the travel office for computation.

080503. Travel Computation Office

Refer to Chapter 5, subparagraph 050201.G for the travel computation office's responsibilities.

080504. Traveler

Refer to Chapter 5, subparagraph 050201.J for the traveler's responsibilities.

0806 SUBMISSION OF TRAVEL CLAIMS

080601. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims

The traveler must submit all claims within five working days of return to or arrival at the PDS. In cases of extended TDY (over 45 days), and reservists on Annual Training, Active Duty Training, or Inactive Duty Training that is known to be greater than 45 days, the traveler must submit a claim for each 30-day period. The traveler must submit the claim within five working days after each 30-day period.

080602. Local Travel at Permanent Duty Station (PDS)

A. General. The traveler must submit claims for reimbursement of expenditures for official business using the SF 1164. This form is used for such expenses as taxicabs, public carriers, or POCs while transacting official business in the locality of the PDS. The traveler must submit claims as soon as practical after expense has occurred. Travelers may submit claims for each individual trip or by combining recurring trips on one claim. The SF 1164 is not used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

B. Claim Submission. The SF 1164 must identify the date, point of origin and destination, and the amount of fare and tips or distance for each trip. The traveler need not complete the point of origin column, when the point of destination of one trip is identical to the point of origin of the next trip. When the traveler claims identical trips on a voucher, only the first trip must show the points of origin, destination, and date for the trip. Subsequent trips may be

annotated with a statement such as “Same trip made on date(s).” Unless required by local authority, it is not necessary to compute mileage reimbursement for each trip. The traveler may add the “number of miles” in column (Block 6(e)) and the total multiplied by the mileage rate. The claimant must sign the form and must submit as provided in applicable Component policy.

080603. Nonmedical Attendants

A. Nonmedical Attendant for Specialty Care Over 100 Miles. If a patient meets the travel requirements in JTR, par. 7095-A, roundtrip transportation and travel expenses for one necessary attendant are authorized. The attendant must be a parent, guardian, or another adult member of the patient’s family who is at least 21 years of age. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses prescribed as follows (see JTR, par. 7100):

1. Military Member as Attendant. A member who is a family member, and ordered to be an attendant, is authorized TDY travel and transportation allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee who is a family member, and assigned as an attendant, is authorized the TDY travel and transportation allowances prescribed in regulations issued by the employee’s agency or department funding the travel.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is at least 21 years of age and a family member, who is designated to travel as an attendant, is issued an Invitational Travel Authorization (ITA) or be included in the patient’s travel order and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in JTR, pars. 7095-C and 7095-D. NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot be paid mileage when traveling by POC.).

B. Claims. The traveler must submit claims for reimbursement of expenditures for military members/civilian employee attendants using the DD 1351-2. Travelers must submit claims for reimbursement of expenditures for other persons as an attendant using the SF 1164 when they do not incur overnight lodging and/or meals. When travelers incur overnight lodging and/or meals, the traveler must file the claim on a DD 1351-2. The SF 1164 form may be used for such expenses as occasional meals, taxicabs, public carriers, or POCs while performing as an attendant for specialty care patients referred to a specialty care provider more than 100 miles away. The traveler must submit the claims to the Primary Care Manager (PCM) as soon as practical after they incur the expense.

C. Claim Submission. The SF 1164 must identify the date, point of origin and destination, and the actual expense to perform as a nonmedical attendant for specialty care patients. The traveler must submit the claim to the PCM for approval. A mileage allowance is paid when a POC is used and reimbursement is authorized for parking, ferry fares, and road/bridge/tunnel tolls. The traveler must use a DD 1351-2 for reimbursement for actual cost of lodging and meals up to

the per diem rate prescribed for the area concerned. Reimbursement is only for expenses specifically authorized in JTR, [par. 7095-D](#). [The traveler is not authorized other](#) expenses contained in JTR, Appendix G.

D. Nonmedical Attendant for Very Seriously and Seriously Wounded, Ill, or Injured Member. A nonmedical attendant of a member may be provided transportation and per diem as described in and determined by appropriate authority under JTR, [par. 7205](#). NOTE: Cadets/midshipmen are not eligible for nonmedical attendant allowances. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows:

1. Military Member as Attendant. The member is authorized TDY travel and travel allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel.

3. Other Person as Attendant. [An ITA must be issued](#) to a person other than a military member or U.S. Government civilian employee designated to travel as an attendant. This person is authorized reimbursement of travel allowances as prescribed in JTR, [pars. 7205-D, 7205-E, and 7205-F](#).

E. Claims. [Submit claims](#) for reimbursement of expenditures for military members/civilian employee attendants using the DD 1351-2. [Submit claims](#) for reimbursement of expenditures for other persons as an attendant using the SF 1164 when [they do not incur](#) overnight lodging and/or per diem. When [travelers incur](#) overnight lodging and/or per diem, the [traveler must file the](#) claim must on a DD 1351-2.

F. Claim Submission. The SF 1164 must identify the date, point of origin and destination. The [traveler must use the](#) DD 1351-2 for reimbursement for per diem.

* 080604. Travel and Transportation for Funeral Honors Detail

A. General. [Claims for the Funeral Honors Duty Allowance \(FHDA\) \\$50.00 stipend authorized in Volume 7A, Chapter 58, and Volume 7B, Chapter 22, are not travel allowances and must be submitted to and paid through the appropriate Military Pay office.](#)

1. Military Members

a. Must use the SF 1164 for reimbursement of expenditures for funeral honors detail when [they do not incur](#) overnight lodging and/or per diem.

b. Must use the DD 1351-2 when [they incur](#) overnight lodging and/or per diem. Authorized allowances for military members performing funeral honors duty are contained in the JTR, [par. 7385](#). Reserve Component (RC) members performing funeral honors

duty at a location 50 or more miles from the member's residence are authorized TDY travel and transportation allowances contained in the JTR, Chapters 3 and 4.

2. Individuals Not Employed by the Government

a. Must use the SF 1164 for reimbursement for expenditures for funeral honors detail when **they do not incur** overnight lodging and/or per diem.

b. Must use an ITA and the DD 1351-2 when **they incur** overnight lodging and/or per diem. Entitlements for individuals not employed by the government performing funeral honors detail are contained in the JTR, Appendix E, Part 1, **par. C7**.

B. **Claim Submission.** The SF 1164 or DD 1351-2 must identify the date, point of origin and destination, and the actual expense to perform the Funeral Honors Detail. The **traveler submits the** claim to the military unit augmented for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses is limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The **traveler must use an ITA** for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursements **may be authorized and approved** for miscellaneous expenses contained in JTR, Appendix G.

080605. Separatees or Retirees-Members

A. **General.** A separated or retired member who has not received an advance must forward the claim to the disbursing office responsible for that person's pay accounts prior to separation or retirement. **The DO must pay all** claims submitted within one year of separation or retirement. The disbursing office that supports U.S. Marine Corps separatees or retirees must pay all claims submitted within 60 days of the month of separation or retirement. **Claims received** after the stated time periods for filing must be forwarded to the following designated Service address:

Army: Indianapolis Operations
Department 3700
8899 East 56th Street
Indianapolis, IN 46249-3700

Navy: Personnel Support Detachment (PSD) or
servicing DO at separatee's or retiree's
separation point

Air Force: Member's last servicing
Financial Services Office (FSO)

Marine Corps: Member's last servicing
Finance/Disbursing Office (FO/DO)

1. **Officers.** Travel allowances payable to a separating or retiring officer must be used to offset indebtedness to the government when paid as an advance or

settlement.

2. Enlisted Personnel. Travel allowances payable in advance to separating or retiring enlisted personnel for personal travel home may not be used to offset any debts to the government. Travel allowances payable to enlisted members after they have returned home must be withheld and applied against their debts.

3. Dependents and Household Goods Claims. Advances and settlements of dependent travel allowances and household goods entitlements must be withheld and applied to indebtedness to the government.

B. Travel to Specialty Care over 100 Miles. When a retired member with a combat-related disability, who is not a TRICARE Prime enrollee, is referred by a primary care provider for follow-on specialty care, services, and supplies, for that particular disability, more than 100 miles from the primary care provider's office, the patient must be reimbursed for reasonable travel expenses (see JTR, [par. 7095-A2](#)).

080606. Deceased and Next of Kin

A. Attendance at a Deceased Member's Memorial Ceremony. In addition to round trip travel and transportation allowances to attend burial ceremonies, an eligible family member as described in JTR, [par. 7260-A5](#) may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service, if that memorial service, for a deceased member who dies while on active duty, occurs at a location other than the burial ceremony location, as provided in JTR, [par. 7260-A5](#). Note: the families of cadets/midshipmen are not eligible for this transportation.

1. Claims. [ITA's must be issued](#) to eligible family members attending a memorial service. Travel and transportation allowances for attendance at a memorial service are contained in JTR, [par. 7260-A5](#). [The traveler must complete this trip](#) within 2 years following the member's death, unless the Service Secretary waives the time limitation.

2. Claim Submission. [The traveler must use](#) an SF 1164 for reimbursement of expenditures when [they do not incur](#) overnight lodging and/or per diem. The SF 1164 must identify the date(s), point of origin and destination, and the actual expense in attending the memorial service. [The traveler must use a DD 1351-2 when they incur](#) overnight lodging and/or per diem.

B. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of the travel claim for the travel of the deceased member. The finance official computes and forwards all claims to the supporting Defense Finance and Accounting Service (DFAS)/Service Site (see subparagraph 080606.D for address) for payment or collection. For deceased employees, the surviving spouse or legal representative, the executor, or administrator [must sign any outstanding](#)

travel claims. The travel office computes these claims locally and forwards them to the civilian payroll office for inclusion in the death claim payment.

C. Claims for Dependents of Deceased Members. Two copies of a DD 1300, Department of Defense Report of Casualty, support travel performed under the provisions of JTR, par. 7255.

1. If the claim is for travel to a member's home of record, as shown on DD 1300, no further documentation is required.

2. If the claim is for travel to the official residence of a relative, the claimant must furnish a statement to that effect showing the name and relationship of the person to whose residence they traveled.

D. Forward these claims to the following applicable address:

Army: DFAS-Indianapolis Site
Director, Military Pay
ATTN: DFAS-IN/FJECB
8899 East 56th Street
Indianapolis, IN 46249-0885

Navy: DFAS-Cleveland Site
Federal Office Bldg
1240 East 9th Street
Cleveland, OH 44199-2055

Air Force: Member's last servicing
Financial Services Office (FSO)

U.S. Marine Corps: FO/DO responsible for the deceased Marine

080607. Travel Under Classified Orders

If classification of a TDY order is necessary, classify, mark, and handle the special order according to the applicable DoD Component security regulation.

A. Statement Substitute. The approving official may withdraw such orders and substitute the following certificate:

"I certify that the travel upon which allowances on this voucher are claimed was authorized by SECRET (or CONFIDENTIAL) travel orders issued on (date); the travel so ordered was performed; that where travel by private conveyance is involved, the official distance so covered is as stated on the claim; that where per diem is involved, the days and times of departure are as stated; that no government quarters or meals were furnished except as stated thereon; the transportation mode and basis for reimbursement are correct; the time for which reimbursement is

claimed was the minimum necessary; and I have shown or mailed to the paying disbursing official a copy of the travel orders upon which the voucher is based.”

B. Voucher Support. Distribute classified orders **only** to persons who have the proper clearance and who require a copy of the order. **An unclassified extract from a classified order may be used** to support the payment voucher **if it** furnishes enough information. This permits filing an unclassified travel claim. For classified locations, the traveler must indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth. **The DO must pay the claim if they** can apply the per diem rate. If, however, the disbursing official does not have knowledge of the location or the traveler insists on not showing the location, process the travel claim and documentation per Service instructions.

080608. Special Approval Required for Payment

When special approval is required for payment of a claim covering travel performed under the following specified circumstances, the commanding officer or an individual specifically designated to act for and in the employee’s behalf on such claims **must administratively approve the claim presented for reimbursement of expenses**. **The traveler must attach a statement** of facts justifying the approval action to the reimbursement claim. Special approval is required for the following forms of travel:

A. TDY Travel. **When a traveler performs official** travel without a prior authorization, **special approval is required**. This does not include situations where the **AO/Ordering Official issues** verbal orders and confirmatory orders **are** prepared. **The official who ordinarily would have requested travel authority for the traveler must prepare a** statement of facts pertaining to the circumstances requiring the travel and the reason **for not obtaining** prior authorization.

B. PDT Travel. Special approval **is** required when the order-issuing proponent does not authorize travel and transportation at government expense in a PDT, reassignment, or transfer of a member or employee, but such PDT, reassignment, or transfer is later determined to be in the government’s best interest, **and the commanding officer desires to reimburse** the traveler for expenses incurred for travel and transportation. The civilian personnel officer or the Service order-issuing proponent **must present the facts and circumstance in such cases**, through available records and investigation, to the commanding officer with advice as to the pertinent policy. This procedure also may be applied to similar situations involving payment of travel and transportation expenses to first duty station.

080609. Multiple Payment Procedures in Connection With Sea Trial Trips

When more than one traveler participates in sea trial trips at the same time, between the same points, and the same accounting data is chargeable, **submit** a travel on a DD 1351-6, Multiple Payments List, to cover the entire group. **Enter the** notation “See Attached” in the appropriate blocks for the claimant’s name and the certifying official. **A DD 1351-2 must support the claim**.

080610. Navy Oceanographic Office

The disbursing office of the ship pays travel claims of employees of the Navy Oceanographic Office for travel aboard survey ships if presented for payment before completion of travel. The disbursing office of the traveler's duty station pays travel claims filed after return to the traveler's duty station.

* 080611. U.S. Coast Guard

A. U.S. Coast Guard Travel Using DoD Appropriations. Coast Guard members who travel on orders citing DoD appropriations should file travel claims the same as active-duty DoD members using the procedures applicable at the disbursing office of the unit whose funds are involved. Disbursing offices shall settle these vouchers like those of any other member. If any excess travel time is involved, then forward a copy of the settlement voucher to:

Commanding Officer (TVL)
U.S. Coast Guard Pay and Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

B. U.S. Coast Guard Travel on Other Than DoD Appropriations. When a Coast Guard member requests a travel advance or settlement payment on orders citing other than a DoD appropriation, the disbursing officer may provide payment and seek reimbursement from:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

080612. Travel and Living Allowance (T&LA) for International Military Students and Guest Instructors

International Military Students and Guest instructors who are paid T&LA, as defined in Chapter 10 of Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, Security Assistance Management Manual, must submit travel claims along with copies of their travel orders/authorization and required receipts for reimbursement to the appropriate travel settlement office (see [DSCA Manual, Chapter 10, Section C10.13](#)).

0807 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080701. Collections

The employee is billed in writing with a demand for payment. If the employee does not remit payment, the DO must initiate collection through salary deductions, set-off from final salary and allowances, lump-sum leave payment, the employee's retirement account, or other amounts due the employee in accordance with controlling debt collection regulations.

080702. Uncollectible Cases

If the actions prescribed in subparagraph 080701 do not result in full reimbursement to the government, forward a record of all collection efforts and transactions to the same office as for an agreement violation claim in Chapter 6, subparagraph 061104, except for delinquent indebtedness cases of former civilian employees of the Military Services. Forward debts for former civilian employees of the Military Services to:

DFAS-IN/Debt and Claims
 Department 3300
 8899 East 56th Street
 Indianapolis, IN 46249-3300

0808 ADVANCE DECISIONS, DOUBTFUL CLAIMS AND RECLAIM/RECONSIDERATION REQUESTS

080801. Request for Advance Decision

A DoD DO or certifying officer may request an advance decision on any questionable claim presented for payment. Additionally, accountable officials and others with final responsibility for adjudicating claims may request advance decision on doubtful claims (claims involving doubtful questions of law or fact) prior to preparation or presentation of a claim. The request must be prepared and submitted as required in Volume 5, Chapter 12. Submit the original request package and two copies to the DFAS-Indianapolis office through the supporting DFAS site for the DoD Component that funds the travel order. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request through the PDTATAC.

Army, Marine Corps, Navy, and all Defense Agencies	DFAS-Indianapolis Center Travel Functional Area ATTN: DFAS-JJFT/IN (Travel Procedures) 8899 East 56 th Street Indianapolis, IN 46249
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Air Force	Member's last servicing Financial Services Office (FSO)
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A. Amounts Over \$250. The supporting DFAS site must review each request and contact the DO to resolve any questions. Requests for amounts over \$250 require advance decisions by the Defense Department Office of Hearing and Appeals (DOHA) for Service members and the Civilian Board of Contract Appeals (CBCA) for DoD civilian employees. [Forward all](#) requests for advance decisions through the General Counsel of the requesting Component or the DFAS to the General Counsel, DoD, before referral to any authorized official outside the Department of Defense (see Volume 5, Chapter 12, subparagraph 120301).

B. Amounts Under \$250. If the advance decision request is for \$250 or less, the General Counsel, DoD, may refer the request to the General Counsel, DFAS. The General Counsel, DFAS must review the request and issue an advance decision (see [DoD Instruction 1340.21](#), Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests, Enclosure 8, paragraph E8.5.3.).

080802. Reconsideration Requests and Reclaims

When the travel office makes a decision concerning an allowance determination that the traveler [disagrees with](#), that [travel](#) office must issue the traveler a written explanation and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation of the DO, the DO must assist with the resubmission of the claim. To have a claim reconsidered (see exceptions in paragraph 080804), send:

- A. A copy of the claim;
- B. A letter of explanation from the traveler;
- C. An endorsement from the approving officer; and
- D. A letter of position from the travel computation office, through the major Command, to the appropriate DFAS site.

The DFAS site must respond to the DO or traveler. If the traveler does not accept the decision, the [DFAS site may forward](#) the claim as a reclaim or appeal to DOHA or the CBCA. A reclaim or appeal is forwarded because the claimant is unwilling to accept the decision, and not because the travel office or accountable official has doubts as to whether the claim should be paid. The travel office or accountable official forwards such claims through the appropriate DFAS site to DOHA for Service members and the CBCA for DoD civilian employees.

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

Civilian Board of Contract Appeals
ATTN: Clerk of the Board
1800 F Street, NW.
Washington, DC 20405

080803. Waivers

Travelers or Components must submit waiver requests resulting from erroneous travel payments and transportation allowances to the DFAS-Indianapolis site.

080804. Unions and Third-Party Review

When covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the [CBCA](#), nor [the DOHA](#), has jurisdiction over the [claimants](#) claim unless the matter of travel claims [is](#) explicitly excluded from grievance under the collective bargaining agreement.

0809 CLAIM FOR LATE PAYMENT FEE

The DoD policy for implementation of the Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264), which governs the claim for late payment fees for late processing of a traveler's travel claim, is contained in the [DoD TTRA Policy Statement](#).

080901. Submission of Travel Claim

Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. [The disbursing office pays](#) the travel claim within 30 calendar days after [the claim is signed and dated as received by the supervisor/approving official](#). The supervisor/approving official or the travel computation office has seven calendar days to notify the traveler if the travel claim is not proper or complete for payment.

080902. Late Payment Fee and Charges

[If the disbursing office does not pay](#) a travel claim within 30 [calendar](#) days after it is received by the office [with responsibility to approve](#) the claim, that office may be required to pay a late payment fee. This fee is payable, using the Prompt Payment Act interest rate, beginning on the 31st day after the submission of a proper travel claim and ending on the date that the government [disburses the payment](#). The only exception is that no payments are required for amounts less than \$1.00. Interest payment funding instructions are located in Volume 10, Chapter 7. In addition, the [government must pay the](#) traveler an amount equal to any late payment charge that the card contractor would have been able to charge had the traveler not paid the bill. The IRS has determined that the late payment fee is reportable as interest and that the [government reports](#) payment equal to the late payment charge as additional wages. In addition, travelers must be reimbursed for late fees imposed by the bank if the nonpayment that caused the late fee was a

result of the government's untimely processing of the travel claim. [The bank does not assess late fees until 75 days following the billing statement.](#)

080903. Systems Modifications

As necessary, [modifications are made](#) to DoD Component travel systems to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlements.

080904. Claims for Late Payment Fees

Payment of late fees must be calculated and paid at the time the claim is processed. Travelers who believe that late payment fees were not included in the calculation of their travel claim may submit supplemental travel claims for late payment fees. [Claimants must submit each](#) such supplemental travel claim through the office where the claim is reviewed/approved. That office must annotate the claim with the date [of receipt of](#) the original travel claim.

080905. Receipt of Travel Claim for Late Payment Fee

Upon receipt of a travel claim for a late payment fee, the travel computation office must review the claim. That office must calculate the number of elapsed calendar days beginning with the signature and date of receipt by the supervisor/[approving official](#) and the date the claim was paid. The date the supervisor/approving official receives the proper travel claim counts as the first day and the payment date of the travel claim counts as the last day. If the number of days exceeds 30 calendar days, the travel computation office multiplies the amount paid on the delayed travel claim by the daily Prompt Pay Act interest rate by the number of days in excess of 30 days. [Pay the traveler by EFT, or check if the previous payment was by check.](#) The [disbursing office must use the](#) accounting classification used for the original travel claim for the amount charged to the supplemental travel claim. When required, prepare an [IRS Form 1099-INT](#), Interest Income, for the traveler in accordance with IRS regulations.

080906. Travel Claim Forwarded to Another Activity

If the traveler submits a travel claim and the travel computation office requires a review by another activity, such as for doubtful claims, the 30-day clock continues to run. If [the travel computation office disallows](#) a claim, [the claimant earns](#) no late payment fee. If [the travel computation office allows](#) part of the claim, that amount is subject to the late payment fee and that portion of the payment earns interest from the original submission date. Claims returned to the traveler for errors or incomplete travel claims do not earn interest. Start the 30-day clock when a corrected claim is submitted to the supervisor/approving official.

VOLUME 9, “DEFINITIONS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated **June 2013** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated references and hyperlinks. Added editorial changes to provide more clarity.	Revision
All	Deleted definition of Joint Federal Travel Regulation (JFTR) as it has been combined into one regulation called the Joint Travel Regulations (JTR)	Deletion
All	Changed definition name of Joint Travel Regulation to Joint Travel Regulations and added uniformed Service members to the definition.	Revision

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DEFINITIONS

Accountable Officials

Individuals appointed in writing to ensure the adequacy of system internal procedures, and serve as control points within an organization, focusing on minimizing opportunities for erroneous or improper payments.

Actual Expense Allowance (AEA)

Payment of authorized actual expenses incurred, up to the limit prescribed by the Joint Travel Regulations (JTR), as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem and is subject to the same definitions and rules governing per diem. (See [Joint Travel Regulations \(JTR\)](#), Appendix A, and [Ch 4, Part C.](#))

Actual Travel Time

The travel time from physical departure to arrival at the traveler's temporary duty (TDY) location, permanent duty station (PDS).

Agency Program Coordinator (APC)

The individual who administers the Government travel card program and acts as the liaison between the travel card vendor and agency cardholders. APCs are responsible to the respective Department of Defense (DoD) Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.

Allowable Travel Time

The number of days allowed for official travel. (See [JTR, Ch 3, Part A.](#))

Approved

As defined in the [JTR, Appendix A](#), the ratification or confirmation of an act already done. Its use, with respect to official travel, applies equally to military and civilian personnel.

Approving Official

Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. (See [JTR, Appendix A1.](#))

Authorized

As defined in the [JTR, Appendix A](#), the term 'authorized' is defined as the giving of permission before an act. Its use, with respect to official travel, applies equally to military and civilian personnel.

Authorized Travel Time

The maximum allowable travel time, determined before travel begins, and based on the mode of travel authorized in the orders.

Authorizing Official (AO)

The designated representative to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or by name. He or she directs travel and is responsible for funding. This is the same as Authorizing/Order-Issuing Official.

Authorizing Official (AO) (Defense Travel System (DTS))

An individual appointed in writing that is responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability, assigning the proper line of accounting prior to authorization, and approving travel claims for validity after completion of travel. The AO is the individual who controls the mission, authorizes the trip, and controls funds for TDY travel.

Cardholder

The cardholder is the legal agent of the government-issued travel card. The cardholder holds primary liability for the card's proper use and payment.

Centrally Billed Accounts (CBA)

A card or account established by the travel card vendor at the request of a federal agency. Through a CBA, the travel card vendor bills the Government and payments are made directly to the travel card vendor by the federal agency responsible for the reconciliation of the account. CBA's are issued directly to the Government and the Government retains liability for the CBA's.

Certifying Official (CO)

An individual, designated in writing, who is responsible for the certification of travel vouchers for payment and the verification that payments made by the Government are legal, proper, and correct.

(Contracted) Commercial Travel Office (CTO)

As defined in the JTR, Appendix A, a commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

Component Program Manager (CPM)

The designated headquarters program manager for each agency using the [General Services Administration \(GSA\) SmartPay](#) contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Defense Finance and Accounting Service (DFAS), [the Defense Travel Management Office \(DTMO\)](#), and [the GSA](#).

Concurrent Travel

Travel under which the [traveler](#) is accompanied or immediately followed by the [traveler's](#) spouse and/or dependents.

Contiguous United States

The 48 [contiguous](#) states of the United States and the District of Columbia, which do not include Alaska and Hawaii.

Continental United States (CONUS)

The 48 [contiguous](#) States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, Outside the Continental United States (OCONUS) locations. See [37 United States Code \(U.S.C.\) §101](#).

Defense Accounting and Disbursing Systems (DADS)

DoD financial systems that make travel payments to travelers and maintain accounting data.

Defense Travel Administration (DTA)

The DTS function responsible for managing the administrative aspects of the travel process on an organizational level.

Defense Travel System (DTS)

[An](#) efficient, flexible system for electronically creating travel authorizations, vouchers, orders, and pre-audit documents and for completing the post-travel claims processes. DTS provides for paperless electronic routing, review, and approval of the travel and associated documentation.

Dependent

The term 'dependent' is defined in the JTR, Appendix A. Dependents of uniformed members can be [acquired](#), command sponsored, [or](#) non-command sponsored.

Designated Place

See JTR, Appendix A and [JTR, Chapter 6](#) in reference to evacuation allowances.

Digital Signature

An electronic analogue of a written signature. A digital signature can be used in proving to the recipient or a third party that a document or message was, in fact, signed by the originator.

Directed

An order to do something in a specific way.

Disbursing Office

An activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the Government.

Dislocation Allowance (DLA)

An allowance paid to military members to partially reimburse them for expenses incurred in relocating their households. (See [JTR, Ch 5, Part A10.](#))

Element of Expense/Investment Code (EEIC)

A five-digit alphanumeric code consisting of two parts: a three-digit account code followed by a two-digit subaccount code to provide further breakdown. The codes are designed for use in budget preparations and accounting systems to identify the nature of services and items acquired for immediate consumption (expense) or capitalization (investment). EEICs are used as part of the Air Force accounting classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions.

Finance Defense Travel Administrator (FDTA)

One or more budget, resource management, accounting, and finance individual(s) responsible for managing and supporting the DTS at the organizational and/or installation level.

Foreign Area

Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions. (See [JTR, Appendix A.](#))

Funeral Honors Detail

A group of individuals not employed by the Government who participate in a funeral honors detail for a veteran (See [10 U.S. Code \(U.S.C.\) Section 1491](#)) and may be authorized transportation or transportation reimbursement and expenses.

Government Bill of Lading (GBL)

A government document used for the procurement of commercial transportation (moving) services.

Government Dining Facility or Government Mess

A government-owned facility, funded by appropriated funds. (See JTR, Appendix A.)

Government Entity

A DoD organization or personnel designated by local command authority that will input and digitally sign travel requests and reimbursement claims in the Web Portal for unconnected travelers.

Government Travel Charge Card (GTCC)

A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Government (CBA) or individual (IBA). (See JTR, Appendix A.)

Group Authorization

The process in the DTS used to establish a trip record for two or more travelers who are traveling together to such events as conferences, exercises, or deployment.

Group Movement

As defined in the JTR, Appendix A, group movement is the movement of two or more travelers as a group, under the same orders (either Permanent Change of Station (PCS) or Temporary Duty (TDY) travel) for which transportation is furnished by government-owned/procured means from the same origin to the same destination. Movement may include locations en route as specified in the orders. NOTE: Personnel, traveling together under orders directing no reimbursement or limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.

Hierarchy

A structure showing how individual travel card accounts are linked to the organization responsible for [authorizing and](#) issuing the card by billing cycle, and DoD Component management information.

Household Goods (HHG)

Items associated with the home and all personal effects belonging to a member/employee and dependents that legally may be accepted and transported by an authorized commercial transporter. (See JTR, Appendix A, which states what Household Goods does and does not include.)

Individually Billed Account (IBA)

A type of account whereby a GSA SmartPay contractor-issued charge card is issued to a [traveler](#) to pay for [official travel and transportation-related expenses for which the traveler is liable to pay](#). The traveler has liability for the use and payment of the account. (See JTR, App A.)

Individual Mobilization Augmentee (IMA)

A category of the Reserve Component Selected Reserve membership.

Invitational Travel Authorization (ITA)

A term applied to the authorized travel of individuals who are: (1) not employed by the Government; (2) employed intermittently by the Government under [5 U.S.C., Section 5703](#) as consultants or experts and paid on a daily basis (when actually employed); or (3) serving without pay or at \$1 a year, [or a volunteer covered by 10 USC §1588](#). ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business. The traveler must be an actual "participant" in the proceedings of the gathering, and not there [only](#) for attendance. (See JTR, App E1.)

*Joint Travel Regulations (JTR)

The [travel regulation that](#) prescribes travel and transportation allowances authorized for [members of the Uniformed Services](#), DoD civilian employees, and their dependents. The JTR is the Department's implementing guidance for the [Federal Travel Regulation \(FTR\)](#), issued by the GSA.

Line of Accounting (LOA)

A data **structure** representing a DoD account that may be used to **track travel funding** (i.e., transportation, per diem, meals, and incidental expenses) **associated with an organization's budget and to ensure accurate accounting transactions.**

Meals and Incidental Expenses (M&IE)

The term 'Meals and Incidentals Expenses' is defined in the JTR, Appendix A, **under Per Diem Allowance.**

Non-concurrent Travel

Travel under which the **traveler** is not accompanied or immediately followed by the **traveler's** spouse and/or dependents.

Non-Foreign OCONUS Area

The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; Guam; the U.S. Virgin Islands, and U.S. territories, and possessions (**excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes.**) (See JTR, Appendix A.)

Object Classification

A code that classifies transactions according to the nature of the travel services performed rather than their purpose. (See Element of Expense/Investment Code (EEIC).)

Open-Travel Authorization

A written document issued or approved by an AO for the purpose of performing official government travel for a continuous period of time. Also commonly known as a "blanket" or "repeated" travel authorization.

Other-Than-Business Travel

Travel under the DTS that uses the Common User Interface for arrangements only. This includes official travel combined with leisure travel, and new accession travel. It is also known as "arrangements only" travel.

Outside the **Continental** United States (OCONUS)

The area outside of the 48 states of the United States and the District of Columbia. (See JTR, Appendix A.)

Permanent Change of Station (PCS)

The term 'Permanent Change of Station' is defined in the JTR, Appendix A.

Permanent Duty Station (PDS)

The term 'Permanent Duty Station' is defined in the JTR, Appendix A. It is also referred to as "official station."

Permissive/Administrative Travel Time

An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.

Personally-Procured Household Goods (HHG) Transportation

The transport and/or storage (Storage-in-Transit (SIT)) and/or Non-Temporary Storage (NTS)) of HHG arranged by a member/employee and/or the member's/employee's agent.

Premium Class

Any class of transportation service above coach, such as business class or first class.

Privately Owned Conveyance (POC)

Any transportation mode used for the movement of persons from place to place, other than a government conveyance or common carrier. It can include a rental car when a rental car has not been authorized/approved as a special conveyance. (See JTR, Appendix A.)

Privately Owned Vehicle (POV)

Any motor vehicle owned by or leased (12 or more months) to a member/employee or dependents for the primary purpose of providing personal transportation. The vehicle must be self-propelled, licensed to travel on the public highways, designed to carry passengers or HHG; and must have four or more wheels. (See JTR, Appendix A.)

Proportional Meal Rate

The average of the standard government meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar (See JTR, Appendix A.) This meal rate is used as prescribed in the JTR.

Public Key Infrastructure (PKI)

The framework and services that provide for the generation, production, distribution, control, accounting and destruction of public key certificates. Public key certificates provide

[digital signature and encryption capabilities, and](#) certifies the person's identity, key authenticity, and permits use of digital signature in the DTS.

Receipt

A legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, provided to the customer. To be considered valid, a receipt must contain the name of the entity providing the good(s)/service, the date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.

Relocation Income Tax Allowance (RITA)

[Reimburses an eligible transferred employee for the additional Federal, State, and local income taxes incurred by the employee \(or by an employee and spouse if a joint tax return is filed\) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. See JTR, Ch 5, Part B16 and FTR, Part 302-17.](#)

Reviewing Official

An individual, appointed in writing, to conduct random post-payment reviews of payments in accordance with Volume 5, Chapter 5.

Safe Haven

A designated area to which an employee and dependents and/or military dependents are ordered or authorized to evacuate. [See JTR, Ch 6.](#)

“Should Cost” Estimate

A calculation generated before travel in the DTS through the Web Portal. It includes all known costs and should account for approximately 90 percent of the final cost. All known costs, including applicable taxes, [as well as](#) taxi and parking costs, should be incorporated into the estimate to ensure the most accurate estimated cost.

SmartPay

A GSA program that provides users with card-based tools to simplify procuring needs in three operational areas. The fleet card allows users to efficiently fuel and maintain vehicles, boats, planes, or equipment. The travel card allows users to purchase common carrier transportation, car rentals, lodging, and meals for official travel and travel-related expenses. The purchase card enables users to make day-to-day purchases of goods and services to satisfy official business needs.

Split Disbursement

Divides a travel voucher reimbursement between the Government travel charge card vendor and the traveler. Specifically, it is a payment option whereby the traveler can designate a specified amount of his or her travel entitlement be sent directly to the SmartPay travel card vendor to pay down his or her account balance, and the remainder of the entitlement sent to his or her personal direct deposit account.

Supervisory Review

A review conducted by a person who has supervisory responsibilities over the person whom he or she directs to travel. The supervisor has knowledge of the basis for the traveler's temporary duty travel claim. The supervisor reviews the travel claim to ensure that it is valid and accurate. He or she signs and dates the travel claim prior to submitting it to the proper travel computation office.

Surface Deployment and Distribution Command (SDDC)

An Army component of the U.S. Transportation Command (TRANSCOM), that is responsible for DoD traffic management.

Temporary Change of Station (TCS)

The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS upon completion of that assignment. (See JTR, Appendix A.)

Temporary Duty (TDY)

Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS. For the purposes of this volume, temporary duty includes temporary additional duty (TAD) for those DoD Components that use TAD. (See JTR, Appendix A.)

Temporary Lodging Allowance (TLA)

An allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. (See JTR, Ch 9, Part C1.)

Temporary Lodging Expense (TLE)

An allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in CONUS in connection with a PCS. (See JTR, Ch 5, Part A9.)

Temporary Quarters Subsistence Expense (TQSE)

A discretionary allowance, not an entitlement, that is intended to [partially](#) reimburse employees for reasonable subsistence expenses to pay for lodging, food, and other necessities incurred when they and/or their dependents must occupy temporary quarters due to a PCS to a new PDS in the CONUS or non-foreign OCONUS. (See JTR, Ch 5, Part B9.)

Temporary Quarters Subsistence Expenses-Actual Expense Reimbursement (TQSE(AE))

An allowance based on: (A) the standard CONUS per diem rate for temporary lodging occupied in CONUS localities; or (B) the PDS locality per diem rate for temporary lodging occupied in OCONUS localities. The rates may be found at: [Per Diem Rates and Allowances](#). (See JTR, Ch 5, Part B9c.)

Temporary Quarters Subsistence Expenses-Lump Sum Reimbursement (TQSE(LS))

A fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. (See JTR, Ch 5, Part B9b.)

Transportation Officer (TO)

A person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may also be designated as “installation transportation officer,” “traffic manager,” “traffic management officer,” or “passenger transportation officer.”

Travel Status

The Service member’s/civilian employee’s status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler’s control. (See [JTR, Appendix A](#)).

Traveler

A military member(s)/dependent(s), DoD civilian employee(s)/dependent(s), and invitational traveler(s) who travel in an official capacity.

Travel Authorization (Also Referred to as a Travel Order)

A written or electronic instrument issued or approved by a person(s) to whom authority has been delegated, that directs an individual or group of individuals to travel. (See JTR, Appendix A.)

Trip Record

A DTS document, in electronic or paper form, that provides the vehicle on which all official travel authorizations, initial options, modifications, and payment decisions are recorded. It is prepared by or on the traveler's behalf and is the single trip document that includes the travel authorization, fund cite, should-cost estimate, itinerary, and itinerary updates made during the trip. It serves as the expense report when the traveler completes travel.

Unconnected Traveler

Those individuals who do not have reasonable access to the DTS Web Portal.

Unit Cards

GSA SmartPay travel cards issued for centrally billed accounts CBA's for which the Government guarantees payment. CBAs may be issued in one of two ways, either by account number (card not present) or in the form of a plastic charge card.

U.S. Installation

Defined in JTR, Appendix A, as a base, post, yard, camp, or station under the local command of a uniformed service, with permanent or semi-permanent-type troop shelters and a Government Dining Facility/Mess, and at which there are U.S. Government operations. This includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the Installation.

Web Portal

The software that integrates the necessary functions of the DTS.

Withholding Tax Allowance (WTA)

An estimated partial payment of the final RITA payment.

Year One (RITA)

The calendar year in which the WTA payment is made to a civilian employee.

Year Two (RITA)

The calendar year in which the RITA payment is made to a civilian employee.

