

## CHAPTER 6

PERMANENT DUTY TRAVEL★0601 GENERAL

This chapter provides general guidance for the preparation, submission and processing of permanent change of station (PCS) travel claims for travelers. When travel advances are authorized, they shall be monitored to ensure that a corresponding travel claim is filed within 10 working days of the traveler's arrival at the permanent duty station (PDS), or immediately when the orders are canceled.

★0602 DEFENSE TRAVEL SYSTEM (DTS)

PCS travelers departing from installations that are supported by DTS are required to make arrangements, including airline tickets, through the Commercial Travel Office (CTO). Travelers will follow DoD Component procedures. A trip record shall be established with the traveler's name, organization, SSN, and Authorizing Official (AO) based on the manually generated PCS travel orders. This trip record does not generate an obligation, but enables the CTO to make necessary reservations for official travel through the Common User Interface (CUI). The trip record shall contain the PCS travel order number in the remarks section to assist in the reconciliation of the Centrally Billed Account (CBA) upon completion of travel.

060201. Travel Arrangements. For Permanent Duty Travel (PDT) arrangements at installations under DTS that have CBA capability, the following actions are taken:

- A. The traveler shall provide a copy of PCS travel orders to the CTO via fax or in person
- B. A government entity generates a trip record through the CUI in order to make travel arrangements
- C. The CTO shall book travel arrangements, but no obligation is generated
- D. The CTO reconciles the CBA billing.

0603 TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS (HHG)

Ordinarily, the government arranges for the shipment of HHG. When DoD personnel arrange for the shipment, and government bill of lading (GBL) is the authorized method, the transportation office (TO) provides 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 shall be based upon the amount computed from the GSA rate schedule. If the TO instructs the traveler personally to

make arrangements, or if a TO is not available, payment shall be made for 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 members may be paid a monetary allowance equal to 95 percent of the government's constructed cost. (See the Joint Federal Travel Regulation (JFTR), paragraphs U5012-C and U5320 and Joint Travel Regulation (JTR), Chapter 8.)

060301. Commuted Rate Method. When a DoD employee is authorized to ship HHG at the commuted rate, the payment shall be computed using the General Services Administration (GSA) 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 shall be supported by certified weight tickets or a constructive weight determination made and approved in accordance with JTR, paragraph C8000.

★ 060302. Personally-Procured Move Monetary Allowance. Service members, 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 shall have orders authorizing PCS, TDY with HHG entitlement, or assignment to or from government quarters. The TO gives the member a 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 JFTR, paragraph U5320-D.)

A. Impact on Other PCS Entitlements. Service members and/or dependents traveling to their destination in the rental vehicle or Privately Owned Conveyance (POC) used for a self-procured move are authorized both a HHG monetary allowance and PCS allowances. PCS entitlements are not part of the HHG monetary allowance program and are separately processed.

B. Claims. No incentive claim can be computed without valid weight tickets or approved constructive weight by the TO. Claims for self-procured monetary allowance moves must be supported by:

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

C. Payment Procedures. Personally-procured monetary allowance claims are paid in accordance with each Service's procedures. Service addresses for personally-procured

monetary allowance claims are found in subparagraph 060302.D, below. 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.
2. Deduct the expenses actually incurred by the Service member from the maximum entitlement. The result 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 amount to determine the amount payable to the member.
5. Deduct any advance operating allowance paid to the member. This is the amount payable to the member for settlement.
6. Prepare 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. In that instance, no income taxes are withheld from the payment, since the member does not receive an incentive payment.

★ D. Service Addresses for Personally-Procured Monetary Allowance Payments

Army

Defense Finance and Accounting Service-Indianapolis Center,  
ATTN: DFAS-IN-FTFA  
Column 241M, 8899 E. 56th Street  
Indianapolis, IN 46249-0651

Navy

Commanding Officer, Naval Transportation Support Center  
1667 Piersey Street  
Norfolk, VA 23511-2806

Air Force

Air Force Excess Cost Adjudication Function (ECAAF)  
Joint Personal Property Shipping Office  
San Antonio, TX 78286-0000

U.S. Marine Corps  
Commanding General  
ATTN: Code 470  
814 Radford Boulevard  
Marine Corps Logistics Base  
Albany, GA 31704-1128

★ 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 shall 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." (See JFTR, paragraph U5320-D and JTR, Chapter 8.)

B. Supporting Documents. The traveler shall 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. Copies of all applicable orders

3. Receipts for expenses of \$75 or more, signed by an authorized agent of the company

4. As applicable, copies of time extension certificate, powers of attorney or written authorizations

5. The claimant's statement showing the necessity for any storage over 90 days (nonavailability of government storage is not acceptable)

6. On shipments by van carriers, 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"

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

8. 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

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

10. 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.

C. Claim Submission. The claim (DD Form 1351-2) shall be submitted within 5 working days of arrival at the PDS.

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

★0604 TRANSPORTATION AND STORAGE OF PRIVATELY OWNED VEHICLES

060401. Concurrent Travel Transportation. If overseas travel with a POC was concurrent, a traveler shall include travel to the vehicle port of embarkation (POE) and the vehicle port of debarkation (POD) with the PCS travel claim. (See JFTR, Chapter 5, Part E and JTR, Chapter 11.)

060402. Nonconcurrent Travel Transportation. If travel is not concurrent, a separate claim shall 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 PCS orders provide entitlement.) Ordinarily, a DD Form 788 (Private Vehicle Shipping Document for Automobile) supports the claim. However, when a traveler performs PCS travel and has a commercial shipping firm process the vehicle for shipment at government expense, the DD Form 788 usually is not in the traveler's possession at the time that the claim is processed. In that instance, a statement from the traveler, accompanied by a copy of the billing from the commercial firm, is acceptable. (See JFTR, Chapter 5, Part E and JTR, Chapter 11.)

060403. Storage. Service members ordered to a foreign Outside of the Continental/Contiguous United States (OCONUS) PDS, to which transportation of a POV is prohibited or sent TDY on a contingency operation for more than 30 days, may be eligible to store one POV. Storage, delivery and pick-up entitlements are prescribed in JFTR, Chapter 5, Part I.

★0605 TRANSPORTATION OF MOBILE HOMES060501. Employee Allowances

A. General. A DoD employee who ships household goods under a TDY weight allowance to a TDY location en route does not lose the right to elect mobile home allowances. The TO determines the authorized and unauthorized costs incident to a mobile home shipment. (See JTR, Chapter 10.)

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 or unpaid bill from the commercial transporter is required and the bill shall be completely itemized to preclude any payment of unauthorized costs.

060502. Member Allowances

A. General. A Service member directed to perform a PCS 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 PCS allowances. When a member is directed to perform TDY en route, 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 JFTR, Chapter 5, Part F.

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 JFTR, Part G. 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. Do not advance or pay DLA to members without dependents in pay grades E-6 (E-4 for USAF) and below without a statement from the gaining organization that the member is not required to use government quarters. Members without dependents in the pay grade of E-7 (E-5 for USAF) and above can be advanced or paid DLA based on their statement that government quarters will not be/are not assigned. The movement of a mobile home does not preclude the payment of a DLA.

0607 CIVILIAN MISCELLANEOUS EXPENSE ALLOWANCE

The payment of the flat miscellaneous expense allowance to civilian employees does not require receipts or itemized statements. When a DoD civilian employee claims actual expenses, the civilian personnel office assists in the determination of the allowable expenses. (See JTR, paragraph C9004.)

0608 CIVILIAN TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

A DoD employee's PCS travel orders shall authorize the initial TQSE period and specify whether the Actual Expense for the Temporary Quarters Subsistence Expense (TQSE (AE)) or the Fixed Amount of the Temporary Quarters Subsistence Expense (TQSE (F)) is authorized. Additional periods of TQSE (AE) require amended orders. The disbursing office does not determine the number of TQSE days authorized. 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 13. 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 13.

★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 per diem rate; i.e., the paid lodgings plus method or a fixed amount. (See JTR, paragraph C4107.)

0610 CIVILIAN REAL ESTATE TRANSACTIONS

★ 061001. Reimbursement Due to the Sale and Purchase of a Residence. DoD employees may be reimbursed for expenses required for the sale and purchase of a residence or with the settlement of an unexpired lease in connection with a PCS. The employee shall file a DD Form 1705 (Application for Reimbursement of Expenses Incurred by DoD Civilian Employees Upon Sale or Purchase (or Both) of Residence Upon Change of Duty Station). Separate DD Forms 1705 are required for expenses at the old duty station and at the new duty station. Copies must be attached of the supporting documentation showing costs incurred. The approval authority shall approve the appropriate DD Form 1705 in accordance with Component regulations for real estate transactions at the old and new station. The claim shall be submitted in accordance with the JTR, Chapter 14.

★ 061002. Home Marketing Incentive Payment (HMIP). The following procedures apply to all DoD Components.

The document submitted for payment of HMIP may be a locally developed form for attachment to the travel claim (DD Form 1351-2). The form, at a minimum, shall contain the following information:

- A. Employee's name (last, first, middle initial)
- B. Employee's social security number
- 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
- H. Order approving official's signature.

★ 061003. Procedures for Payment of HMIP. Both the payment of HMIP and the associated W-2 shall be prepared using a manual process until this function can be automated. In addition, HMIP is considered income and, as such, a manual W-2 shall be processed to withhold taxes and the employee may be liable for income taxes. 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 shall obtain an approved document (as described in paragraph 061002, above) with a DD 1351-2 and a valid copy of PCS orders for payment. The following guidelines pertain to HMIP:

- A. Issue the HMIP as a manual payment and "direct input" the payment into the appropriate accounting system (the manually processed "disbursing officer voucher" option should be used)
- B. Input a tax line at the time that the payment is reported to the accounting office
- C. Prepare a paper W-2 to report FITW, FICA, and Medicare Tax Withheld
- D. Since this currently is totally a manual process, a manual tracking system shall be used and the Internal Revenue Service (IRS) Form 941 shall be adjusted manually before submission.

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, shall 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 shall 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 shall be furnished written instructions by the releasing activity on the following:

1. How to record trip itinerary
2. What travel expenses are reimbursable
3. How to keep a record of these items
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 subparagraphs 061103.B through F, below, the OCONUS releasing activity, in conjunction with the servicing travel computation office, shall 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 shall be submitted to the disbursing 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
2. Foreign nationals who are returned to their places of residence in foreign countries for separation under employment agreements or for purposes of retirement.

C. Air Attaché Employees. Final pay and settlement of travel claims for air attaché military employees who are returned to CONUS for separation should be submitted for processing to:

Headquarters  
11<sup>th</sup> Air Wing-Financial Management  
110 Luke Avenue, Suite 190  
Bolling Air Force Base, DC 20332-0112

The civilian personnel office is responsible for insuring the propriety of final salary payments and the completeness of travel claims. The disbursing office at Bolling AFB is responsible for issuing and mailing settlement checks to the employees concerned. Prior to departure from the OCONUS duty station, the responsible air attaché office should provide the employees with DD Form 1351-2 with the Bolling AFB mailing address typed thereon addressed to the attention of the civilian personnel office. The employees shall be instructed how to prepare, sign, and forward claim vouchers upon arrival at destination.

D. Army Attaché Employees. Army attaché employees being returned from OCONUS duty stations for separation shall be given a DD Form 1351-2, with information attached thereto, indicating that the completed claim voucher is to be submitted for processing to:

Defense Intelligence Agency  
Joint Field Support Center  
7321 Parkway Drive South, Suite 104A  
Hanover, MD 21076-1159

Instructions also should be given to these employees to forward their official passports to the above address for disposition.

E. Medical Evacuees. Employees who are medical evacuees, or who require government hospitalization prior to separation, may be placed in a travel status during the period of hospitalization, generally not in excess of three days during any delay en route in connection therewith beyond the control of the employee concerned, and until actual arrival at destination, in accordance with applicable Component regulations.

F. Agreement Violation. An employee who violates a transportation agreement still may be entitled to partial reimbursement. (See JTR, Chapter 4, Part H.) A claim for reimbursement is submitted as follows:

1. Army  
Defense Finance and Accounting Service-Indianapolis Center  
Directorate for Network Operation  
ATTN: Dept 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-0001
2. Navy--to Navy activity from which separated
3. Marine Corps--to Marine Corps activity from which separated

4. Air Force--to local activity/installation Financial Service Office
5. Office of the Secretary of Defense  
Defense Finance and Accounting Service-Indianapolis Center  
ATTN: Travel Section  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-1325
6. Defense Advanced Research Projects Agency  
Office of Management, Transportation Manager  
Defense Advanced Research Projects Agency  
3701 North Fairfax Drive  
Arlington, VA 22203-1714
7. Defense Contract Audit Agency  
Assistant Director, Resources  
Defense Contract Audit Agency  
8725 John J. Kingman Road, Suite 2135  
Ft. Belvoir, VA 22060-6219
8. Defense Information Systems Agency  
Comptroller  
Defense Information Systems Agency  
701 S. Courthouse Road  
Arlington, VA 22204-2199
9. Defense Intelligence Agency  
Deputy Comptroller for Financial Policy and Accounting (OC-4)  
Defense Intelligence Agency  
Washington, DC 20340-5100
10. Defense Logistics Agency  
Office of the Comptroller  
Defense Logistics Agency  
8725 John J. Kingman Road, Suite 2533  
Ft. Belvoir, VA 22060-6221
11. Defense Threat Reduction Agency  
Defense Threat Reduction Agency  
Financial Management Control Division (FMA)  
45045 Aviation Drive  
Dulles, VA 20166-7517

12. National Imagery & Mapping Agency  
Comptroller Travel Pay Team (CMCA) Mail Stop L-30  
National Imagery and Mapping Agency  
3200 South Second Street  
St. Louis, MO 63118-3399
13. National Security Agency  
Finance and Accounting Office  
National Security Agency  
9800 Savage Road, Suite 6856  
Fort George G. Meade, MD 20755-6856
14. Defense Security Service  
Comptroller  
Defense Security Service  
1340 Braddock Place  
Alexandria, VA 22314-1651
15. Joint Tactical Command, Control and Communications Agency  
Executive Officer, Joint Tactical Command, Control and  
Communications Agency  
Fort Monmouth, NJ 07703

#### 0612 RELOCATION INCOME TAX ALLOWANCE (RITA)

★ 061201. Entitlement. The RITA entitlement is a 2-year, two-process calculation. (See JTR, Chapter 16.)

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 PCS moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment and also is subject to withholding. As a result, payment of the WTA allows the employee to receive the same reimbursement had the withholding not been required. FICA deductions may not be reimbursed to the employee. To receive the WTA, an employee shall 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. (See JTR, paragraph C16007-E2.) The statement shall 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 the 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 .3889 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 .28 to determine FITW amount. Enter this amount in the appropriate block on TD Form W-2.
- ★ 5. Subtract both Step 4 and Step 5 amounts from Step 3 amount. This is the net payment or net income to the employee.

B. Year Two RITA. The RITA payment shall made in the calendar year following the calendar year in which the WTA is paid. The RITA is based on employee's gross compensation, tax filing status, and marginal tax rates. The RITA reconciles the WTA payments with the employee's personal tax liability. The employee shall file a claim for the RITA; it is not automatic. If an employee does not file for the RITA in year two, he or she is liable for the additional federal income tax incurred as a result of the additional income. The 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 the 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 the government. A negative TD W-2 is not issued.

NOTE: Year two is the calendar year in which the RITA payment is made. The dollar value of the payment shall appear on the employee's TD W-2 as additional income.

061202. Tax Withholding. Both the WTA and RITA are subject to FITW and FICA. State and local (if applicable) tax withholding rates also shall be considered in the RITA computation but are not to be withheld from the payment to the employee.

061203. Funding. The RITA is a PCS travel entitlement. Therefore, the reimbursable expenses of an employee transferred in the interest of the government shall 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.