

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.

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. 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

Table of Contents

- *0401 GENERAL 3
 - 040101. Purpose..... 3
 - 040102. Authoritative Guidance..... 3
- *0402 TRANSPORTATION MODE..... 3
- 0403 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC) 3
 - 040301. Use of POC 3
 - 040302. When POC Use is More Advantageous to the Government..... 3
 - 040303. When POC Use is Not More Advantageous to the Government..... 3
 - 040304. Allowable Travel Time Policy..... 4
- 0404 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS..... 5
- 0405 UNUSED/LOST/STOLEN TRANSPORTATION REQUESTS OR TICKETS 5
 - 040501. Unused/Lost/Stolen Transportation Requests or Tickets..... 5
 - 040502. Involuntarily Relinquished Airline Accommodations 5
- *0406 RENTAL VEHICLES 6
 - 040601. Receipts..... 6
 - 040602. Mileage Charges 6
 - 040603. Leisure Use with Official Use..... 6
 - 040604. Reimbursement for the Cost of Damages to Commercial Rental Vehicles..... 6
 - 040605. Damage Claims Received From Rental Agencies 7
- 0407 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS..... 7
 - 040701. General..... 7
 - 040702. Prohibition on Self-Approval..... 7
 - 040703. PDS 7
 - 040704. Temporary Duty Station 8
- 0408 TRAVEL AND TRANSPORTATION FOR FUNERAL HONORS DETAIL..... 8
 - 040801. General..... 8
 - 040802. Transportation Mode..... 8
 - 040803. Lodging and Meals 8
 - 040804. Reimbursable Expenses 8

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.