

VOLUME 9, CHAPTER 4: “TRANSPORTATION ALLOWANCES”**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 February 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks.	Update
0402	Deleted verbiage which stated that an Authorizing Official (AO) can direct the use of a Transportation Office(r) (TO).	Update
040602	Clarified guidance on payment procedures for compensation payments/credits made by an airline to the U.S. Government for individuals involuntarily denied boarding on a flight.	Update

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CHAPTER 4

TRANSPORTATION ALLOWANCES

0401 GENERAL

The Transportation Office(r) (TO) is responsible for issuing guidance on the use and procurement of transportation. Contact the TO for information regarding available transportation services and costs.

*0402 TRANSPORTATION MODE

The Authorizing Official (AO) shall direct or authorize the transportation mode for official travel. If the orders do not direct a specific transportation mode, then the traveler may select the mode to use (exception noted in section 0403 of this chapter). In these instances, the travel order shall include the transportation request cost by leg of travel and the traveler shall use the Commercial Travel Office (CTO). (See [JFTR, para. U3120](#) and [JTR, para. C2203](#).)

0403 TRANSOCEANIC TRAVEL

When self-procured transoceanic transportation specifically is authorized in the orders, the claim shall be paid if otherwise proper (see [JFTR, para. U3110-D](#)). The traveler shall use the CTO. For all commercial travel see [JFTR, para. U3120](#) and [JTR, para. C2203](#).

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC

An AO may authorize but cannot direct POC use in connection with official government business. This limitation also applies to travel as a passenger in a POC. (See [JFTR, paras. U3002 and U3002](#), and [JTR, para. C2150](#).) NOTE: An employee may not be prohibited from using a POC on official travel ([Federal Travel Regulation 301-70.105](#)).

040402. POC 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 transportation expenses the employee would reasonably 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 as a result of POC travel (see paragraph 040403).

040403. Allowable Travel Time Policy

The standard DoD procedures for administering travel time for all DoD travelers is based on the traveler's required period of duty at the temporary duty (TDY) point. For periods in excess of the allowed travel time, the approving official determines whether leave should be charged in accordance with DoD Component leave procedures. ([JFTR, para. U3005-C](#), [JTR, para. C5060](#), and [Appendix O, para. T4030-H](#).)

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 [DD Form 1351-2](#) (Travel Voucher or Subvoucher) for explanation of codes.)

October 3 is a day of duty; 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, then 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

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

0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers shall not be reimbursed for premium accommodations unless properly authorized in the orders or approved. (See [JFTR, para. U3125](#) and [JTR, para. C2204](#).) It is DoD policy that travelers using commercial air carriers for official travel shall use less-than-premium accommodations. This does not preclude the traveler from accepting a complimentary seating upgrade offered by the carrier. Any questions should be referred to the [individuals AO](#).

0406 UNUSED/LOST/STOLEN TRANSPORTATION REQUESTS OR TICKETS

040601. Unused/Lost/Stolen Transportation Requests or Tickets

If a traveler does not use the ticket (paper or electronic) for government-procured transportation, then he or she shall return that ticket to the TO/CTO. Travelers utilizing electronic tickets for which they do not have an issued boarding pass shall 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 Form 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 (IAW) Service regulations. The traveler shall attach a copy of the DD Form 730/SF 1170 (or other receipt) to the travel claim. If a traveler loses a paper ticket or transportation request, then he or she shall refer to 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, then do not reimburse the traveler for personally procured transportation unless the AO issues a statement to allow reimbursement. (See [JFTR, para. U2515](#) and [JTR, paras. C1009 and C1320](#).)

*040602. Oversold Reserved 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. In accordance with the [JFTR, Chapter 1, para. U1200.C.2](#) and [JTR, Chapter 1, para. C1200.C.2](#), travelers will 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/Agency directives.

0407 RENTAL VEHICLES

040701. Receipts

When the traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency shall be attached to the claim for costs of \$75.00 or more. (See [JFTR, para. U2510](#) and [JTR, para. C1310](#).)

040702. 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 shall be attached to the claim.

040703. 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.

040704. Reimbursement for the Cost of Damages to Commercial Rental Vehicles

Reimbursement or payment to the rental agency for damages shall be made by the government, or by the traveler if it is determined that the traveler was not in 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 Surface Deployment and Distribution Command 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), to a vehicle properly rented and damaged in the performance of official business. The [JFTR, para. U3415-G](#) and [JTR, para. C2102-D](#) 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 shall include, but is not limited to:

- A. Police accident report(s).
- B. Police traffic citations.
- C. Statements from witnesses.
- D. Statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount commensurate to the actual damage.
- E. 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.

040705. Damage Claims Received From Rental Agencies

Government reimbursement or payment to a rental agency is prohibited if the rental vehicle was being used on other than official business or by willful and wanton negligence on the part of the traveler. Rental agencies may submit a damage claim directly to the Government. To be considered, these claims shall 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, documentation shall include:

A. Statements and itemized bills from the traveler and rental agency to ensure the claim is valid and in an amount commensurate with the actual damages.

B. An accident report to establish 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.

0408 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040801. General

The disbursing official should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (see [JFTR, para. U3500](#) and [JTR, para. C2400](#)). 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.

040802. Prohibition on Self-Approval

Designated approving officials may not approve their own vouchers for payment of local travel.

040803. Permanent Duty Station

Travelers performing local travel in a POC shall 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.

040804. 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 [JFTR, para. U3510](#) and [JTR, para. C2402](#).)

0409 TRAVEL AND TRANSPORTATION FOR FUNERAL HONORS DETAIL

040901. General

A person not employed in the Government, who participates in a funeral honors detail for a veteran, in accordance with [Title 10, United States Code \(U.S.C.\), section 1491](#) , may be authorized transportation or transportation reimbursement and expenses.

040902. 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 tunnel tolls.

040903. 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, then an invitational travel authorization will be used.

040904. Miscellaneous Expenses

Reimbursement for miscellaneous expenses, in accordance with [JTR, Appendix G](#), may be authorized.