

## CHAPTER 4

TRANSPORTATION ALLOWANCES0401 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 MODE OF TRANSPORTATION

The AO directs or authorizes the mode of transportation for official travel and can direct the use of the TO. If the orders do not direct a specific mode of transportation or the use of the TO, the traveler may select the mode to use (exception noted in section 0403). In these instances, the travel order must include the transportation request (TR) cost by leg of travel.

0403 TRANSOCEANIC TRAVEL

Government-arranged transportation is directed for transoceanic travel. However, when personally procured transoceanic transportation specifically is authorized in the orders, the claim will be paid accordingly. The JFTR, paragraph U3115-C refers.

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC. AOs cannot direct, as distinguished from authorize, the use of POCs in connection with official government business. See the JFTR, paragraph U3300. (NOTE: This includes travel as a passenger in a POC.)

040402. POC More Advantageous to the Government. A traveler authorized to use his or her POC as more advantageous (JFTR, paragraph U3305) is paid per diem for actual travel time not to exceed the allowable travel time. When actual travel time exceeds allowable, the higher lodging costs are used first.

040403. POC Not More Advantageous to the Government. When a traveler is authorized to use his or her POC as not more advantageous (JFTR, paragraph U3310), computation for actual travel time is limited to the allowable time in the JFTR, paragraph U5160 and JTR, paragraph C4300. The per diem is computed as indicated in the JFTR, paragraph U3310, and JTR, paragraph C4300.

040404. 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 TDY point. For periods in excess of the allowed travel time, the approving official determines if leave should be charged in accordance with DoD Component leave procedures.

A. Day of Arrival at the TDY Point. When the traveler is required to perform duty at the TDY point for at least half of the duty day on the day of arrival, that day is considered to be a day of duty. Travel time is granted prior to that first duty day. When the traveler performs duty at the TDY point for periods of less than half of the duty day on the day of arrival, that day is considered to be a travel day.

EXAMPLE: The traveler is authorized to drive by POC as more advantageous to the government. Two days of travel are authorized. The traveler performs duty for more than half a day upon arrival at the TDY point.

D/A	DATE	LOCATION	MODE	REASON FOR STOP
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 3 is considered a day of duty, October 1 and 2 would be travel days. Using the same example, if the traveler performed duty for less than half a day on October 3 at the TDY point, then October 2 and 3 would be the travel days. The AO must determine if October 1 should be charged as leave in accordance with Service procedures.

B. Day of Departure from the TDY Point. When a traveler is required to perform duty for at least half of the duty day at the TDY point on the day of departure, that day is considered to be a day of duty. Travel time is granted after that last day. When a traveler performs duty for periods of less than half of the duty day at the TDY point on the day of departure from the TDY point, that day is considered to be a travel day.

EXAMPLE: The traveler is authorized to drive by POC as more advantageous to the government. Two days of travel are authorized. The traveler performs duty for more than half a day upon departure from the TDY point.

D/A	DATE	LOCATION	MODE	REASON FOR STOP
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 considered to be a day of duty; October 9 and 10 would be travel days. Using the same example, if a traveler performed duty for less than half a day on October 8 at the TDY point, then October 8 and 9 would be travel days. The AO must determine if October 10 should be charged as leave in accordance with DoD Component procedures.

C. Continuous Periods of TDY. When a traveler performs two or more consecutive periods of TDY (without returning to the PDS), and there is a delay between the

finish of one TDY and the start of the next TDY, per diem is payable for the period the traveler remains at one of the TDY locations. If the traveler does not remain at a TDY point, no per diem is payable, and the AO may charge the traveler leave based on Component procedures.

EXAMPLE: The traveler completes the first TDY on October 5, the next TDY starts October 8. The traveler is paid per diem during the delay at the first TDY point.

D/A	DATE	LOCATION	MODE	REASON FOR STOP
Dep	1 Oct	PDS	PA	
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

**0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS**

Travelers will not be reimbursed for premium accommodations, unless properly authorized in the orders (JFTR, paragraph U3125). It is departmental policy that travelers using commercial air carriers inside or outside CONUS for official travel use less-than-premium accommodations. Any questions should be referred to the TO.

**0406 UNUSED/LOST TRANSPORTATION REQUESTS OR TICKETS**

If a traveler does not use the TR/ticket issued by the government, he or she must return it to the TO. In exchange, the TO will give the traveler an original and one copy of a DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets) or other receipt in accordance with DoD Component regulations and will provide a copy to the disbursing officer. The traveler must attach a copy of the DD Form 730 (or other receipt) with disposition instruction to the travel claim. If a claim is received with the unused tickets, return immediately to the traveler. If a traveler loses a TR or ticket, he or she should be referred to the TO for assistance. If the travel orders direct use of a TR, do not reimburse the traveler for personally procured transportation unless the AO issues a statement to allow reimbursement. The JFTR, paragraph U3140 refers.

**0407 SPECIAL CONVEYANCES**

When the traveler is authorized and uses a commercial rental vehicle (JFTR, paragraph U3415), a receipt from the rental agency that itemizes all charges must be attached to the claim for costs of \$75.00 or more. Also, when a mileage charge is included, a statement showing the official distance driven will be attached to the claim. A traveler who is on official travel for 4 days, but uses the rental vehicle for 7 days (3 days personal use), may be reimbursed for the cost of the rental vehicle, not to exceed the amount it would cost to rent the vehicle on a daily basis for the number of days of official travel.

0408 REIMBURSEMENT FOR THE COST OF DAMAGES TO COMMERCIAL RENTAL VEHICLES

040801. Cost of Damage to Rental Vehicle. When extra collision insurance is not purchased or included in the basic rental contract (e.g., MTMC 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 (as contained in the rental agreement), to a vehicle properly rented and damaged in the performance of official business. The JFTR, paragraph U3415-G, and JTR paragraph C2102-F, define official purposes. The traveler will submit a claim for reimbursement, through the AO, to the Claims Office of the supporting staff Judge Advocate General (JAG) for adjudication. Supporting documentation will include, but is not limited to: police accident report(s), police traffic citations, statements from witnesses, statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damage. Inclusion of an accident report will assist 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.

040802. Claims Received From Rental Agencies. Rental agencies may submit a damage claim directly to the government. To be considered, 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 (as contained in the rental agreement). Documentation will include, as a minimum, 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. In addition, it should include 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 (47 Comp. Gen. 145 (1967)). Reimbursement or payment to the 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.

0409 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040901. General. The disbursing officer should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (JFTR paragraph U3500 and JTR, paragraph C2400). When two or more installations are in close proximity, the local area should be determined by the senior commander or senior service commander. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.

040902. Permanent Duty Station. Travelers 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 will suffice, provided that it reflects the distance or costs between these points and the dates on which the trips occurred.

040903. Temporary Duty Station. Travelers performing local travel in a POC at the TDY site must provide a trip-by-trip accounting of all travel performed. When like trips between the same points are made on a repeated basis, one entry on the claim will suffice, provided that it reflects the distance or cost between these points and the dates on which the trips occurred. This travel should be included on the claim or as an attachment thereto.

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