

**VOLUME 9, “DEFINITIONS”****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 [September 2015](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	Verified and updated references, hyperlinks, and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
All	Deleted definition of “Privately Owned Conveyance (POC)” in accordance with (IAW) Military/Civilian Advisory Panels (MAP/CAP) item number 68-17(I), dated June 14, 2017.	Deletion
All	Added definitions of “Privately Owned Vehicle (POV) for Transporting People” and “Privately Owned Vehicle (POV) for Shipment” IAW MAP/CAP item number 68-17(I), dated June 14, 2017.	Addition
All	Deleted definition of “(Contracted) Commercial Travel Office (CTO)” IAW MAP/CAP item number 127-16(I), dated September 15, 2016.	Deletion
All	Added definition of “Travel Management Company (TMC)” IAW MAP/CAP item number 127-16(I), dated September 15, 2016.	Addition
All	This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff IAW Department of Defense Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case RR17019. 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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## 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 [the JTR](#), Appendix A, and [Chapter 2, paragraph 020307](#).

### Actual Travel Time

The travel time from physical departure to arrival at the traveler's temporary duty (TDY) location [or](#) 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 [the JTR, Chapter 2, paragraph 020302](#).

### 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. [They ensure the necessity and justification for travel orders](#). See [the JTR, Appendix A](#).

### 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 (LOA) 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.

### 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 (AK) and Hawaii (HI).

### Continental United States (CONUS)

The 48 contiguous states of the United 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 [Title 37, United States Code \(U.S.C.\), section 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 at 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 [the JTR](#), Appendix A and 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 [the JTR](#), Chapter 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, [or](#) 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 of the United States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions. See [the 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 and may be authorized transportation or transportation reimbursement, and expenses. See [10 U.S.C. § 1491](#).

### 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 [the 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 ([Individually Billed Account](#)). See [the 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 deployments.

### 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 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 [on the member's order effective date/employee's effective date of transfer/appointment](#) that legally may be accepted and transported by an authorized commercial transporter. See [the JTR, Appendix A](#), which states what [HHG](#) includes.

## 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 [the JTR, Appendix 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: not employed by the Government; employed intermittently by the Government under [5 U.S.C. § 5703](#) as consultants or experts and paid on a daily basis (when actually employed); or serving without pay or at \$1 a year, or a volunteer covered by [10 U.S.C. § 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 [the JTR, Chapter 3, section 0305](#).

## Joint Travel Regulations (JTR)

The [travel regulations](#) that prescribe 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 Incidental 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 [Outside the Continental United States \(OCONUS\)](#) Area

The states of AK and HI; 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 [the 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. See [the JTR, Appendix A, definition of “Order.”](#)

### 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 [the 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 and/or Non-Temporary Storage ) 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 Vehicle (POV) for Transporting People

Any transportation mode actually used for the movement of persons from place to place, other than a Government conveyance or common carrier. Included is a conveyance loaned for a charge to, or rented at personal expense by the Service member or civilian employee for transportation on PCS or TDY travel, when such rental conveyance has not been authorized or approved as a special conveyance in accordance with (IAW) the JTR, Chapter 2, paragraph 020209. A common carrier or a Government-owned conveyance is not a POV.

### \*Privately Owned Vehicle (POV) for Shipment

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 the 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 the JTR, Appendix A. This meal rate is used as prescribed in the JTR, Chapter 2, Table 2-17.

### 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 [certify](#) the person's identity, key authenticity, and permit 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 [the JTR](#), Chapter 5, Part B16, and [the FTR](#), Part 302-17. [A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee's domestic partner if a joint tax return is filed.](#)

### Reviewing Official

An individual, appointed in writing, to conduct random post-payment reviews of payments [IAW](#) 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 [the JTR](#), Chapter 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 [GTCC](#) 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 [the 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 [Volume 9](#), temporary duty includes temporary additional duty (TAD) for those DoD Components that use TAD. See [the 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 [the JTR](#), Chapter 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 [the JTR](#), Chapter 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 [the JTR](#), Chapter 5, Part B9.

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

An allowance based on: the standard CONUS per diem rate for temporary lodging occupied in CONUS localities; or 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 [the JTR](#), Chapter 5, Part B9c.

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

A fixed amount payment that is always based on the PDS location's maximum per diem that is in effect on the date that the fixed offer was accepted. [Apply the per diem for the season in which the employee travels that is in effect on the day the employee accepts the fixed rate offer \(e.g., offer accepted in November for travel the following June - uses the per diem rate in effect for the following June\).](#) ([CBCA 2189-RELO, 12 September 2011](#)). See [the JTR](#), Chapter 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 TO," "traffic manager," "traffic management officer," or "passenger TO."

### 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 [the 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 Management Company (TMC)

[A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Government. This was formerly referred to as a Commercial Travel Office in the JTR.](#)

### 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 [the 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 CBAs 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

As defined in [the JTR](#), Appendix A, 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.