

**VOLUME 9, CHAPTER 5: “TEMPORARY DUTY TRAVEL (TDY) AND TRAVEL ADVANCES”**

**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 **February 2018** 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
Previous 050902	Deleted flat rate per diem instructions in accordance with Military Advisory Panel / Civilian Advisory Panel (MAP/CAP) 67-18.	Deletion
Previous 051201	Deleted flat rate per diem instructions in accordance with MAP/CAP 67-18.	Deletion
All	This publication 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, October 16, 2015, as PDTATAC Case RR 19014. 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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## CHAPTER 5

TEMPORARY DUTY TRAVEL (TDY) AND TRAVEL ADVANCES

## 0501 GENERAL

## 050101. Purpose

This chapter identifies the Department of Defense (DoD) financial management policies and guidance governing travel administration for travelers performing Temporary Duty (TDY) travel, and for travel advances.

## 050102. Authoritative Guidance

Guidance in this chapter is provided under authorities contained in statute, the Joint Travel Regulations (*JTR*), the *Federal Travel Regulation*, and the DoD Financial Management Regulation. It does not include every condition in which travel and transportation allowances are either authorized, or limited by, the JTR. Information contained in this volume does not supersede the JTR.

## 0502 RESPONSIBILITIES

## 050201. Departmental Accountable Official (DAO) Responsibilities

DAO's involved in the travel management process must serve as control points within the organization. Individuals that may be officially appointed as DAO's for the travel process may include reviewing officials, approving officials, and authorizing officials (AO). If appointed, DAO's may be held pecuniarily liable under guidance contained in Volume 5, Chapter 5, section 0507, subparagraph 050701.C, for illegal, improper or incorrect payments resulting from information, data, or services they negligently provide to certifying officers; and upon which the certifying officers relied to certify payment vouchers. DAO's must be appointed and terminated using a DoD (DD) Form [577](#), Appointment/Termination Record-Authorized Signature.

A. General Responsibilities

1. Acknowledge appointment and responsibilities as a DAO by signature.
2. Implement, maintain, and enforce system internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by reviewing officials.

B. Reviewing Officials. The person appointed as a reviewing official may not serve concurrently as a certifying or disbursing officer. Except where impracticable within afloat or tactical operating forces, persons appointed as reviewing officials must not be in the supervisory chain of command of a certifying or disbursing officer.

1. Conduct prepayment review of travel claims.
2. Conduct post-payment review of travel payments certified by Certifying Officers.

C. Approving Officials.

1. Approve TDY orders.
2. Approve travel claims.
3. If required by the DoD Component, approve claims by signing and dating the DD Form 1351-2, Travel Voucher or Subvoucher, and forward approved vouchers to the appropriate travel computation office. If a voucher is disapproved, annotate the reason and return to the traveler for correction or clarification as necessary.
4. If an allowance or itinerary changes, approve after-the-fact allowable expenses and itinerary or status changes by signing and dating the DD 1351-2 and forwarding the approved voucher to the travel computation office.

D. Authorizing Officials.

1. Authorize all appropriate travel allowances except when a higher authority is required such as for premium-class travel.
2. Review lines of accounting for accuracy.
3. Assign travel order control numbers.
4. Determine if travel was performed as authorized.
5. Approve appropriate travel claims when there is a change from the written travel order involving allowances, itinerary, or reimbursable expense, such as a rental car. NOTE: The act of signing and dating the traveler's DD 1351-2 in block 21A, with remarks in block 29, negates the need for amendments.
6. Sign and date all appropriate travel claims when required by the DoD Component.
7. Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

## 050202. Certifying Officers

Certifying Officers are pecuniarily liable under Title 31 United States Code (U.S.C.), [section 3528](#). Also, see Title 41 Code of Federal Regulations (CFR) [section 301-71.203](#) and Volume 5, Chapter 5. Responsibilities for individuals appointed as Certifying Officers are applicable to both Defense Travel System (DTS) and non-DTS travel claims. They must:

- Chapter 5;
1. Be appointed by appropriate authority as prescribed in Volume 5,
  2. Acknowledge by signature their appointment as a certifying officer;
  3. Complete a DD 577;
  4. Certify travel claims for validity and reasonableness;
  5. Certify claims for payment as outlined in Volume 5, Chapter 5;
  6. Forward certified claims to the supporting disbursing office;
  7. Compare pre-trip and post-trip estimate of expenses;
  8. Review all lodging receipts; and
  9. Review individual reimbursable expense receipts of \$75 or more.

## 050203. Responsibilities of Others Involved in the Travel Process

A. Government Travel Charge Card (GTCC) Agency Program Coordinators (APCs). APCs implement and execute the [GTCC](#) program. See [DoD Instruction \(DoDI\) 5154.31, Volume 4](#) for additional information and APC responsibilities.

B. Resource Managers/Fundholders.

1. Ensure proper assignment of funding.
2. Maintain funds control.
3. Certify fund availability.

C. Supervisor Review.

1. Review, sign, and date all appropriate travel claims for military and civilian personnel.

2. Submit the travel claim to the appropriate travel computation office for processing prior to payment.

D. Travel Computation Offices.

1. Establish adequate internal controls to process travel claims.
2. Notify traveler if voucher is incorrect, incomplete, or missing required documentation; and request correction.
3. Notify the submitting office or person if travel claim is received at the wrong office for computation.
4. Compute and determine the travel [allowance](#).
5. Forward the computed travel claim and supporting documents to the disbursing office for payment or interface with the disbursing system for payment.

E. Automated Information System (AIS) Administrators. The AIS administrators operate and maintain systems to support travel management. They support the [allowance](#), certifying, and disbursing systems.

F. Travelers. Travelers must:

1. Prepare the DD 1351-2 after travel has been completed, to include identifying the duration of the TDY in block 17;
2. Attach all supporting documentation including the original or legible copies of orders and receipts for all lodging expenses, as well as, claimed reimbursable expense of \$75 or more;
3. Ensure that current electronic funds transfer (EFT) information is on file with the travel computation office. If not, identify EFT information using a Standard Form [\(SF\) 1199A](#), Direct Deposit Sign-Up Form including account and financial institution routing transit number and account type;
4. Ensure that GTCC information is on record and indicate the mandatory split-disbursement dollar amount to be sent to the GTCC account;
5. Sign, date, and include home or unit address and unit telephone number on travel claim;
6. Forward or fax the original DD 1351-2 and supporting documents to the AO or travel computation office as appropriate; and

7. Provide copies of all receipts for lodging expenses and individual reimbursable expenses of \$75 or more to the AO.

050204. Suspected False Claims

Travelers are liable under [18 U.S.C. §§ 287](#) and [1001](#), and the False Claims Act [31 U.S.C. §§ 3729 through 3731](#), if they knowingly submit false, fictitious, or fraudulent claims. When a suspected fraudulent claim is presented for payment, certifying officers or disbursing officers must follow the policies and procedures outlined in Volume 5, Chapter 12, section 1204.

0503 TRAVEL ORDERS

Travel orders are prepared in accordance with DoD Component management guidance and administrative instructions including the JTR, Chapter 1, paragraph 010206 for Service members and civilian employees, and the JTR, Chapter 3, paragraph 030501 for invitational travel authorizations. The travel order establishes in writing the conditions for official travel and transportation at government expense. To ensure proper reimbursement, the actual TDY duty location must be listed on the travel orders (i.e., if going TDY to Ft. Bliss, TX, the travel orders must explicitly state “Ft. Bliss, TX” not “El Paso, TX”). Travel orders must identify the traveler as either a GTCC cardholder or non-cardholder. This statement authorizes alternative payment methods (e.g., transportation tickets being charged to a centrally billed account). The TDY travel orders must include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed).

050301. Funding

A. All orders, wherever possible, must be funded by the traveler’s organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler’s organization must obtain a fund cite from that office in an amount sufficient to pay for the travel prior to issuing travel orders.

B. In the event of a split-year funded trip, the traveler must return to his or her official duty station if no DoD Appropriation Act has been signed or continuing resolution has been enacted. Expenses incurred in returning to the traveler’s duty station will be posted in the new fiscal year as necessary costs to close down operations.

050302. Itinerary Variations

A. Variations Authorized. The authorization of travel variations should not be used in place of adequate advance planning, nor must they be used to grant an open travel authorization. Variations must be authorized in the order and are permitted only when considered mission essential in accordance with [Per Diem, Travel, and Transportation Allowance Committee AP-TO-01](#). “Variations Authorized” permit:

1. Omission of travel to a place, or places, stated in the travel order;



2. Change in the order of travel to places shown; and
3. Travel to places not shown.

B. Verbal Variations. Confirmation of a verbal order is required, and may not be delegated, when the AO gives the traveler a verbal order to:

1. Change the order of places to be visited,
2. Change the time at each location, or
3. Add or omit locations.

C. No Amendments Needed. No amendments are needed if:

1. The traveler departs within a period of 7 days before or after the specified date of departure; or

2. The TDY is extended by 100 percent of the original time or 7 days, whichever is less. For example, if a TDY of 5 days is authorized, then the traveler could be extended for 5 additional days (100 percent) without amendments (the lesser of 7 days and 100 percent is 5 days). On the other hand, if a TDY is authorized for 14 days, then the traveler could extend 7 additional days without amendments (the lesser of 7 days and 100 percent is 14 days).

050303. Issued in Advance

A written travel order is issued before travel is performed unless an urgent or unusual situation prevents prior issuance. Travel orders may not be revised or modified retroactively after the effective date to increase or decrease the rights and benefits that have been fixed under the applicable statutes or regulations. Note: This does not prohibit confirmation of verbal orders.

050304. Basis for Reimbursement

The travel order is the basis for the traveler's reimbursement. Reimbursement for travel is not authorized when travel is performed in anticipation of verbal orders. The right to allowances is established when travel expenses are incurred under orders. Travelers are entitled to travel and transportation allowances only while in a travel status.

050305. Object Classification

Accounting for TDY travel is accomplished through the use of a single object classification code. All TDY orders must be issued using the single object classification code of 21, "Travel and Transportation of Persons." Temporary exemptions to the mandatory use of the two-digit (21) object classification code to accommodate component-unique accounting requirements may be permitted only with the advance approval of the Under Secretary of Defense (Comptroller) or designee.

## 050306. Registration Fees

All registration fees incurred while DoD travelers are on TDY travel must be charged to object classification code 21, "Travel and Transportation of Persons."

## 050307. Errors on Travel Orders

A. Personal Data. When travel orders contain erroneous data (e.g., misspelled names, incorrect Social Security numbers, or incorrect grades), claims may be paid without amending the orders. The traveler may make and initial any necessary changes.

B. Appropriation Data. When the accountable (funding) station is the disbursing station, the incorrect accounting classification data may be corrected without an amendment. If the accountable (funding) station is different than the disbursing station, then changes to the incorrect accounting classification data must be supported by one of the following:

1. Separate funding documents,
2. A letter from the accountable disbursing official/comptroller, or
3. A documented telephone call to the accountable disbursing official or comptroller.

## 050308. Retroactive Amendments to Orders

A. Amendment Required. Travel orders **cannot** be amended to increase or decrease a travel allowance after travel is performed. The original order, however, may be amended after travel is performed when issued in error or travel requirements change en route. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change.

B. Amendment Not Required. Some provisions of the JTR provide for after-the-fact approval (e.g., rental cars). In this case, the approval is not a retroactive amendment. Such expenses are claimed on the voucher and approved by the AO. An AO's signature on a DD 1351-2 constitutes approval of the claim.

## 0504 TRAVEL ADVANCES

## 050401. Policy

Cash travel advances must not be authorized unless an exception is granted. Annotate the maximum advance amount authorized on the travel order. The standard practice is for the traveler to use his or her GTCC to obtain cash from an automated teller machine (ATM) for expenses that cannot be charged to the **GTCC**. Also, annotate on the travel order the maximum ATM cash advance amount that may be withdrawn using the **GTCC**. Personnel who are not eligible for **GTCC** may obtain travel advances only via **EFT**. The Commander or supervisor, in coordination

with the disbursing officer, may authorize cash advances in limited situations where no other process is available to accomplish the mission. See DoDI 5154.31, Volume 4 for additional guidance on the [GTCC](#) program.

050402. Managing Financial Resources

To manage financial resources more effectively for travel expense purposes, DoD Components must:

A. Hold to a minimum the amounts of cash advances for travel purposes as provided in section 0505;

B. Ensure that travelers submit vouchers within established time frames, as provided in paragraph 050405; and

C. Process travel vouchers promptly to assure timely payment to employees or Service members or to recover any excess travel advances. DoD Components must establish internal policies and procedures to ensure travel vouchers are paid within 25 working days after the end of a trip or travel period.

050403. Cadets and Midshipmen

Cadets and midshipmen travel in accordance with the policies of the respective service academy. If a cadet or midshipman requires a travel advance or seeks settlement at a disbursing office, the following offices must be contacted for authorization:

U.S. Military Academy:

Defense Finance and Accounting Service  
ATTN: Travel Operations  
325 Brooks Road  
Rome, NY 13441  
DFAS-TRAVELADVANCE@MAIL.MIL

U.S. Naval Academy:

Midshipman Disbursing Office  
100 Cooper Road USNA-Bancroft Hall  
Annapolis, MD 21402-5024  
Commercial Phone: (410) 267-3297  
DSN: 281-3297/3298

U.S. Air Force Academy:

10 ABW/FMFPPP  
2304 Cadet Drive Suite 220  
U.S. Air Force Academy  
Colorado Springs, CO 80840-5040  
Commercial Phone: (719) 472-2649  
DSN: 333-2649

050404. Invitational Travel Authorizations

Travel advances may be authorized for travelers using invitational travel authorizations. The amount of the advance must be approved by the orders AO and included on the invitational travel authorization. Limit advances to the authorized amount (see paragraph 050401).

050405. Monitoring Advances

A. General. When a travel advance is authorized, it must be monitored to ensure that a corresponding travel claim is filed within 5 working days of the traveler's return to or arrival at the permanent duty station (PDS), or immediately when the orders are canceled. Travelers whose TDY extends beyond 30 days may file travel claims within 5 working days after the end of every 30 calendar day period or travel accrual payments may be provided in accordance with Service-specific regulations.

B. Failure To Submit Travel Claim. If a traveler has not submitted a claim within 15 days after the estimated date of return/arrival (provisions for separatees/retirees are in paragraph 050515), then the following action will be taken.

1. Marine Corps Members. Fifteen days after the Service member's estimated date of arrival/return, recoup the total amount of the advance through pay account deduction (see [Headquarters Marine Corps - Personnel & Readiness \(Resources, Fiscal and Finance\) 7220.31S](#), Automated Pay Systems Manual). System acceptance of this transaction activates the delayed deduction program. The Service member is notified of the impending deduction on the next leave and earnings statement. The amount then is deducted from the Service member's pay the following month.

2. Other Travelers. Each DoD Component must ensure that it has a process to monitor travelers' advances. Issue a letter advising travelers of [his or her](#) responsibility to submit travel claims and/or repay advances. On the 46th day after the traveler's estimated date of return/arrival, if no response to the letter has been received, then collect from the traveler's pay account. See Volume 16, Chapter 2 regarding administrative offset procedures.

## 0505 TRAVEL ADVANCE LIMITATIONS

## 050501. General

Except as provided in paragraph 050503, DoD Components must limit travel advances to those estimated expenses that a traveler is expected to incur for authorized travel including travel incident to permanent duty travel/civilian employee temporary change of station (PDT/TCS) that ordinarily would be paid using cash (see “cash transaction expenses” as defined in paragraph 050502). This limitation applies to all advances. Advances issued for travel under single trip, as well as open travel authorizations, are limited to the estimated cash transaction expenses for no more than a 45-day period.

## 050502. Cash Transaction Expenses

Cash transaction expenses are those travel expenses that, as a general rule, cannot be charged and, therefore, must be paid using cash, personal checks, or traveler’s checks. Travelers must use the GTCC for all authorized travel expenses. If the card cannot be used to charge the expense, the card should be used to withdraw cash from an ATM to pay for those expenses. The following are cash transaction expenses:

- A. Meals, when the GTCC is not accepted, and incidental expenses covered by the per diem rate, or Actual Expense Allowance (AEA); or
- B. Other authorized miscellaneous expenses which cannot be charged using a charge card and for which a cost reasonably can be estimated before travel.

## 050503. Exceptions to Travel Advance Limitations

A. Authorized Exceptions. The limitation in paragraph 050501 does not apply to any of the following [civilian employee PDT/TCS](#) expenses:

- 1. Temporary quarters subsistence,
  - 2. Transportation and temporary storage of household goods (HHG),
- or
- 3. Mobile home transportation.

B. Discounted Conference or Training Registration Fee ([41 CFR § 301-74.23](#)). Advance payment of discounted conference or training registration fee may be paid as indicated in paragraph 050507. See the JTR, Chapter 3, [subparagraph 030201.D](#).

C. Order-Issuing Official's Discretion. The order-issuing/authorizing official may, under limited circumstances, increase the travel advance amount paid to a traveler. Those circumstances are as follows:

1. Use of GTCC Precluded. When travel circumstances are expected to preclude the use of a GTCC to purchase transportation, lodging, car rental, or other travel expenses that ordinarily are charged;

2. GTCC Not Offered. When the employee is not offered a GTCC in accordance with DoDI 5154.31, Volume 4; or

3. PDT/TCS. When use of a GTCC is not feasible for PDT/TCS travel or a house hunting trip incident to a transfer between official stations, particularly a transfer between agencies.

D. Allowable Amount for Meals and Incidental Expenses (M&IE). Unless a different amount is prescribed in the travel order/AEA, the amount advanced for meals and incidental expenses must not exceed the M&IE allowances prescribed in the JTR, Chapter 2, paragraph 020304.

E. Amount Allowed. Travel advances should not exceed 80 percent of the estimated lodging and transportation costs in the event that a GTCC is not accepted at the TDY location; a Service/Agency does not authorize use of the GTCC for PDT or TCS travel; or the employee has not been offered the GTCC. This information must be shown in block 16 of the travel order and will serve as the basis for authorizing an advance up to 80 percent. If the 80 percent limitation results in a financial hardship on the employee, then the order-issuing official may authorize an advance for up to 100 percent of the estimated expenses for:

1. An individual trip, or
2. An open travel authorization not to exceed a 45-day period.

F. Travel Under a Reduced Per Diem Rate. When a reduced per diem rate is prescribed in accordance with the JTR, paragraph 020308, employees or Service members may be authorized a cash travel advance of 100 percent of the authorized per diem rate for no more than a 45-day period, provided that the following three conditions are all met:

1. The period of TDY exceeds 60 days,
2. Travel vouchers will be filed at least every 30 days, and
3. The GTCC cannot be used.

050504. Per Diem Amount

A. TDY or AEA. An advance based on the per diem allowance is limited to a period of 45 days under an individual travel order unless the employee is:

1. Assigned to TDY for a period in excess of 45 days at a place where there are no facilities available for processing travel vouchers, or

2. Performing extended TDY aboard a Navy ship.

B. [Civilian Employee PDT/TCS.](#)

1. Travel Between Old and New PDSs. An advance for the employee and/or dependents, based on the applicable per diem allowance, must be limited to the amount payable for the allowable travel time.

2. Round Trip Travel to Seek Permanent Residence. An advance for the employee and/or spouse, based on the per diem allowance, must be limited to the amount payable for the actual number of days authorized in the travel orders.

050505. Mileage Amount

A. TDY. An advance based on the mileage allowance must be limited to the official distance between the PDS and the TDY location.

B. [Civilian Employee PDT/TCS.](#)

1. Travel Between Old and New PDSs. An advance, based on the mileage allowance of the Service member/civilian employee and/or dependents, must be limited to the official distance between the old PDS and new PDS.

2. Round-Trip Travel to Seek Permanent Residence. An advance, based on the mileage allowance of the civilian employee and/or spouse, must be limited to the official distance between the old PDS and new PDS.

050506. Commercial Transportation Amount

When an employee who does not have a GTCC is authorized to perform travel by commercial transportation, an advance may be paid based on the estimated cost of the required transportation, not to exceed 80 percent for each trip authorized under the travel orders. If the 80 percent limitation results in a financial hardship on the employee, then the order-issuing official may authorize an advance for up to 100 percent.

050507. Advance Payment of Discounted Conference or Training Registration Fee

A. General. Travelers may be permitted to register early and be reimbursed for an advanced discounted payment for a conference or training registration fee as soon as they are approved for the event and they submit a proper claim for the expenses incurred.

B. Traveler is Unable to Attend an Event for Which Reimbursement Was Made. If the advance payment was made in accordance with subparagraph 050507.A and the traveler is unable to attend the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the DoD Component concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend

the event was caused either by a decision of the DoD Component concerned or for reasons beyond the traveler's control that are acceptable to the DoD Component concerned, (e.g., unforeseen illness or emergency). The traveler must repay the amount advanced if no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed inexcusable by the DoD Component concerned.

050508. HHG Amount

An advance for the cost of HHG transportation must be limited to the cost of shipping the estimated weight of the employee's HHG within the maximum weight for which an employee is eligible at the applicable rate and distance shown in the commuted rate schedule. An advance for the cost of temporary storage must be limited to the applicable commuted rate for the weight of HHG and period of storage, not in excess of 90 days and not in excess of the maximum HHG weight for which an employee is eligible. A request for an advance by an employee should be accompanied by a written statement designating the points of origin and destination, the estimated HHG weight to be shipped, and any anticipated temporary storage not to exceed 90 days. The estimate of weight required in support of an advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipments.

050509. Temporary Quarters Subsistence Expense (TQSE) Amount

Advances may be paid in 30-day increments for subsistence expenses covered in the JTR, Chapter 5, [Table 5-84](#). The initial advance of funds for TQSE must not exceed the maximum amount allowable under the JTR, Chapter 5, [Table 5-85](#) for the first authorized period of 30 days or less. Thereafter, advances for subsequent 30-day periods may be paid as authorized by the DoD Component. When an advance is needed for the second and subsequently authorized 30-day periods, DoD Components should advise employees to submit the request for advance in sufficient time to allow for processing, approval, and issuance of the advance.

050510. Mobile Home Transportation Amount

A. Within the Continental/Contiguous United States (CONUS). When the point of origin and the PDS to which movement is authorized are both located within CONUS, an advance for the cost of transportation of a mobile home moved by a commercial transporter must be limited to an amount computed at the applicable rates for transportation for the official distance and 90 days temporary storage prescribed in the commuted rate schedules for the maximum weight of HHG for which an employee is eligible. When a civilian employee tows a mobile home by a Privately Owned Vehicle (POV), an allowance of \$.11/mile is paid to cover the transportation costs listed in the JTR, [subparagraph 054406-B](#).

B. Between CONUS and Alaska. For travel between the CONUS and Alaska involving movement through Canada, limit the advance to the constructive cost for transportation and temporary storage of HHG under a Government bill of lading, subject to [the provisions](#) and limitations prescribed in [subparagraph 050510.A](#).



## 050511. Group or Charter Arrangements

When payment for transportation under group or charter arrangements cannot be made to a carrier with Government-procured transportation documents, an advance may be paid based on the estimated cost of the transportation to be furnished.

## 050512. Requesting an Advance

Subject to the conditions in subparagraph 050512.A an advance must, upon request, be paid to an employee. The appropriate office must compute the amount paid. An exception to this requirement is authorized when individual travel orders are received via the Department of the Navy certified Automated Travel Order delivery system. Do not pay an advance more than 10 days before travel begins unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies. An advance is subject to the conditions stated in the following subparagraphs:

A. Number of Advances Authorized. Ordinarily, only one advance may be paid for a specific purpose under the same travel order. An exception to this rule may be made for employees or Service members on TDY in excess of 45 days aboard Navy ships or employees or Service members on other TDY assignments under an individual travel order in excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amounts advanced during the TDY assignment may not exceed the total amount authorized to be advanced in the traveler's orders.

B. Prior Advance Outstanding. No advances will be paid to personnel who failed, for reasons unacceptable to the approving official, to submit a reimbursement voucher on a previous travel authorization/order in which an advance was paid, or have not made arrangements to settle an outstanding advance. This requirement may be waived when personnel have not had reasonable time to prepare and submit vouchers between successive travel assignments.

C. HHG Shipments. Advances for transportation or temporary storage of HHG or mobile home movement must not be paid if such expenses are not expected to be incurred by the employee concerned within 30 days from the authorizing date. In such cases, the advance may be paid later.

## 050513. Obtaining an Advance Payment

A. Document Submission.

1. Department of the Navy. Prepare and submit to the disbursing office one copy of the original travel order after it is signed. The travel order must indicate the amount of the advance authorized.

2. Marine Corps. Prepare and submit to the appropriate paying office an original and three copies of the DD 1351, Travel Voucher, accompanied by three copies of the employee's travel order; or other requirements as provided by the appropriate paying office.

3. All Others. Prepare and submit to the appropriate paying office an original and three copies of the DD 1351 accompanied by three copies of the employee's travel order.

B. Payment. The disbursing office pays an advance. Necessary records of advances paid to employees or Service members are maintained by the appropriate office as specified in paragraph 050514.

050514. Advance Repayment

A. General. An employee or Service member who has received an advance must submit a travel claim voucher within 5 working days of the employee's or Service member's return after the end of each trip so that settlement of the advance account can be made. The responsible settlement office that accounts for funds against which the advance is charged is responsible for settlement or collection action in accordance with the applicable Component's accounting or disbursing regulation. The DoD Components must implement internal controls to assure that:

1. Travelers with outstanding travel advances are notified of any delinquencies in filing vouchers and repaying outstanding travel advances,

2. Travelers are paid amounts owed them within 15 working days after receipt of claims in the paying office, and

3. Outstanding travel advances and unpaid travel vouchers are reviewed and settled prior to an individual's separation.

B. Deduction From Vouchers. The settlement office must ensure that the amount previously advanced is deducted from the total expenses allowed or otherwise is recovered. In instances where a traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on individual trip authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of the advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, pay the traveler the net amount. If the advance exceeds the reimbursable amount, then the traveler immediately must refund the excess.

C. Delayed Use of Advance Funds. In the event of cancellation or indefinite postponement of authorized travel, the traveler must promptly notify the finance office and refund any advance for the authorized travel. If a traveler does not refund the advance promptly, the finance office must take immediate steps to collect the advance from the traveler.

D. Outstanding Advances. An employee or Service member must be informed that any over-advanced amount indicated in a travel claim settlement voucher must be immediately repaid. If a traveler does not make voluntary settlement of the indebtedness, take action to collect the outstanding advance from money due the employee or Service member.

E. Recovery of Advances. Outstanding travel or transportation advances that have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler must be collected promptly in accordance with applicable debt collection laws and regulations. In the event that an employee or Service member dies before settling a travel advance, any travel advance in excess of earned [allowance](#) is subject to collection. In the event the amount due is not refunded within a reasonable period, effect collection by salary offset, retired pay, or otherwise from the person to whom advanced, or the traveler's estate, by deduction from any amount due from the U.S. Government or by such other legal recovery method as may be necessary. Salary or other amounts due must be used to settle the advance before set-off against the retirement credit. In view of these protections, a traveler is not required to furnish a bond in order to obtain a travel advance.

F. Accounting for Advances. Accounting for cash advances for travel purposes, recovery, and reimbursements must be in accordance with procedures prescribed by the Government Accountability Office (GAO). See the [GAO Policy and Procedures Manual](#) for Guidance of Federal Agencies, Title 7, Fiscal Guidance.

050515. Advances for Service Member Separatees or Retirees

A. General. A Service member who is separating or retiring may be paid an advance through EFT incidental to separation/retirement no more than 10 days prior to the Service member and/or dependent(s) actual travel dates. Upon completion of the travel, a Service member who has received an advance must submit the travel claim to the appropriate settlement office.

B. Late Travel Claim. If the claim is not received within the required time frame, the travel official responsible for settling the advance must prepare a letter to the Service member advising that: he or she is responsible for submitting the travel claim to the appropriate travel settlement office; a response is required within 30 days; and if the travel claim is not received within this required time, the total amount of the advance becomes a debt ([Volume 16, Chapter 2](#)). For retirees, refer the debt for offset against the retired pay account. For separated Service members, refer the debt for collection action to include possible offset against future Federal income tax returns. If no response is received within the 30-day time frame, then the responsible disbursing official holding the debt must forward the debt and necessary documentation to:

DFAS-IN/Debt and Claims  
Dept. 3300 ATTN: Debt Establishment  
8899 East 56th Street  
Indianapolis, IN 46249-3300

0506 TRAVEL STATUS

050601. General

Travel status begins when a traveler departs the home or office and ends when the traveler returns to the office or home. See the JTR, paragraph 010203, and Appendix A.

## 050602. Aircrew

Generally, aircrew travel status begins with take-off from the PDS and ends with landing at the PDS. See the JTR, [subparagraph 010203-D](#).

## 0507 FURNISHED MEALS

## 050701. Complimentary Meals Furnished by a Hotel

When a traveler is furnished a complimentary meal by a commercial lodging establishment for which a charge is not added in the lodging cost, that meal is not a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal is consumed by the traveler. For rules concerning lodgings and meals furnished by Government contract, see the JTR, paragraph 020304. Additional information on what constitutes deductible/non-deductible meals can be found in the JTR, paragraph 020304, Table 2-18.

## 050702. Meals Furnished at Conferences

When some but not all meals are included in conference fees, the proportional meal rate applies on each day one or two meals are provided, except on travel days to and from the PDS. Light refreshments, including a continental breakfast, are a deductible meal when served at a mealtime (e.g., breakfast 0600-0800). Light refreshments served during a break (not at a mealtime) are not a deductible meal. See the JTR, [subparagraph 030201-B](#).

## 0508 GOVERNMENT QUARTERS AND GOVERNMENT DINING FACILITY AVAILABILITY

## 050801. Non-availability Statements

Travelers are not required to obtain written non-availability statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The availability of Government quarters, contract quarters, and dining facilities must be confirmed when a reservation request is made. The traveler must obtain the confirmation by using the following procedures:

A. Lodging Reservations. A traveler on TDY must reserve lodging through the electronic travel system, the servicing Travel Management Company (TMC), or by contacting the Government quarters facility directly for availability of quarters. [A DoD traveler must use the Integrated Lodging Program Pilot \(ILPP\) facilities if available.](#) See the JTR, paragraph 020303. If quarters are confirmed as not available, then the Government quarters facility is required to give the TMC or the traveler a confirmation or non-availability number, or the name and phone number of the person contacted. The traveler enters the confirmation or non-availability number on the travel order or voucher. If the TMC or the traveler is not able to obtain a confirmation or non-availability number from the billeting office, the traveler must note on the travel order or voucher the date and time the attempt was made. The commercial lodging and per diem rate, [not to exceed the locality per diem rate \(unless AEA is authorized or approved\)](#) must then be paid.

B. Dining Facility Availability. If the AO directs use of a Government dining facility while the traveler is quartered on-base, the traveler should obtain information on the availability of a Government dining facility through the responsible office at the destination U.S. installation office. If not available, the M&IE rate for commercial meals is authorized. For Service members attending courses of instruction at a school or installation, the schoolhouse commander determines the availability of meals. When a travel authorization directs the use of a Government dining facility for TDY travel, and it is not available, a traveler must provide a statement of non-availability explaining which meals were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate. See the JTR, paragraph 020304-D.3

050802. Government Dining Facility

A. Government Dining Use Required. If the AO directs use of a government dining facility while the traveler is quartered on-base but, during the trip, no such facility is available, the Service member may be reimbursed the full M&IE rate if all three meals are not available. Note: The dining facility and on-base government quarters must be on the same installation. If one or two meals are not available (provided the AO accepts the Service member's certification of non-availability), the traveler must be reimbursed the proportional meal rate or the full M&IE rate as determined by the AO. The appropriate government facility rate must be paid when civilian travelers consume all three meals in a government mess or the proportional rate on any day in which one or two, but not all three, meals are consumed in a government mess. See the JTR, paragraphs 020304 and 032901.

B. Government Dining Use Impractical. The use of a government dining facility is impractical on any day in which the Service member is traveling between or among locations, except for meals incident to special status as outlined in section 0509. See the JTR, paragraph 020304.

050803. TDY Not at an Installation

Travelers on TDY to an ILPP site must use approved DoD Preferred lodging accommodations when Government quarters or Public-Private Venture lodging are not available. The Defense Travel Management Office website lists approved properties. See the [ILPP Approved Vendor List](#). A traveler must book preferred commercial lodging through the DTS or the contracted TMC. When the TDY location is not at an installation, the Service member is not required to use a nearby Government facility. If the Service member chooses to use Government quarters at a nearby installation, however, a Government dining facility is "not available" for M&IE purposes. See the JTR, paragraphs 020303 and 020304.

050804. TDY at an Installation

A. Military Personnel TDY to an Installation. Service members are required to check for Government quarters availability when TDY to a U.S. installation. Availability/non-availability documentation must be obtained per the JTR, paragraph 020303. Service members

should use adequate available Government quarters when TDY to a U.S. installation; however, when adequate Government quarters are available on that U.S. installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost. See the JTR, paragraph 020303.

B. Civilian Personnel TDY to an Installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILPP site. A civilian employee is required to use Government quarters at an ILPP site. If the electronic reservation system cannot reserve Government quarters, then make reservations through Department of Defense Lodging, or by contacting the Government quarters facility directly. In compliance with the requirement to exercise prudence when incurring expenses, employees should exercise the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense. An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging or meal cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel occurs. Only a DoD Component head may authorize a reduced per diem rate for a civilian employee, except as otherwise specified in the JTR. See the JTR, paragraphs 010102, 020303, and 020308.

#### 0509 SPECIAL STATUS AND PER DIEM RATES

Reduced or zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining, take effect at 12:01 a.m. the day after the traveler enters the status and ends at 12:00 a.m. the day preceding the day the traveler leaves that status. See the JTR, paragraph 020315.

##### 050901. Departure From and Return to PDS

Seventy-five percent of the appropriate M&IE rate is paid to travelers on the day of departure from and return to the PDS when entering or exiting a special status providing all meals.

##### 050902. Other Changes in Status

For all other days of travel when the traveler enters or exits a special status providing all meals, those meals provided before entering and after exiting the status are available and the proportional meal rate applies on those days. For all days of travel, meals are not available unless traveling within the Area of Operation (AOR). See the JTR, paragraph 032901, for information on meals within the AOR. If no travel is involved and the traveler goes from a zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, apply normal per diem computations, at the special status rates, for that day.

##### 050903. Occasional Meals or Lodging

Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise

authorized. The reimbursement may be made not to exceed the proportional meal rate for the meal or lodging portion of the locality per diem allowance. This does not include payment of the basic food cost for officers, employees, or Service members in field duty, sea duty, or under essential unit messing. See the JTR, paragraph 020305. Note: Employees may be reimbursed expenses for occasional meals or occasional lodging expenses that the civilian employee must incur at a time when the meals or lodging are furnished without cost (or at nominal cost) for TDY of more than 12 hours.

050904. Travel Orders

Travel orders must identify the reduced per diem rates, availability or non-availability of Government quarters, authorization for Government or proportional meal rate as applicable, identification of special status, and reference to the letter or message in which they were established.

0510 CONSECUTIVE TDY

051001. Per Diem

Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler and the traveler either remains at the first TDY location or travels to the next TDY location within the allowable travel time.

EXAMPLE: The traveler completes the first TDY on October 5 and the next TDY starts October 8. The traveler is paid per diem during the delay at an authorized delay (AD) point in between the first and second TDY point. Note: Privately owned Automobile (PA), Temporary Duty (TD), Mission Complete (MC).

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
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

051002. Authorized Delay En Route

A traveler may receive per diem if awaiting transportation at an authorized delay point between TDY locations. To attain savings to the Government, combine what would have been two separate TDY trips into one longer trip and provide for authorized delay (AD) at an intermediate location. Per diem is payable for the interval between the two periods of TDY. The amount of per diem paid is based on the location of the AD. Note: Commercial Plane (CP).

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	CP	
Arr	1 Oct	TDY point A		TD
Dep	5 Oct	TDY point A	CP	
Arr	5 Oct	The location in between the 1 <sup>st</sup> /2 <sup>nd</sup> TDY location	CP	AD
Dep	8 Oct	AD point	CP	
Arr	8 Oct	TDY point B		TD
Dep	12 Oct	TDY point B	CP	
Arr	12 Oct	PDS		MC

#### 0511 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

##### 051101. Permissive/Administrative Travel Time

A traveler who takes leave, permissive travel, or an administrative absence before or after a funded TDY is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive travel, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two TDY locations.

##### 051102. Travel Time When Using a POV

Permissive or administrative travel time is authorized when a traveler is authorized to travel by POV for personal convenience on funded TDY and reimbursement is based on a constructive schedule. Compute the allowable travel time based on the provisions of the JTR, paragraph 020302. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

##### 051103. Leave and Overtime in Conjunction With Official Travel

The unit commander, designated representative, or employee's supervisor must make and document determinations regarding leave and duty status, to include overtime. The granting, accounting for, and associated reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

#### 0512 RETURN TO THE PDS DURING TDY

##### 051201. Authorized Return



When a travel order authorizes return to the PDS, the traveler is authorized travel, transportation allowances, and per diem for travel from the TDY site to the PDS and return to the TDY site. When the AO has authorized or approved the lodging costs maintained at the TDY site as mission essential, the incurred expenses are paid as a reimbursable expense. In making the decision to authorize or approve, the AO must determine that the reasons for retaining the lodging are reasonable and necessary and not strictly for the convenience of the traveler. This determination is made after considering the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement. When the lodging retained is charged on a daily basis, the AO should consider such factors as the length of the TDY, the amount of personal belongings, the capability of the establishment to store those belongings, and the ability of the traveler to secure a room upon return. The AO must state the reason for authorizing or approving reimbursement of the retained lodging. For this [authorization](#), the permanent quarters from which the traveler normally commutes to the PDS are the same as the PDS. If the traveler goes to another location, then no allowances are authorized for the travel and per diem is computed as if the traveler remained at the TDY location.

051202. Voluntary Return

When a traveler voluntarily returns to the PDS during a TDY period, limit his or her [allowance](#) to the lesser of the actual travel cost for the roundtrip to the PDS and what it would have cost had he or she remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days; roundtrip transportation for the mode used; and cost for quarters retained at the TDY site. See the JTR, paragraph 020312.