

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 2017 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references, hyperlinks, and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
Defense Accounting and Disbursing Systems (DADS)	Deleted this term since it is no longer used in Volume 9.	Deletion
Defense Travel Administration (DTA)	Deleted this term since it is no longer used in Volume 9.	Deletion
Element of Expense/Investment Code (EEIC)	Deleted this term since it is no longer used in Volume 9.	Deletion
Finance Defense Travel Administrator (FDTA)	Deleted this term since it is no longer used in Volume 9.	Deletion
Government Entity	Deleted this term since it is no longer used in Volume 9.	Deletion
Group Authorization	Deleted this term since it is no longer used in Volume 9.	Deletion
Hierarchy	Deleted this term since it is no longer used in Volume 9.	Deletion
Individual Mobilization Augmentee (IMA)	Deleted this term since it is no longer used in Volume 9.	Deletion
Other-Than-Business Travel	Deleted this term since it is no longer used in Volume 9.	Deletion
“Should Cost” Estimate	Deleted this term since it is no longer used in Volume 9.	Deletion

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Special Conveyance	Added definition in accordance with (IAW) Military Advisory Panel / Civilian Advisory Panel 067-17(I), dated May 22, 2017.	Addition
Surface Deployment and Distribution Command (SDDC)	Deleted this term since it is no longer used in Volume 9.	Deletion
Temporary Lodging Allowance (TLA)	Deleted this term since it is no longer used in Volume 9.	Deletion
Temporary Lodging Expense (TLE)	Deleted this term since it is no longer used in Volume 9.	Deletion
Trip Record	Deleted this term since it is no longer used in Volume 9.	Deletion
Unconnected Traveler	Deleted this term since it is no longer used in Volume 9.	Deletion
Unit Card	Deleted this term since it is no longer used in Volume 9.	Deletion
Web Portal	Deleted this term since it is no longer used in Volume 9.	Deletion
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 RR19011. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Revision

Table of Contents

Accountable Officials.....	5
Actual Expense Allowance	5
Actual Travel Time	5
Agency Program Coordinator (APC).....	5
Allowable Travel Time	5
Approve.....	5
Approving Official	5
Authorize.....	6
Authorized Travel Time	6
Authorizing Official (AO).....	6
Authorizing Official (AO) (Defense Travel System (DTS))	6
Cardholder.....	6
Centrally Billed Accounts (CBA)	6
Certifying Official	6
Component Program Manager (CPM)	7
Concurrent Travel	7
Contiguous United States	7
Continental United States (CONUS)	7
Defense Travel System (DTS)	7
Dependent.....	7
Designated Place	7
Digital Signature	7
Directed	8
Disbursing Office	8
Dislocation Allowance	8
Foreign Area.....	8
Funeral Honors Detail	8
Government Bill of Lading	8
Government Dining Facility or Government Mess.....	8
Government Travel Charge Card (GTCC).....	8
Group Movement	8
Household Goods (HHG).....	9
Individually Billed Account (IBA)	9
Invitational Travel Authorization (ITA)	9
Joint Travel Regulations (JTR)	9
Line of Accounting (LOA).....	9
Meals and Incidental Expenses (M&IE)	9
Non-concurrent Travel	10
Non-Foreign Outside the Continental United States (OCONUS) Area.....	10
Object Classification	10
Open-Travel Authorization	10
Outside the Continental United States (OCONUS)	10
Payment Review Official	10
Permanent Change of Station (PCS)	10

Table of Contents (Continued)

Permanent Duty Station (PDS) 10

Permissive/Administrative Travel Time 11

Personally-Procured Household Goods (HHG) Transportation..... 11

Premium Class..... 11

Privately Owned Vehicle (POV) for Transporting People..... 11

Privately Owned Vehicle (POV) for Shipment..... 11

Proportional Meal Rate 11

Public Key Infrastructure 11

Receipt..... 12

Relocation Income Tax Allowance (RITA)..... 12

Safe Haven 12

SmartPay 12

*Special Conveyance 12

Split Disbursement 12

Supervisor Review 13

Temporary Change of Station 13

Temporary Duty (TDY) 13

Temporary Quarters Subsistence Expense (TQSE) 13

Temporary Quarters Subsistence Expense-Actual Expense Reimbursement (TQSE(AE)) .. 13

Temporary Quarters Subsistence Expense-Lump Sum Reimbursement (TQSE(LS)) 13

Transportation Officer (TO)..... 14

Travel Authorization (Also Referred to as a Travel Order) 14

Traveler 14

Travel Management Company 14

Travel Status..... 14

U.S. Installation..... 14

Withholding Tax Allowance (WTA) 14

Year One (RITA) 14

Year Two (RITA)..... 15

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

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.

Approve

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.

Authorize

As defined in the JTR, Appendix A, the term 'authorize' 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

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, the Defense Travel Management Office, 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 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

An allowance paid to military members to partially reimburse them for expenses incurred in relocating their households. See the JTR, Chapter 5, Part A, [section 0505](#).

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

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 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 (IBA)). See the JTR, Appendix A.

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.

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.

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.

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."

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.

Payment Review Official

An individual [who](#) conducts random [pre-payment or](#) post-payment reviews in accordance with (IAW) Volume 5, Chapter 5.

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 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

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 F, [section 0536, paragraph 053611](#), 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.

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.

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.

[*Special Conveyance](#)

[A commercially rented or hired vehicle; such as a taxi or cab. A POV or Government-owned/contracted vehicle is not a special conveyance. See the JTR, Appendix A.](#)

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.

Supervisor 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.

Temporary Change of Station

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 Quarters Subsistence Expense (TQSE)

A discretionary allowance, 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 F, [section 0542](#).

Temporary Quarters Subsistence Expense-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 F, [section 0542, paragraph 054206](#).

Temporary Quarters Subsistence Expense-Lump Sum Reimbursement (TQSE(LS))

A fixed amount payment 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 F, [section 0542, paragraph 054208](#).

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

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.

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.

Withholding Tax Allowance (WTA)

An estimated partial payment [that acts as an advance](#) on 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.