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VOLUME 2: DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

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CHAPTER 4

TRAVEL OF EMPLOYEES

PART A: PERMANENT DUTY TRAVEL

C4000 SCOPE

1. **GENERAL.** This Chapter covers permanent duty travel within and outside the continental limits of the United States. Permanent duty travel includes:

1. first duty station travel of a person who is not an employee of the Government from his place of actual residence for the purpose of entering on duty as an employee at his first duty station;
2. permanent change-of-station travel in the interest of the Government from one duty station to another without a break in continuity of employment with departments and agencies of the Federal Government;
3. renewal agreement travel from an overseas duty station to place of actual residence for leave purposes and return overseas between consecutive tours of duty without a break in service under an agreement (return is to the same or another overseas duty station);
4. separation travel from an overseas duty station to place of actual residence for separation from Federal service upon satisfactorily meeting the period of service requirement prescribed in an agreement;
5. travel of a former employee separated by reason of reduction in force or transfer of function who is reemployed within 1 year of separation under a nontemporary appointment at a permanent duty station other than where separation occurred.

2. **LIMITED ENTITLEMENT FOR ALLOWANCES WHEN FAMILY INCLUDES MORE THAN ONE EMPLOYEE.** Except as provided in subpar. 3, when the husband or wife and other members of an immediate family in the same household are transferred from the same or different old permanent duty stations located in the same approximate area, to the same or different new permanent duty stations located in the same or approximate area and are eligible as employees for allowances under the regulations of this Volume, entitlement to allowances will be limited

to either the husband or wife, with the other employee(s) being eligible as dependent(s) only. The same limitations apply to:

1. new appointees with regard to travel to first duty station(s);
2. employees performing overseas employees renewal agreement travel except as provided in par. C4003-2;
3. overseas employees returning to places of actual residence for separation and combinations of otherwise eligible employees in the same household.

3. **ENTITLEMENT WHEN EMPLOYEE COUPLES HAVE SEPARATE TRANSPORTATION AGREEMENTS.** The limitation imposed in subpar. 2 does not apply to employees moved to an overseas duty station under separate transportation agreements and who subsequently married each other while assigned overseas. Employee couples with separate transportation agreements may exercise their separate entitlements in connection with permanent change-of-station travel between overseas duty stations, permanent change-of-station travel from overseas to a permanent duty station in CONUS, or separation travel from overseas to CONUS. See par. C4003-2 concerning renewal agreements by employee couples having separate transportation agreements (MS Comp. Gen. B-183408, 3 May 1976).

4. **ENTITLEMENT WHEN EMPLOYEE IS MARRIED TO MILITARY MEMBER.** There is no basis in law for precluding the payment of permanent change-of-station allowances to an employee married to a military member, who is also transferred, if the employee's transfer is in the Government's interest. Consequently, an employee is entitled to have permanent change-of-station transfer expenses paid, whenever the transfer is found to be in the Government's interest, even if the military member spouse is also being transferred at the same time to the same place, provided that the married couple does not receive duplicate payments of permanent change-of-station entitlements for the same purpose (54 Comp. Gen.

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892). The duplicate payments contemplated herein are discussed in pars. C9003-1, item 4; and C13003.

C4001 AGREEMENT FOR TRANSPORTATION ENTITLEMENT

1. **GENERAL.** An agreement for transportation entitlement is an understanding between the department and the employee wherein the department agrees to furnish transportation and other related allowances in consideration for which the employee agrees to remain in the Government service for a specified period or such part thereof as his services may be required. In addition, in the case of appointment or transfer to a position outside the continental United States, the employee agrees to complete the prescribed tour of duty at the overseas duty station in order to be eligible for return travel, transportation, and other related allowances. The completion of the period of service specified in the agreement establishes transportation eligibility and does not, in itself, terminate the employee's employment. Such an agreement may be an initial agreement or a renewal agreement. An initial agreement provides eligibility for transportation of an employee, his dependents, and household goods. A renewal agreement provides eligibility for round trip transportation of an employee and his dependents for the purpose of taking leave between consecutive periods of overseas employment. A renewal agreement does not include entitlement to transportation of household goods. All or a portion of transportation entitlement may be lost under certain conditions. The employee concerned will be furnished a signed copy of the agreement (initial or renewal) and the original will be placed in the employee's personnel folder. Agreement forms and their preparation and disposition will be as prescribed in par. C4012.

★ 2. **NEGOTIATION OF AGREEMENTS.** Agreements for transportation entitlement may be negotiated by:

1. the director of personnel, Washington Headquarters Services, for employees of the Office of the Secretary of Defense, Washington Headquarters Services, Organization of the Joint Chiefs of Staff, and United States Court of Military Appeals;
2. the Civilian Personnel Office USNATO/SHAPE Support Group, Brussels,

- Belgium, for employees of the United States Mission to the North Atlantic Treaty Organization (USNATO);
3. activity commanders of Defense Nuclear Agency authorized to fill positions in that agency;
4. the Chief, Personnel Division, Defense Communications Agency, for employees of Defense Communications Agency;
5. Chief, Civilian Personnel Division, Defense Intelligence Agency, for employees of Defense Intelligence Agency;
6. Officials of the Defense Logistics Agency who have been delegated authority to issue travel orders involving agreements and persons acting for them;
7. Deputy for Resources Management, Defense Contract Audit Agency for employees of DCAA;
8. director of civilian personnel or chiefs of field activities for employees of the National Security Agency;
9. activity commanding officers of the Army and Air Force having appointing authority to fill positions involved, civilian personnel officers authorized to act for and in behalf of such officers, members of the civilian personnel office staff designated to act for a commanding officer in effecting appointments, and personnel at other activities acting in response to a specific request from the officials cited in this item;
10. personnel of the Air force occupying positions at activities to which responsibility has been delegated for recruiting employees for overseas assignments including overseas placement officers and recruiting officials;
11. officials of the Navy who have been delegated authority to issue travel orders involving agreements and persons acting for them;
12. the manpower assistant for administrative officer for employees of the Defense Advanced Research Projects Agency;
13. the civilian personnel officer, Defense Investigative Service, for employees of Defense Investigative Service;
14. the executive officer for employees of the Joint Tactical Command, Control and Communications Agency;

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15. the staff director of personnel for Headquarters, Defense Mapping Agency (DMA) and the personnel officer of each DMA component, for employees of Defense Mapping Agency.

C4002 WITH WHOM AGREEMENTS ARE NEGOTIATED

1. **GENERAL.** Agreements must be negotiated with the following:

1. a new appointee, or a student trainee when assigned on completion of college work, to a manpower shortage position;
2. employees transferred or reassigned from one overseas post of duty to another overseas post of duty;
3. new appointees recruited for overseas service at a geographical locality other than that in which their place of actual residence is located;
4. employees transferred to and within the continental United States.

2. **EMPLOYEES RECRUITED OUTSIDE THE CONTINENTAL UNITED STATES FOR OVERSEAS DUTY.** the provisions in subpar. 1 also apply to an employee recruited outside the continental United States for assignment to an overseas official duty station in a different geographical locality from that in which the employee's place of actual residence is located (26 Comp. Gen. 679). The authority will be exercised in the best interest of the Department of Defense. The qualifications of the employee and conditions involved in his employment must justify the expenses incurred. Except for a new appointee assigned to a manpower shortage position within Alaska or Hawaii, transportation at Government expense will not be authorized for a new appointee for travel to a first duty station in the same geographical locality in which the employee's place of actual residence is also located (46 Comp. Gen. 838). The transportation entitlement is from the place of actual residence of the appointee to the overseas permanent duty station.

3. OVERSEAS LOCAL HIRES**Effective 10 July 1985**

a. **General.** Overseas local commanders in foreign areas will negotiate an initial agreement with a locally hired employee if the conditions in subpar. b are met. Local commanders in nonforeign areas will negotiate an initial agreement with a locally hired employee if the conditions in subpar. b are met and provided the position is one for which qualified local applicants are not readily available. To avoid misunderstanding at a later date, eligibility for transportation of dependents and/or household goods from the employee's actual place of residence to the oversea duty station and/or return transportation to the actual place of residence will be determined at the time of appointment, or at the time the employee loses eligibility for return transportation, and recorded through the execution of an agreement. Pars. C7002-2c and C8002-1a prescribe the conditions for entitlement to transportation for dependents and household goods from the employee's actual place of residence to the oversea duty station. A determination by the commanding officer or the designated representative that the position being filled by the locally hired employee would otherwise require an employee to be transferred or appointed from the continental United States will entitle the locally hired employee, provided he or she meets the conditions in subpar. b to the same transportation benefits as an employee transferred or appointed from the continental United States.

b. **Conditions.** An initial agreement will be negotiated with only the following locally hired employees provided they are able, at the time of appointment or assignment, or at the time they lose eligibility for return transportation, to establish to the satisfaction of the appointing official bona fide place of actual residence in the United States but outside the geographical locality of the post of duty:

1. a member of the Armed Forces of the United States separated or retired locally while serving overseas provided that the former military member is appointed to a vacant appropriated fund civilian position

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- prior to expiration of the entitlement to return transportation to the United States accruing from the prior military service;
2. an employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, nonappropriated fund activity, international organization in which the United States participates, and any other activity or agency which the overseas command determines to be operating in support of the United States or its personnel in the area, providing the individual was (a) recruited in the United States under conditions of employment which provided for return transportation, (b) committed to a specific vacant position before separation from prior employment, and (c) appointed not later than 1 month after termination of such employment;
 3. a former employee of the same or another Federal department or agency separated by reduction in force during the previous 6 months who is on a reemployment priority list, and has been authorized delay in return transportation for the primary purpose of exercising reemployment priority rights;
 4. a locally hired married employee who accompanied or followed his or her spouse to the overseas area and at the time of hiring had entitlement to return transportation as a dependent of a member of the military Service or a civilian employee serving under an agreement providing for return transportation if one of the following circumstances occurred: (a) death of the spouse, (b) divorce or legal separation, or (c) spouse departed from the post or area permanently.

The term "member of the military Service" as used in this paragraph means a commissioned officer, commissioned warrant officer, and enlisted person on active duty in the U.S. Armed Forces.

4. TEACHERS IN THE DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOL SYSTEM. Agreements are negotiated

with schoolteachers who are recruited for or transferred to assignments in the Department of Defense Overseas Dependents School System (20 U.S. Code 901-907), provided they meet the conditions in subpar. 3b.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

1. **GENERAL.** Renewal agreements are negotiated with employees who have an initial agreement when they satisfactorily complete the prescribed period of service at an overseas duty post and have an acceptable place of actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the Department of Defense Overseas Dependents School System, see par. C4154.
2. **MARRIED EMPLOYEES.** Except as precluded in subpar. 3, when a husband and wife are both employed in the same overseas locality by the same or different departments of the Government, the renewal agreement will be negotiated in one of the following manners:
 1. with each of them separately, without the other being considered as a spouse (if this option is selected, other members of the household will not benefit twice);
 2. with the one who is head of the household only, with the other being considered as a spouse.

A determination as to which of the alternatives in item 1 or 2 is selected will be made in writing and will be signed by both husband and wife. A copy will be filed in the employee's personnel folder. The employee who elects to travel as the spouse does not thereby forfeit entitlement to return transportation of self, dependents, or household goods upon separation, which was accrued under initial agreement. Consequently, where the spouses have independently earned their respective entitlements, and they are required to make an election (see item

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2), if one spouse ceases to be employed in the Federal service, thereby removing the basis for the election, the remaining spouse will be allowed to revert to the agreement held prior to the election. The spouse will also be permitted to negotiate a transportation agreement granting renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time should run from the return of the spouse from his or her last renewal agreement trip either under his or her own prior agreement or the husband's or wife's agreement, whichever is later (54 Comp. Gen. 814).

3. EXCEPTIONS

a. General. A renewal agreement will not be negotiated under the circumstances stated in par. C4155 nor with locally hired individuals described in subpars. b and c.

b. Locally Hired Married Employee. A renewal agreement will not be negotiated with a locally hired married employee who is in the overseas geographical locality because the spouse is in such locality as:

1. a member of the Uniformed Services,
2. a member of the Foreign Service of the Department of State,
3. a private individual,
4. an employee of a private individual,
5. an employee of a non-Federal organization.

c. Locally Hired Employee Who Is Unmarried and Under 21 Years of Age. A renewal agreement will not be negotiated with a locally hired

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employee who is unmarried and under 21 years of age whose parent is in the overseas geographical locality as:

1. a member of the Uniformed Services,
2. a member of the Foreign Service of the Department of State,
3. a civilian employee of the Federal Government,
4. a private individual,
5. an employee of a private individual,
6. an employee of a non-Federal organization.

C4004 PLACE OF ACTUAL RESIDENCE DETERMINATION

1. **EMPLOYMENT IN MANPOWER SHORT-AGE POSITIONS.** The obligation of the Government for transportation to the first duty station is limited to movement from place of actual residence at the time of selection or assignment. The place of actual residence for use in connection with travel to the first duty station in the 50 states and the District of Columbia is that location where an individual dwelled for some time prior to selection for appointment or assignment to a shortage occupation. If the employee claims some other location as his place of actual residence at the time of selection, the burden of proof is upon him to show that his residence in the location where he dwells at the time of selection is temporary and that his place of actual residence is elsewhere. The location of a college in which a student is enrolled and where he has dwelled for 9 or 10 months in each of 3 or 4 years may or may not be considered his place of actual residence depending upon the facts presented.

2. OVERSEAS EMPLOYMENT

a. **General.** The obligations of the Government for transportation for purposes of overseas assignment, round trip travel under a renewal agreement, or return for separation are limited to movement to or from an employee's place of actual residence at the time of his assignment to overseas duty. Before an agreement is negotiated, the employment office will make every effort to ascertain and state in the agreement the correct place of actual residence. In the negotiation of a renewal

agreement, the same place of actual residence shown in the employee's original agreement will be stated in the renewal agreement unless it is determined that an error was made in the employee's place of actual residence when the original agreement was executed. In the event of the latter, the correct place of actual residence will be determined and stated in the renewal agreement. An explanation will be made a matter of record with the renewal agreement.

b. **Factors for Consideration.** The place of actual residence will be determined at the time an employee is initially appointed or transferred to a post of duty outside the continental United States. This is important in the case of an employee who is a local hire because only at the time of appointment is he/she in the overseas area as a tourist or for other reasons which are of a temporary or intermittent nature. Although local hires, these employees may subsequently become eligible for return travel and transportation entitlements or for tour renewal agreement travel. Eligibility for these entitlements would generally be determined by designation of the place of actual residence which should be based on all factual circumstances of each case. The place of actual residence is the fixed or permanent residence, normally, where dependents and household goods are maintained at the time of an employee's appointment to an overseas position. Generally, the place of actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an applicant or employee to specify a location as place of actual residence that is not justified as reasonable, or merely because of an intention to establish residence or visit some place, will not be a basis for designating such place as that of actual residence for transportation eligibility purposes. All available facts concerning the employee's residence prior to assignment to overseas duty will be carefully considered such as home ownership, previous residence, temporary employment in city from which recruited, employment requiring residence apart from the family, the employee's voting residence, and the place where the employee pays taxes. Additional factors for consideration, in the case of a local hire, are the length of absence from the claimed place of residence and the reasons for such absence; whether a residence has in fact been

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maintained to which the person expects to return; whether the person has in fact actually established residence locally overseas, participated in local elections, or obtained waiver of United States tax liability based on foreign residence which would negate a claim of place of actual residence in the United States (35 Comp. Gen. 244; 37 Comp. Gen. 846).-Additionally, the conditions in par. C4002-3 will be used in determining place of actual residence in the United States.

c. Documentation. The information developed as a result of determining the place of actual residence will be placed in the employee's official personnel folder.

d. Employee's Claim of Change in Place of Actual Residence. Where place of actual residence has been determined in accordance with subpar. b, no change is authorized during a continuous period of overseas service and none will be approved except in case of an error (35 Comp. Gen. 101; 39 Comp. Gen. 337). In the event of an error, the appropriate agreement will be corrected to show the employee's correct place of actual residence.

C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)

1. TRANSFERS TO AND WITHIN CONTINENTAL UNITED STATES. The tour of duty in connection with transfers to or between permanent duty stations within the continental United States is 12 months.

2. EMPLOYMENT IN MANPOWER SHORTAGE POSITIONS. The tour of duty for first duty station travel in connection with appointment and assignment to manpower shortage positions in the 50 states and District of Columbia is 12 months.

3. OVERSEAS EMPLOYMENT

a. General. To the fullest practical extent, tours of duty established for civilian employees of the Department of Defense in overseas localities will be uniform within each such area. Except as provided in subpars. b through j, tours of duty will be 36 months under original and 24 months under renewal agreements negotiated with employees

assigned overseas. The tour of 24 months may be administratively reduced by 2 months for employees signing a renewal agreement to serve an additional tour at the same or another post. There is no eligibility for renewal agreement travel (other than as allowable for overseas school teachers subject to 20 U.S Code 901-907) unless a minimum of 12 consecutive months of overseas service under an agreement has been completed immediately preceding the beginning of authorized renewal agreement travel (37 Comp. Gen. 62). For employees serving in a 36-month tour of duty area, the 36-month period of service prescribed under an initial agreement may be reduced up to 6 months for the purpose of beginning authorized renewal agreement travel, provided that the renewal agreement is for duty in a 36-month or 24-month tour area. However, when the initial agreement of 36 months is administratively reduced, the renewal agreement must prescribe a period of service that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave incident to the renewal agreement, will equal 60 months. Use of these reduced tours is authorized to permit scheduling leave at regular intervals, such as known slack periods or during school vacation periods for employees having dependents attending school overseas. Likewise, a 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour, so long as the employee serves a period of at least 12 months after returning to the overseas area. The length of the renewal tour, however, must be established as equal to 60 months (5 years) minus the sum of (a) the period of service completed under an initial transportation agreement; (b) the period of service completed under the administrative extension of the initial agreement, and (c) the period of time authorized as leave incident to the renewal travel; or 12 months whichever is greater. This paragraph does not convey any authority to execute an administrative extension of the initial agreement for the purpose of negating the employee's entitlement to separation travel. Separation travel expenses are authorized by statutory authority after the employee has served the minimum period prescribed in the initial agreement. The administrative extension of the initial agreement must be signed by the employee and appropriate authority of the DOD component concerned. (See B-199643, 30 September 1981.)

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b. 24-Month Tour of Duty Areas. Tours of duty of the duration of 24 months are as follows:

Afghanistan
 Alaska: Adak for all employees on initial agreement authorized dependents
 Australia (Northwest Cape)
 Azores
 Bahamas: Andros Island
 Bahrain Island, for employees authorized dependents
 Burma
 Canada: Newfoundland (Argentia) only, for employees authorized dependents
 Cuba (Guantanamo Bay), for employees authorized dependents
 Dominican Republic
 Egypt
 Greece
 Hong Kong
 Iceland, for all employees on initial agreements authorized dependents
 Iran (Tehran and Isfahan only)
 Israel
 Italy: Sicily (Sigonella, Coliso, and Ragusa only), for employees on initial tour authorized dependents
 Japan (Wakkanai), for employees authorized dependents
 Johnston Island, for all employees on initial agreements authorized dependents
 Jordan
 Korea, for employees authorized dependents
 Kuwait
 Kwajalein Atoll
 Laos
 Liberia
 Mariana Islands: Guam, Saipan, only
 Mexico: Coatzacoalcos, Vera Cruz, for employees authorized dependents
 Morocco
 Moscow, U.S.S.R.
 Nigeria, for employees authorized dependents
 Oman, for employees authorized dependents
 Panama
 Philippines
 Ryukyu Islands
 Saudi Arabia, for employees authorized dependents
 Scotland: Holy Loch
 Singapore
 Taiwan
 Thailand, for employees authorized dependents
 Trust Territory of the Pacific Islands, except for Eniwetok and Kwajalein Atolls
 Turkey, except Sinop (see subpar. d)

Venezuela

Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized dependents
 Yugoslavia
 Zaire

c. 18-Month Tour of Duty Areas. Tours of duty of the duration of 18 months are as follows:

Bahrain Islands, for employees not authorized dependents
 Canada: Newfoundland (Argentia) only, for employees not authorized dependents
 El Salvador, for employees not authorized dependents
 Greenland
 Honduras, for employees not authorized dependents
 Israel, for employees not authorized dependents
 Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
 Libya
 Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
 Pakistan
 Somali Republic

d. 12-Month Tour of Duty Areas. Tours of duty of the duration of 12 months are as follows:

Alaska: Aleutian Islands, isolated mainland bases, Kodiak Island
 Ascension Island
 Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
 Christmas Island
 Cuba (Guantanamo Bay), for employees not authorized dependents
 Diego Garcia Island, Chago Archipelago, Indian Ocean
 Egypt, for employees not authorized dependents
 Eniwetok Atoll
 Ethiopia
 Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
 Indonesia, for all employees not authorized dependents.
 Iran (all places except Tehran and Isfahan)
 Iwo Jima
 Japan (Wakkanai), for employees not authorized dependents

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Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement

Korea, for employees not authorized dependents
Mahe Island

Midway Islands

Nigeria, for employees not authorized dependents

Oman, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents

Thailand, for employees not authorized dependents
Turkey: Sinop, and Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents

West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island, only

Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

e. Tours of Duty Under Special Circumstances

(1) General. The tours of duty for the persons listed in subpars. (2) through (12) are an exception to the tours of duty listed in subpars. b, c, and d.

(2) Overseas Dependents School Personnel

(a) Professional Personnel in 20 U.S.C. 901-907 Teaching Positions. The tour of duty for persons in teaching positions under the DOD Overseas Dependent Schools System (see 20 U.S.C. 901-907 and DOD Directive 1400.13) will be 1 or 2 school years, as required, plus the time required in the area because of arrival before the start of the school year and while awaiting transportation upon departure. The school year for persons in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

(b) Professional Personnel Not in 20 U.S.C. 901-907 Teaching Positions. The tour of duty for professional personnel not in 20 U.S.C. 901-907 teaching positions will be 12 months in those areas where the tour of duty for other Department of Defense employees is less than 24 months. In all other areas, the tour of duty will be 24 or 36

months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

(c) Professional Personnel in 20 U.S.C. 901-907 Teaching Positions Reassigned Without Returning to the Continental United States to Positions Not Subject to 20 U.S.C. 901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 U.S.C. 901-907 teaching positions reassigned without returning to the continental United States to positions not subject to 20 U.S.C. 901-907 for which the tour of duty is 36 months will be a sufficient period of service, in addition to immediate prior overseas service, to complete 36 months.

★(d) Professional Personnel in Public Law 86-91 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Dependents Schools System (see 20 U.S.C. 901-907 and DS Regulation 5301.4) will be the same as for other Department of Defense civilian employees who are employed on a calendar-year basis. The tours will be expressed in terms of school years rather than calendar years. Except as provided in the preceding subparagraphs b through d, tours of duty will be 3 school years under the initial period of service agreement and 2 school years under subsequent agreements.

(3) Employees of Defense Attaches. The Director, Defense Intelligence Agency, will administratively fix the tours of duty for employees of Defense attaches because of the nature of the conditions of such employment.

(4) Scientists on Sabbatical Leave. The tour of duty for scientists on sabbatical leave will be 12 months.

(5) Ammunition Inspectors (Surveillance). The tour of duty for ammunition inspectors (surveillance) in the following areas will be:

Germany, Hawaii, Italy, and United Kingdom—36 months upon original assignment and 24 months upon renewal;

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Iran—12 months for employees not authorized dependents and 18 months for employees authorized dependents;
All other areas—24 months.

(6) Civilian Marine Personnel of the Military Sealift Command. The tour of duty for civilian marine personnel of the Military Sealift Command will be 12 months.

(7) U.S. Naval Observatory Personnel. The tour of duty for U.S. Naval Observatory person-

nel assigned to the San Juan-El Leoncito region of Argentina will be 24 months.

(8) Consultants and Experts. The tours of duty prescribed in subpars. (2) through (12) do not apply to consultants and experts.

(9) Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for civilian

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employees of the Resident Technical Assistance Team assigned at Talcahuano, Chile, will be 24 months.

(10) Employees of the National Security Agency. Because of the nature of the conditions of their employment, the Director, National Security Agency, will administratively fix the tours of duty of the employees of that agency.

(11) U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for civilian employees of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia, will be 24 months.

(12) Management Interns of the Department of the Air Force. The tour of duty for management interns assigned to the Management Intern Program of the Department of the Air Force in the area under the jurisdiction of Headquarters Pacific Air Forces will be 24 months. During the 24-month tour, the employee will be transferred to various posts throughout the area as management needs dictate.

f. Credit for Prior Service. The following personnel will be required to serve the employing military department for a period of 1 year from date of employment or a period of time which, when added to their immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater:

1. persons appointed by transfer from another Government agency whose immediate prior service has been in an overseas area and who transfer without performing renewal agreement travel;
2. military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;
3. Government contractor personnel who separate locally for the purpose of accepting Government employment and with whom agreements are negotiated;
4. locally hired dependents of military or civilian employees with whom an agreement was negotiated;
5. persons in the employ of an international organization in which the United States Government participates, who are separated in overseas areas to accept Department of Defense employment and with whom agreements are negotiated;

6. employees of nonappropriated fund activities who separate in overseas areas to accept other Department of Defense employment and with whom agreements are negotiated under the conditions in par. C4002-3b, item 2;
7. persons reemployed from a reemployment priority list with whom agreements are negotiated as provided in par. C4002-3b, item 3.

★g. Reassignment or Transfer in Same Geographical Locality. When an employee is reassigned within a Department of Defense component or transferred to another Department of Defense component in the same overseas geographical locality prior to completion of his/her tour of duty, without incurring permanent change-of-station costs, the tour of duty specified in the transportation agreement under which the employee is serving at the time of reassignment or transfer will continue in effect. At the end of the specified tour of duty, the employee is eligible for return transportation for separation or for the negotiation of a renewal agreement, irrespective of the length of time he/she has served the activity to which reassigned or transferred. If, however, at the time of reassignment or transfer, less than 12 months remain to be served on the existing transportation agreement after reporting for duty at the new duty station and permanent change-of-station costs are incurred, a new agreement for the minimum period of 12 months will be required. At the end of the 12-month period the employee is eligible for return transportation for separation or for the negotiation of a renewal agreement.

h. Reassignment to a Different Overseas Geographical Locality. When an employee, serving at an overseas permanent duty station other than one at which he has reemployment rights, is reassigned within a Department of Defense component to a different overseas geographical locality prior to completion of his tour of duty, credit will be given for prior service completed at the old duty station. A new agreement is required with the new tour of duty being 12 months or the difference between the tour of duty at the new duty station and the period of service completed at the old duty station, whichever is greater. Also see par. C4105. An employee who is serving at a permanent duty station overseas at which he has reemployment rights and who accepts reassignment within a Department of Defense component to a different overseas

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geographical locality prior to completion of his tour of duty will be required to negotiate a transportation agreement obligating him to serve the full tour of duty prescribed for the new permanent duty station.

i. Employee's Services Not Needed for Entire Period of the Tour of Duty. When it is known in advance that an employee's services will not be needed overseas for the full period of the prescribed tour of duty, the employee may be employed for a lesser period without affecting entitlement for transportation to the overseas post and return transportation for the purpose of separation (26 Comp. Gen. 488). The agreement, however, will prescribe a tour of duty of 12 months in accordance with the provisions of 5 U.S. Code 5722. Employment may be terminated at any time during the agreed tour of duty when it is determined that the employee's services are no longer needed.

j. Establishment of Other Than Standard Tours of Duty

(1) General. The nonstandard tour of duty which is established for an area or post may vary depending upon whether dependents are authorized. Once it has been determined by operating officials that positions at a post are to be filled on a dependents authorized basis, the tour of duty for that post will be determined from subpar. b, c, or d, as appropriate. The same tour of duty will normally apply to all employees at that post, whether married or single, accompanied or unaccompanied. The tour of duty will thus be based upon living conditions at post and not upon marital or family status.

(2) Requesting Revision. A Department of Defense component desiring to establish a tour of duty which differs from the standard tour or from a specific tour of duty established in subpar. b, c, d, or e will submit a request for an exception to the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) giving reasons for the desired exception. If other DOD components are represented in the area, the OASD(MRA&L) will coordinate with them prior to effecting any change.

(3) Special Conditions. When special conditions justify, and the interested components con-

cur, a tour of duty may be established in a given overseas area which differs between military departments, provided that every effort will be made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

k. Effect of Increased or Decreased Tour of Duty. The tour of duty specified in each employee's agreement governs in cases where the tour of duty in an overseas area is increased. The increased tour of duty will only affect the employees who execute agreements after the date the increased tour is approved. If the tour of duty is decreased, employees serving under agreements which provide for a longer tour will be given the benefit of the decreased tour of duty.

C4006 DATE TOURS OF DUTY BEGIN

1. TRANSFER TO AND WITHIN CONTINENTAL UNITED STATES. The tour of duty in connection with transfers to or between permanent duty stations within the continental United States begins on the date the employee reports for duty at the new permanent duty station.

2. EMPLOYMENT IN MANPOWER SHORT-AGE POSITIONS. The tour of duty under an agreement for first duty station travel in connection with employment in manpower shortage positions in the 50 states and the District of Columbia begins on the date the employee reports for duty at the permanent duty station.

3. EMPLOYMENT OVERSEAS

a. Under an Original Agreement. For employees recruited outside the geographical locality of the overseas employing activity, the tour of duty begins with the date of reporting at the overseas activity. For employees recruited locally under an agreement, the tour of duty begins on the date of entrance on duty, except with regard to dependents as provided in par. C4005-3f, item 4.

b. Under a Renewal Agreement. The tour of duty under a renewal agreement begins on the date the employee reports for duty at the overseas duty station following his completion of renewal agreement travel.

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C4007 LOSS OF ENTITLEMENT UNDER AN AGREEMENT

Denial of transportation and/or indebtedness subject to collection action for reimbursement of transportation furnished may be the result if there is:

1. failure, for reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;
2. failure to report for duty assignment;
- ★ 3. failure to return to country or geographical locality in which place of actual residence is located in connection with a renewal agreement;
4. failure to accept earned entitlement or begin authorized transportation upon separation within a reasonable time;
5. loss of dependency status under which there was previous entitlement, e.g., child reaches 21 years of age;
6. duplication of entitlement under separate statutes.

C4008 VIOLATION OF AGREEMENT

Violation of an agreement refers to failure to meet or comply with the conditions specified in an agreement. Penalty and indebtedness conditions and collection requirements are prescribed in Part H.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM PERIOD OF SERVICE REQUIREMENTS

1. **GENERAL.** An employee serving under a transportation agreement at a permanent duty station in the continental United States or overseas may be released from the period of service requirement specified in the agreement for reasons beyond his control which are acceptable to the Department of Defense component in which the employee is assigned. Except as provided in subpar. 3, the determination of acceptability will be made by the commanding officer or an official designated by him at the activity where the employee is assigned.

2. ACCEPTABLE REASONS FOR RELEASE FROM PERIODS OF SERVICE REQUIREMENTS

a. **General.** Acceptable reasons for release from periods of service requirements in the continental United States or overseas service include, but are not limited to, the following:

1. illness not induced by misconduct;
2. enlistment or call to active duty in the Armed Forces;
3. exercising statutory reemployment rights within a time limitation which precludes completion of a period of service;
4. when an employee is released for the convenience of the Government, is separated because he is found physically or mentally unqualified, or is disqualified by lack of skill to perform duties for which recruited or for any other duties to which he could be assigned (employees separated because of illness induced by misconduct or because of misconduct are not to be considered separated for the convenience of the Government);
5. separation as a result of reduction in force.

b. **Overseas.** In addition to the acceptable reasons listed in subpar. a, the following conditions will be considered acceptable reasons for overseas employees:

1. when the immediate presence of an employee is required in the geographical locality in which place of residence is located because of an unforeseen emergency (The nature and extent of the "unforeseen emergency" must be established to the satisfaction of the commanding officer. Verification must be received from the American Red Cross or any other equally appropriate source considered reliable and trustworthy by the commanding officer. It may include such sources as private, state, or local welfare agencies; the attending physician; or a local pastor, rabbi, or priest.);
2. when completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond his control, such as conditions seriously affecting the health, welfare, and safety of employee, serious illness or death in the immediate family, imminent breakup of the family group (Responsible command officials must make a positive finding that such hardship factors exist, based, wherever possible, on verification of the facts through

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the Red Cross and/or other channels. Falsification of facts in connection with employment is not a reason beyond the control of the employee.);

3. when there are significant changes in the employee's employment situation or loss of economic privileges such as a significant salary loss resulting from downgrading from the grade level the employee accepted upon assignment, or a significant loss in overseas quarters allowance payments resulting from downgrading as distinguished from quarters allowance payments which may be reduced for other reasons.

3. TRANSFERS. An employee serving under a transportation agreement must remain in Government service for at least 12 months following the date he reported to the duty station incident to which the transportation agreement was signed.

C4010 DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS

A record will be maintained in the employee's official personnel folder of transportation and storage entitlement, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it is no longer applicable.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

<u>Situation</u>	<u>Agreement Requirement</u>
1. Person locally employed initially by a Department of Defense component at an overseas duty station who does not meet agreement eligibility conditions (par. C4002-3). This also applies to new recruits assigned to a first duty station located in the same geographical locality in which place of residence is located, except eligible manpower shortage appointees.	1. No agreement requirement.
2. Person locally employed initially by a Department of Defense component at an overseas duty station who meets agreement eligibility conditions (par. C4002-3). This also applies to new recruits assigned to a first duty station located in a different geographical locality from that in which place of residence is located.	2. Agreement required for tour of duty applicable to the overseas duty station where employed. The agreement relates to separation travel and in specific instances to transportation for dependents and/or household goods from the actual place of residence. Subject to entitlement limitations, the agreement also relates to renewal agreement eligibility. For eligible new recruits, travel to new duty station is also included.

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<u>Situation</u>	<u>Agreement Requirement</u>
3. Person locally employed initially by a Department of Defense component at an overseas duty station who meets agreement eligibility conditions (par. C4002-3) and overseas prior service credit entitlement (par. C4005-3f).	Effective 10 July 1985 3. Agreement required for 12 months' service from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement relates to separation travel, and in specific instances to transportation for dependents and/or household goods from the actual place of residence. Subject to entitlement limitations, the agreement also relates to renewal agreement eligibility.
4. Employee of a Department of Defense component at an overseas duty station who has not completed an initial tour and is transferred to a new duty station of a different Department of Defense component within the same or a different overseas geographical locality (par. C4005-3f, item 1).	4. Agreement required for 12 months' service from the date of reporting for duty at the new duty station or the difference between the period of service at the old duty station and the prescribed initial tour of duty at the new duty station, whichever is greater. The agreement relates to permanent change-of-station allowance, separation travel, and subject to entitlement limitation, to renewal agreement eligibility.
5. Person locally hired by a Department of Defense component at an overseas duty station not serving under an agreement who is transferred to a new duty station within the same overseas geographical locality and with the same Department of Defense component or between different Department of Defense components.	5. Agreement for 12 months' service from the date of reporting for duty at the new duty station. The agreement relates to eligibility for permanent change-of-station allowances. There is no other eligibility. Agreement will be modified accordingly (see par. C4105).
6. Person locally hired by a Department of Defense component at an overseas duty station not serving under an agreement who is transferred to a new duty station in a different overseas geographical locality and within the same Department of Defense component or between different Department of Defense components (par. C4005-3f).	6. Agreement required for 12 months' service from the date of reporting for duty at the new duty station or the difference between the period of service at the old duty station and the prescribed tour of duty at the new duty station, whichever is greater. The agreement relates to permanent change-of-station allowances, separation travel, and subject to entitlement limitations, to renewal agreement eligibility.

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Situation

Agreement Requirement

7. Employee of a Department of Defense component at an overseas duty station who is serving under an agreement and is reassigned or transferred to a new duty station in the same geographical locality within the same or different Department of Defense component (see par. C4005-3g).

7. The current agreement will continue in effect for all eligibility purposes, providing no permanent change-of-station costs are incurred. However, if less than 12 months of uncompleted service remain under such current agreement and permanent change-of-station costs are incurred, a new agreement for 12 months' service will be required for entitlement to return transportation for separation or negotiation for renewal agreement.

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SituationAgreement Requirement

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| <p>8. Employee of a Department of Defense component at an overseas duty station who has completed the prescribed tour of duty and will not perform renewal agreement travel (par. C4105) and is transferred to a new duty station in the same overseas geographical locality within the same Department of Defense component.</p> <p>9. Employee of a Department of Defense component at an overseas duty station who has completed the prescribed tour of duty and will not perform renewal agreement travel (par. C4105) and is transferred to a new duty station in a different overseas geographical locality within the same Department of Defense component (par. C4005-3h).</p> <p>10. Employee of a Department of Defense component at an overseas duty station who has completed the prescribed tour of duty, performs renewal agreement travel (Part D) and returns to the same or a different overseas duty station within the same or under a different Department of Defense component.</p> | <p>7. (Cont'd)
The convenience of the Government without penalty provision (par. C4009) will apply to any incomplete service under the 12 month agreement when allowing entitlement upon completion of tour of duty under the agreement in effect at the time of reassignment. Failure to meet the service conditions in the continued current agreement may result in indebtedness for permanent change-of-station expense to the new duty station.</p> <p>8. Agreement for 12 months' service from the date of reporting for duty at the new duty station. The agreement relates to eligibility for permanent change-of-station allowances only. Entitlement under the completed tour of duty agreement remains unchanged.</p> <p>9. Agreement required for 12 months' service from the date of reporting for duty at the new duty station or the difference between the period of service at the old duty station and the prescribed renewal tour of duty at the new duty station, whichever is greater. The agreement relates to permanent change-of-station allowances, separation travel, and subject to entitlement limitations, to renewal agreement eligibility.</p> <p>10. Renewal agreement required. The tour of duty under the new agreement will be that applicable for the area in which the duty station is located, except that the new tour of duty will be 24 months where the tours of duty for the old and the new duty stations are 36 months (par. C4005-3a).</p> |
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**C4012 PREPARATION AND DISPOSITION
OF TRANSPORTATION AGREEMENTS**

1. **GENERAL.** To establish an employee's eligibility for certain transportation and travel allowances incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various

transportation agreements that are negotiated with Department of Defense civilian employees.

2. **PREPARATION AND DISPOSITION.** The applicable transportation agreement will be prepared in duplicate. The signed original will be placed in the employee's personnel folder and he will be furnished a signed copy of the agreement. In determining the place of actual residence, the provisions of par.

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C4004 apply. Requisition for a supply of transportation agreement forms will be made through regular supply channels of the Department of Defense component concerned.

3. **TRANSPORTATION AGREEMENT FOR OVERSEAS EMPLOYEES OTHER THAN SCHOOL TEACHERS.** Transportation Agreement - Overseas Employee (DD Form 1617) is prescribed for use in connection with the following:

1. employees transferred or assigned to a permanent duty station outside the 48 contiguous states and the District of Columbia,
2. new appointees appointed to positions outside the 48 contiguous states and the District of Columbia (see subpar. 6 and par. C4051-3 regarding manpower shortage positions),
3. renewal agreement incident to round trip travel for the purpose of taking leave between consecutive tours of overseas employment,
4. return transportation of eligible overseas local hires.

4. **TRANSPORTATION AGREEMENT FOR PROFESSIONAL SCHOOL PERSONNEL COVERED BY PUBLIC LAW 86-91.** Transportation Agreement for Professional School Personnel Covered by Public Law 86-91 (DD Form 1616) is prescribed for use in connection with travel of teachers in the

Department of Defense Overseas Dependents School System. Some editions of this form may contain the following statement on the reverse: "Employee will be required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than four semester hours." This statement must be modified in part to read: "not less than 6 semester hours."

5. **DOD TRANSPORTATION AGREEMENT - TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES.** DOD Transportation Agreement - Transfer of DOD Civilian Employees To and Within Continental United States (DD Form 1618) is prescribed for use in connection with travel of civilian employees transferred to and within the 48 contiguous states and the District of Columbia. It will not be used in connection with travel to positions for which there is determined by the Civil Service Commission to be a manpower shortage.

6. **TRANSPORTATION AGREEMENT OF CIVILIANS APPOINTED TO MANPOWER SHORTAGE POSITIONS.** Transportation Agreement of Civilians Appointed to Manpower Shortage Positions (DD Form 1615) is prescribed for use in connection with travel of persons appointed or assigned to a position for which the Civil Service Commission determines there is a manpower shortage and involves travel within the 48 contiguous states, within Hawaii, or within Alaska.

PART B: FIRST DUTY STATION TRAVEL**C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL**

1. **GENERAL.** Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. an employee newly recruited in the continental United States for assignment at a first permanent duty station overseas and an employee newly recruited overseas for assignment to an overseas duty station in a different overseas geographical locality from that in which the place of actual residence is located provided that the employee is one with whom an agreement is negotiated;
2. a new appointee, or a student trainee when assigned on completion of college work, to a manpower shortage position;
3. a new appointee to a position in the senior executive service (SES);
4. any person appointed by the President to a position for which the rate of pay is equal to or higher than the minimum rate of pay prescribed for GS-16 is eligible for travel and transportation to his or her official station at Government expense provided that the effective date of appointment is on or after 12 October 1984. A Presidential appointee to a similar position whose effective date of appointment was between 13 November 1983 and 12 October 1984, is also eligible for travel and transportation to his or her first official station provided that the appointment is by and with the advice and consent of the Senate.

2. **REQUIREMENTS AND ENTITLEMENTS FOR NEW EMPLOYEES ASSIGNED OVERSEAS**

- a. **Agreement Requirements.** Agreement requirements for new employees assigned overseas are covered in par. C4002.
- b. **Service Requirements.** Period of service requirements for new employees assigned overseas are covered in par. C4005.

c. **Transportation Entitlements.** Transportation entitlements for new employees assigned overseas are measured from place of actual residence, at time of appointment, to the overseas duty station.

d. **Issuance of Travel Orders.** Travel order issuance for new employees assigned overseas is covered in Chapter 3.

e. **Funds Chargeable.** All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas schoolteachers are covered in par. C1052-2.

C4051 APPOINTEES TO MANPOWER SHORTAGE AND SENIOR EXECUTIVE SERVICE POSITIONS AND CERTAIN PRESIDENTIAL APPOINTEES

1. **GENERAL.** To the extent necessary to recruit qualified personnel, payment of travel and transportation expenses may be made to new appointees to manpower shortage and senior executive service (SES) positions and eligible Presidential appointees for travel to first duty stations in the United States, excluding territories and possessions. Payment for first duty station travel may not be made to student trainees who received payment when they were appointed as student trainees. For the purpose of this Chapter, a new appointee is an individual who receives his first appointment under the Federal Civil Service; or is appointed after a break in service; or is reinstated under Civil Service Regulations; or is a newly appointed student trainee. Likewise, a student trainee is an employee who has been in a nonpay status while attending college and who, upon graduation, returns to his employing agency in a professional capacity.

2. **REQUIREMENTS AND ENTITLEMENTS**

a. **Agreement Requirements.** In connection with eligible Presidential appointees and appointees and student trainees appointed or assigned to manpower shortage or senior executive service (SES)

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positions in the 50 states and the District of Columbia, expenses for travel, transportation, moving and/or storage of household goods, and allowances as provided in this Volume will not be allowed unless and until the employee selected for such appointment or assignment will agree in writing to remain in the Government service for 12 months following the date of reporting for duty at the new permanent duty station, unless separated for reasons beyond his control which are acceptable to the DOD component concerned. In case of violation of such agreement, any moneys expended by the United States for such travel, transportation, and allowances will be recoverable from the individual concerned as a debt due the United States.

b. Service Requirements. The period of service requirements for a Presidential appointee and an appointee to a manpower shortage or senior executive service (SES) position is 12 months.

c. Transportation Entitlements. Transportation entitlements for Presidential appointees and appointees to manpower shortage or senior executive service (SES) positions are measured from place of actual residence, at time of selection for appointment, to first permanent duty station or place of assignment. The first permanent duty station or place of assignment and the place of actual residence may both be located within the continental United States, Alaska, or Hawaii. The first permanent duty station or place of assignment may be located in the continental United States, Alaska, or Hawaii and the place of actual residence may be located outside the continental United States. There is no entitlement for return travel and transportation to place of actual residence under this authority.

d. Issuance of Travel Orders. Travel order issuance for Presidential appointees and appointees to manpower shortage or senior executive service (SES) positions is covered in Chapter 3.

e. Appointments or Assignments Not Consummated When Travel Is Performed. Payment of authorized travel and transportation expenses to a Presidential appointee and an appointee to a manpower shortage or senior executive service (SES) position is allowed whether or not the appointment or assignment actually is made when the expenses are incurred. However, entitlement to such expenses does not vest by virtue of selection for the position or authorization for travel as provided in par. C1050-5 but vests only upon appointment of the individual concerned (MS Comp. Gen. B-206048, 28 June 1982). For the purpose of authorizing allowances and issuing a travel order, an appointee will be considered as an employee even though the appointment instrument is not processed until arrival at the permanent duty station. The foregoing provisions will not be interpreted as permitting travel expenses of a prospective employee for the purpose of interview or discussion of employment.

f. Funds Chargeable. All related expenses are payable from funds of the receiving command or activity to which the employee reports for duty.

3. RECRUITMENT IN THE CONTINENTAL UNITED STATES FOR DUTY IN HAWAII OR ALASKA. The conditions, entitlements, and requirements (including established overseas area tour of duty) for an employee recruited for overseas assignment apply to a Presidential appointee and an appointee to a manpower shortage or senior executive service (SES) position.

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

Effective 1 February 1988

★ C4100 **ELIGIBILITY FOR PERMANENT CHANGE-OF-STATION TRAVEL****1. PCS TRAVEL IN THE INTEREST OF THE GOVERNMENT**

a. General. Travel and transportation expenses are payable when it is in the interest of Government to fill a position by movement of a current employee from one duty station to another within or outside the continental United States. This authority extends to movement from one Federal Government department or agency to another. With the exception of a former employee separated by reason of reduction in force or transfer of function who is reemployed, there must be no break in continuity of Government service in making a permanent change of station (PCS).

b. Department of Defense (DOD) Component Responsibility. It is the responsibility of each Department of Defense (DOD) component to make decisions that balance the rights of employees and the prudent use of appropriated funds. For instance, activities may determine that well-qualified candidates exist within a particular geographical area, and therefore in their recruitment announcements, restrict the area of recruitment and/or indicate that PCS allowances are not offered. The Comptroller General held in 61 Comp. Gen. 156 (1981) that payment of relocation expenses need not automatically be tied to the existence of a vacancy announcement issued pursuant to a Merit Promotion Program.

2. ELIGIBILITY FOR PCS ALLOWANCES. When PCS orders are authorized in accordance with par. C3000, PCS allowances shall be paid to employees transferred from one official station to another for permanent duty, provided that a determination has been made that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. Guidelines for making this determination are as follows:

a. Management Directed. If a DOD component recruits or requests an employee to transfer

(i.e., reduction in force, transfer of function, agency career development program, or agency directed placement), it will regard such transfer as being in the interest of the Government.

b. Employee Request. If the employee has taken the initiative in obtaining a transfer to another location, such transfer shall be considered to be primarily for the convenience and benefit of the employee or at his/her request.

c. Merit Promotion Plan. Whenever a Request for Personnel Action, Standard Form 52 (SF 52) is initiated, the approving official (Part I, Block H) shall make a determination as to whether relocation expenses are to be paid. If relocation expenses are not to be paid, the Standard Form 52, Part II, Block 37 must have a statement with the specific conditions and factors which were considered in making the determination not to pay relocation expenses. These factors may include, but are not limited to, labor market conditions and cost effectiveness. Budget constraints alone do not justify the denial of relocation expenses. If a determination is made that relocation expenses will not be paid, the recruitment announcement must contain the statement that "relocation expenses will not be paid." Failure to place such a statement on the recruitment announcement may obligate the Government to pay the relocation expenses if the employee is otherwise eligible for them.

3. PCS LIMITATION POLICY. It is neither cost-effective nor efficient to provide more than one PCS move to an employee during any 12-month period within the DOD. Accordingly, a transfer within the DOD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the order-issuing official certifies: that the proposed transfer is in the interest of the Government; that an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer. This policy will not preclude an employee from accepting a position, but it may cause the employee to move at his/her own expense.

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C4101 MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY REDUCTION IN FORCE (RIF) AND TRANSFER OF FUNCTION

1. **GENERAL.** Travel and transportation expenses of the employee and his dependents and movement of his household goods will be allowed under the conditions in par. C4100.

2. **AGREEMENTS AND ENTITLEMENTS**

a. Agreements and Service Requirements. Expenses for travel, transportation, moving and storage of household goods, and allowances as provided in this Volume will not be allowed unless and until the employee concerned will agree in writing to remain in the Government service for 12 months following the date of reporting for duty at the new permanent duty station, unless separated for reasons beyond his control which are acceptable to the agency concerned. In case of violation of such agreement, any monies expended by the United States for such travel, transportation, moving and storage of household goods, and allowances will be recoverable from the individual concerned as a debt due the United States.

b. Entitlements

(1) Placement Prior to Separation. When an employee is assigned to a new duty station within the Department of Defense incident to reduction in force or transfer of function, but prior to separation, his travel and transportation entitlement is from the old permanent station to the new duty station. This entitlement also applies to an employee transferred prior to reduction in force separation to a non-Department of Defense Federal agency at a duty station located within the United States, the Commonwealth of Puerto Rico, and areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979).

(2) Placement After Separation. When a former employee separated by reasons of reduction in force or transfer of function, is reemployed by a Department of Defense component within 1 year of the date of separation under a nontemporary appointment at a different duty station from where

the separation occurred, his travel and transportation entitlement is from the old duty station where separated to the new duty station. This entitlement also applies to an employee who has been separated and is reemployed within 1 year of the date of separation in a non-Department of Defense Federal agency at a duty station located within the United States, the Commonwealth of Puerto Rico, and areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979). Nontemporary storage of household goods is not authorized when the employee is assigned to an isolated duty station within the continental United States.

c. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

d. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-2.

C4102 REIMBURSEMENT FOR RELOCATION EXPENSES

When a relocating employee meets the eligibility conditions in par. C4100, such an employee is entitled to reimbursement for all of the various categories of relocation allowances including a househunting trip, travel (including mileage), per diem, temporary storage, temporary quarters subsistence expense allowance (TQSE), shipment of household goods, miscellaneous expenses, expenses incurred in the selling or buying of a residence, or termination of a lease as determined under the provisions of par. C4400. These allowances are not subject to negotiation between the employing activity and the employee. Further, the employing activity does not have the discretion to reduce or change benefits otherwise provided by regulation except in the case of a househunting trip or subsistence while occupying temporary quarters to the extent provided in this Volume (55 Comp. Gen. 613).

C4103 MOVEMENT TO AND WITHIN THE CONTINENTAL UNITED STATES

1. **GENERAL.** Under the eligibility conditions in par. C4100, travel and transportation expenses will be authorized incident to a transfer to and within the continental United States.

2. REQUIREMENTS AND ENTITLEMENTS

a. Agreements or Service Requirements. In connection with transfer of employees to and within the continental United States, expenses for travel, transportation, moving and storage of household goods, and allowances as provided in this Volume will not be authorized unless and until the employee concerned will agree in writing to remain in the Government service for 12 months following the date of reporting for duty at the new permanent duty station, unless separated for reasons beyond his control which are acceptable to the agency concerned. A signed agreement for 12 months will be required in connection with each permanent change of station within the continental United States. In case of violation of such agreement, any moneys expended by the United States for such travel, transportation, moving and storage of household goods, and allowances will be recoverable from the individual concerned as a debt due to the United States.

b. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

c. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-2.

C4104 MOVEMENT FROM THE CONTINENTAL UNITED STATES TO AN OVERSEAS ACTIVITY

1. **GENERAL.** Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a permanent duty station in the continental United States to an overseas permanent duty station.

2. **AGREEMENT REQUIREMENTS.** The expenses of travel, transportation, moving and storage of household goods, and applicable allowances as provided in this Volume in connection with the transfer or appointment of employees to posts of duty outside the continental United States will not be allowed unless and until the employee selected for such transfer or appointment will agree in writing to remain in the Government service for a specific period following the reporting date at the new duty

station, unless separated for reasons beyond his control which are acceptable to the agency concerned. In case of violation of such agreement, any moneys expended by the United States for such travel, transportation, moving and storage of household goods, and allowances will be recoverable from the individual concerned as a debt due the United States.

3. **ENTITLEMENTS AND ALLOWANCES.** Transportation entitlement and allowances are from permanent duty station in the continental United States to the overseas permanent duty station.

4. **ISSUANCE OF TRAVEL ORDERS.** Travel order issuance is covered in Chapter 3.

5. **FUNDS CHARGEABLE.** For funds from which travel and transportation expenses are payable, see par. C1052-2.

C4105 MOVEMENT BETWEEN OVERSEAS ACTIVITIES

1. **GENERAL.** Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one overseas permanent duty station to another overseas permanent duty station.

2. REQUIREMENTS AND ENTITLEMENTS

a. Agreement Requirements. Agreement requirements are covered herein and in par. C4002. An employee who is not serving under an agreement may be moved from one overseas activity to another under the same circumstances as those for movements within the continental United States. In this situation, the requirements and entitlements cited in par. C4103-2 are applicable, except that par. C8002 will be applicable to the shipment of household goods. Movement of an employee serving under an agreement, within and between Department of Defense components, will require negotiation of another agreement as provided in par. C4005-3. In the latter case, if the employee has completed the prescribed tour of duty at the overseas duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement will include a statement that the employee waives

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rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.

b. Entitlements and Allowances. Transportation entitlement is from the old permanent duty station to the new permanent duty station.

c. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

d. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-2.

C4106 SUCCESSIVE PERMANENT CHANGE-OF-STATION ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HOUSEHOLD GOODS TO LAST DUTY STATION

1. **ENTITLEMENT LIMITATION.** When there are successive permanent changes of station and movement of dependents and/or household goods is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official station, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.

2. **FUNDING**

a. Within Same Department. If all authorized successive permanent change-of-station transfers involve activities in the same department, cost will be borne by that department for delayed allowable movement of household goods and/or dependents.

b. Different Departments Involved. If the transfer is to a last duty station is a different department, that department will be responsible to the extent of allowable constructive costs between the activity from which the employee is transferred to the last duty station when there is delayed move-

ment of household goods and/or dependents from some other duty station under authority issued by a different department. With regard to such delayed movement, allowable cost difference from the prior duty station will be borne by the department that issued the unused authority, provided the 2-year time limitation under such authority has not expired (Comp. Gen. Decision B-153732 of 17 April 1964, unpublished).

C4107 ROUND TRIP TRAVEL BETWEEN OLD AND NEW DUTY STATIONS TO SEEK PERMANENT RESIDENCE

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 October 1982.

1. **GENERAL.** Payment of travel and transportation expenses of the employee and spouse traveling together, or the employee or spouse traveling individually instead of travel by the other or together, for one round trip between the localities of the old and new duty stations for the purpose of seeking residence quarters, may be authorized when circumstances warrant. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together. A round trip performed by the employee for this purpose, when authorized, must be accomplished before reporting to the new permanent duty station. A round trip by the spouse, when authorized, may be accomplished at any time before relocation of the family to the new permanent duty station but not after the expiration of the maximum time for beginning allowable travel and transportation, which is 2 years from the date the employee reports for duty at the new permanent duty station. Officials who have been designated to authorize permanent duty travel orders and persons acting for them may authorize round trip travel for seeking permanent residence quarters. When employee and spouse are both employees, entitlement will not be allowed for each as an employee.

2. **CONSIDERATIONS**

a. General. The guidelines set forth in subpars. b through f will be considered before authorizing a househunting trip.

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b. Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at his old duty station, it may be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

c. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it may be less costly to allow the employee and his family to remain in temporary quarters at the new duty station for a longer period than might otherwise normally be required, subject to limitations, until permanent quarters are found.

d. Avoiding Advance Trip. If temporary quarters are to be authorized, a trip for seeking permanent residence quarters may be avoided. It may be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old duty station locality while the employee occupies temporary quarters at the new duty station. During that time he can select permanent quarters after he has had an opportunity to become familiar with neighborhoods, local transportation facilities, schools, and the housing market.

e. On Temporary Duty at New Duty Station. In those instances where the employee may be on temporary duty at a new duty station for a period before the actual transfer becomes effective, a special trip by the employee to the new duty station for the purpose of finding quarters should not be necessary.

f. Housing Information Assistance. It may be possible for the Department of Defense component involved to avoid or shorten the duration of a trip by providing assistance and information to the employee concerning local housing conditions and markets.

3. **PROHIBITIONS.** Trips to seek permanent quarters will not be authorized under the following circumstances:

1. when an employee will be assigned to Government or other prearranged residence quarters at the new duty station location;

2. when the employee has not yet formally agreed to transfer to the new duty station;
3. when either the old or new duty station, or both, are located outside the continental United States;
4. when the distance between the old and new duty station is less than 75 miles via a usually traveled surface route.

4. **EXCLUSIONS.** Round trip travel between old and new duty stations to seek permanent residence quarters will not apply to:

1. new appointees or their dependents covered under par. C4051,
2. employee authorized transportation for dependents and/or household goods to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4502,
3. children of an otherwise eligible employee,
4. employees or their dependents returning from an overseas assignment for the purpose of separation.

★5. **DURATION OF TRIP.** The round trip should be allowed for a reasonable period of time considering distance between the old and new permanent station, mode of transportation to be used, and the housing situation at the new permanent station location. In no instance shall the period of the round trip at Government expense be allowed in excess of 10 calendar days, including travel time. In authorizing or allowing a particular mode of transportation, consideration shall be given to providing minimum time en route and maximum time at the new permanent station locality. Accordingly, if the use of a privately owned automobile is permitted, this use is considered advantageous to the Government and the mileage allowance shall be as provided in par. C4250-1. Reasonable expenses for local transportation at the location of the new official station will be allowed. DOD components may authorize local transportation by common carrier,

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local transit systems, MTMC negotiated agreement rental or other commercially rented automobiles, or privately owned automobile at the applicable mileage rate in par. C4250-1; however, the mode of local transportation must be consistent with the mode of transportation authorized for travel to and from the official station. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

6. REQUIREMENTS. A trip for finding permanent residence quarters will not be permitted at Government expense until after an employee has agreed to the transfer and the date of the transfer has been established. No travel will be authorized under circumstances where the purpose of the trip is to permit the employee to decide whether he will accept the transfer. Travel will be authorized for the purpose of seeking a permanent residence incident to a permanent change of station only.

★7. PER DIEM AND OTHER TRAVEL EXPENSES. An appropriate per diem rate, as prescribed in pars. C4552 and C7006, is authorized for one round trip of an employee and/or his spouse between his old and new duty stations, incident to seeking permanent residence quarters. In authorizing or allowing a particular mode of transportation, consideration will be given to providing minimum time en route and maximum time at the location of the new permanent duty station. Accordingly, if the use of a privately owned automobile is permitted, such use is deemed to be advantageous to the Government and the mileage allowance will be as provided in par. C4250. Reasonable expenses for local transportation at the location of the new permanent duty station will be allowed. The DOD component concerned may authorize local transportation by common carrier, local transit systems, MTMC negotiated agreement rental or other commercially rented, or privately owned automobiles; however, the mode of local transportation must be consistent with the mode of transportation authorized for travel to and from the new permanent duty station. Expenses for the use of taxis will be limited to transportation between depots, airports, or other carrier terminals, and place of lodging. NOTE: Expenses for local transportation at the location of the new permanent duty station are

authorized for employees whose effective date of transfer is on or after 1 June 1977.

8. TRAVEL ORDER REQUIREMENTS. Authorization for the advance round trip, mode of transportation, and period of time allowed for the trip will be included in the permanent change-of-station travel order. The trip will not be made at Government expense unless the travel order includes the duty reporting date at the new duty station and indicates that the employee has signed the required agreement. An employee will be in a duty status at no charge to leave during the authorized round trip period of absence.

C4108 CHANGE OF STATION WITHIN SAME CITY OR AREA

Travel, transportation, and other related allowances, as applicable, will be authorized incident to a permanent change of station even though the old and new permanent duty stations are located within the same city or area provided that the transfer:

- 1.— is in the interest of the Government,
2. is to a new permanent duty station which is at least 10 miles distant from the old permanent duty station,
3. is not primarily for the convenience or benefit of the employee or at his request,
4. relocation of the residence is incident to the transfer.

In determining that the relocation of the residence is incident to the transfer, the travel-approving official should take into consideration such factors as commuting time and distance between the employee's residence at the time of notification of transfer and his old and new duty stations as well as the commuting time and distance between a proposed new residence and the new duty station. Ordinarily, a relocation of residence should not be considered as incident to a permanent change of station unless the one-way commuting distance from the old residence to the new duty station is at least 10 miles greater than from the old residence to the old duty station. Even then, circumstances surrounding a particular case, for example, relative commuting time, may suggest that the relocation of residence was not incident to the transfer.

★ C4109 **TEMPORARY ASSIGNMENT
OF EMPLOYEES BETWEEN
THE FEDERAL GOVERNMENT
AND STATE OR LOCAL
GOVERNMENTS OR
INSTITUTIONS OF HIGHER
EDUCATION**

Title 5 U.S. code 3371 through 3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments or institutions of higher education. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer.

Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years, which may, under certain circumstances, be extended for up to an additional 2 years. The Office of Personnel Management has been vested with authority to promulgate regulations governing the temporary assignment of employees as described herein. Entitlement of an employee for travel and transportation allowances for himself and dependents and other related allowances will be in accordance with the regulations of the Office of Personnel Management. These regulations are in the Office of Personnel Management Regulations. Part 334 (FPM Supplement 990-1, Book III).

PART D: ROUND TRIP RENEWAL AGREEMENT TRAVEL FOR LEAVE PURPOSES IN CONNECTION WITH OVERSEAS DUTY

C4150 GENERAL

Round trip travel from overseas duty stations to places of actual residence and return to the same or a different overseas post of duty for the purpose of taking leave between overseas tours of duty will be encouraged and granted upon request of eligible employees. Authority will not be denied on the basis that the employee's position can be filled locally or that it is not desired to tender an eligible employee a renewal agreement. Except as provided for teachers in par. C4154, authority may be denied under the following circumstances:

1. the employee is being processed for separation,
2. a reduction in force involving the employee is imminent,
3. a removal action is pending against the employee,
4. the employee's reassignment has been directed to a position in the United States,
5. the employee is to be reassigned to a position in the continental United States in connection with rotation on similar programs which will preclude completion of a required period of service under a renewal agreement.

Although the employee will not be denied renewal agreement travel at Government expense to which he has earned entitlement, except under the circumstances listed in items 1 through 5, the time at which the leave is granted in connection with such travel is subject to approval by the overseas command concerned. If the employee is engaged upon a project which will be completed within a reasonable time, there is a temporary shortage of personnel, or for other cogent reasons, the employee may be requested to postpone his renewal agreement travel for a reasonable period not in excess of 90 days.

C4151 REQUIREMENTS

The signing of a renewal agreement is required when an eligible employee has completed the prescribed period of service for the overseas locality of assignment and requests transportation to place of actual residence for leave purposes prior to serving a new tour of duty at the same or a different overseas point of duty.

C4152 ENTITLEMENT CONDITIONS

1. GENERAL

a. Conditions. Renewal agreement travel is allowed from an employee's overseas post of duty to the employee's place of actual residence at time of appointment and transfer to the overseas duty post and return to the same or another overseas post of duty as prescribed in subpars. b through g.

b. Travel in Family Units Not Required. An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel.

c. Renewal Agreement Travel Noncumulative. Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

d. Transportation of Baggage. Transportation of necessary baggage is allowed as provided in par. C2305.

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meets the eligibility conditions for renewal agreement travel;

2. the teacher executes a renewal agreement prior to departure in connection with the authorized leave of absence;
3. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel, satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his chosen field, and such course of study is not feasible through other means, together with proof of acceptance for such course of study and information regarding successful completion of the course.

e. Reassignment to 1-Year Tour Area. A teacher who is reassigned at the end of the first school year at his request with the approval of management, to a 1-year tour area, will be authorized renewal agreement travel to his place of residence in the United States for purpose of taking leave without pay during the summer recess and from that place of residence to such overseas duty station indicated in a renewal agreement.

3. STORAGE OF HOUSEHOLD GOODS BETWEEN SCHOOL YEARS

a. Entitlement Conditions. The general entitlement conditions are covered in par. C8002-3c(5).

b. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with

the shipment of property. Storage under these two authorities may overlap in time.

c. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.

d. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

e. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.

f. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practicable under the circumstances in individual instances.

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2. **UNACCOMPANIED DEPENDENTS.** For travel entitlements of unaccompanied dependents, see par. C4152-1b.

3. **DESTINATION POINT RELOCATION.** Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which his place of actual residence is located.

4. **DUPLICATE ELIGIBILITY.** Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

C4154 TEACHERS IN THE DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOL SYSTEM

1. **ENTITLEMENT INCIDENT TO COMPLETION OF PERIOD OF SERVICE.** A teacher who satisfactorily completes the agreed period of service as specified in his transportation agreement will be authorized travel to his place of residence in the United States for the purpose of taking leave without pay during the summer recess under renewal agreement travel authority whether return is to the same or another overseas area.

2. **EXCEPTIONS**

a. **General.** The following exceptions to the provisions of subpar. 1 may be approved during a period of continuous service as provided in subpars. b and c.

b. **Reassignment at Management's Request.** Any teacher who is reassigned at management's request from one 2-year area to another, after completing 1 school year of service on a current agreement, may return to place of residence in the United States on leave without pay during the summer vacation under renewal agreement authority provided that the normal routing between the two duty posts is through the United States and a renewal agreement is signed for the new area of assignment. Other reassignments at management's request will be limited to travel by direct routing as a permanent

change-of-station movement between the two duty locations, and the first school year of service at the new location will complete the second consecutive school year of service required under the initial transportation agreement.

c. **Attendance at an Accredited College or University.** Round trip renewal agreement transportation in a leave-without-pay status may be authorized in the case of a teacher who desires to return to the United States for the summer at the end of the first school year of service under an agreement for the purpose of attending an accredited college or university to pursue courses for professional preparation and advancement that are related to his present or planned Department of Defense Overseas Dependents School System assignment, or to other specific professional preparation meeting a current Department of Defense Overseas Dependents School System requirement; or attending courses that are required for continued certification in the teachers home State; provided a renewal agreement is signed before leaving the overseas area. The teacher will be required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. The teacher will be required to refund to the Government the cost of the return travel to the United States for the purpose of attending such courses of study, if he fails for reasons unacceptable to the employing activity concerned to present evidence of satisfactory completion of the courses. Those who return to the United States under the exception contained in this subparagraph will, upon return to the overseas area, begin a new 2-school-year cycle under the renewal agreement.

d. **Attendance at an Accredited College or University Incident to an Authorized Extended Leave of Absence.** Round trip renewal agreement transportation may be authorized in the case of a teacher who is authorized leave of absence to attend an accredited college or university located in the United States for the purpose of furthering his professional growth, provided:

1. the teacher has satisfactorily completed 2 school years in the Department of Defense Overseas Dependents School System and

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of the approved period, he will be considered to have waived his transportation entitlement.

3. **CASH PAYMENT FOR TRAVEL AT TIME OF SEPARATION FROM MILITARY SERVICE OR FROM EMPLOYMENT WITH A UNITED STATES GOVERNMENT CONTRACTOR.** Locally hired employees who were given cash payments for constructive travel and/or transportation expense at the time of separation overseas from the military service or at the time of separation from employment with a contractor under a United States Government contract are allowed earned transportation entitlement only to the extent of that portion of travel and/or transportation for which no payment was received. The limitation will be made a matter of record for subsequent use. The travel orders will clearly indicate the limitation. The provisions of this subparagraph do not apply to a locally hired employee, who, as a former Peace Corps volunteer, received a cash payment in lieu of transportation incident to the termination of his services with the Peace Corps.

C4203 LIMITED ENTITLEMENT

If an employee loses or does not use transportation entitlement for himself, earned transportation entitlement is allowed for dependents and household goods, provided such travel and transportation begins within a reasonable time as provided in Chapters 7 and 8. When it is known that there will be only partial use or delayed use of earned transportation entitlement, the circumstances will be made a matter of record in writing for the information of all concerned. Travel orders will clearly state the extent of limited transportation entitlement when applicable.

C4204 PERSONS NOT ELIGIBLE FOR SEPARATION TRAVEL

Separation travel is not allowed under the following circumstances:

1. employees hired locally overseas who are not eligible to sign an agreement,
2. employees who violate their agreement prior to completion of the minimum period of service required under their current agreement unless they have a previously

earned and unused transportation entitlement.

C4205 EMPLOYMENT IN ANOTHER DEPARTMENT OR AGENCY WITHOUT A BREAK IN SERVICE AFTER SEPARATION

1. **GENERAL.** As provided in par. C1052-2d(3), the losing overseas activity pays the travel and transportation costs to the extent of an employee's entitlement to the authorized destination for separation, not in excess of that to place of actual residence, even though an employee is employed without a break in service by a different department or agency after arrival at the authorized destination for separation.

2. NEW DUTY STATION AT OTHER THAN THE AUTHORIZED DESTINATION FOR SEPARATION

a. **General.** If the new duty station is located other than at the authorized destination for separation, and additional travel is necessary to reach the new duty station, the costs of travel and transportation will be borne by the acquiring department or agency, when authorized, not to exceed the constructive cost by direct route from the old overseas duty station to the new duty station, less the cost for separation travel incurred by the losing overseas activity.

b. **Eligibility Conditions and Limitations for Permanent Change-of-Station Allowances.** Subject to certain conditions and limitations, permanent change-of-station allowances applicable at the new duty station may be authorized and paid by the acquiring department or agency. The fact that the separation travel destination was the employee's place of actual residence and also the place of employment without a break in service does not alone preclude eligibility for certain permanent change-of-station allowances. The applicable permanent change-of-station allowances will not be authorized until the employee signs a new transportation agreement (see par. C4005). The following examples indicate the extent of eligibility in various situations involving an employee, whose place of actual residence is Chicago, IL, and whose overseas duty station from which he is being returned for separation is in England.

PART E: SEPARATION TRAVEL FROM OVERSEAS DUTY**C4200 PERSONS ELIGIBLE FOR SEPARATION TRAVEL**

Employees who are returned to their places of actual residence for the purpose of separating from Federal service are entitled to travel and transportation at Government expense provided the following conditions are met:

1. the employee has an agreement providing for return transportation;
2. the employee has completed the prescribed period of service required in the agreement under which the employee is currently serving or the employee is released from the period of service requirement for reasons that are acceptable to the activity where the employee is assigned;
3. the employee has resigned his position, unless separated involuntarily (in case of separation by resignation, the resignation, must be executed before the employee leaves the overseas activity).

C4201 TRAVEL AND TRANSPORTATION ENTITLEMENT

Except when separated from a duty station in the same geographical locality in which the place of actual residence is located, travel and transportation at Government expense is allowed from the overseas post of duty to the employee's place of actual residence established at the time of appointment or transfer to the overseas duty post. Travel and transportation costs to an alternate destination anywhere in the world may be allowed. Such costs may not exceed the constructive costs for travel of employee from the overseas post of duty to the country and place of actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281). There is no entitlement to travel and transportation expenses incident to separation from a duty station in the same geographical locality in which the place of actual residence is located.

C4202 LOSS OF TRAVEL AND TRANSPORTATION ENTITLEMENT

★1. ELECTING TO BE SEPARATED OVERSEAS FOR PERSONAL REASONS. Transportation entitlement upon separation requires that the travel destination be the employee's place of actual residence, established at the time of assignment or appointment, or an alternate point in the country or area in which the place of residence is located. However, travel and transportation costs to an alternate destination anywhere in the world may be allowed, not to exceed the constructive costs for travel and transportation from the overseas post of duty to the country and place of actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281). The employee's election will be made a matter of record in writing including a statement that the employee clearly understands the conditions of loss of transportation entitlement.

2. REFUSING TO ACCEPT OR USE AUTHORIZATION FOR RETURN TRANSPORTATION WITHIN A REASONABLE TIME AFTER RELEASE FROM DUTY: Entitlement is lost when an employee refuses to accept or use authorization for return transportation for purposes of separation when offered after release from work status in his overseas position. Overseas activity commanding officers may authorize delay of return travel for a reasonable period of time upon receipt of a written request for such delay from the employee. Normally, a delay of travel not in excess of 90 calendar days will be considered a reasonable period of time for delay of travel. Under unusual extenuating circumstances which, in the opinion of the overseas activity commanding officer concerned, warrant a longer period of delay, return transportation may be delayed up to 2 years from the date of separation. Written requests for delayed travel from employees separating overseas to accept private overseas employment or retire locally for the purpose of establishing an overseas retirement residence will not be accepted. If a written request for delayed travel is not received by the overseas activity commanding officer or if the employee refuses to accept transportation at the expiration

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overseas duty station ceases and that of the new duty station begins. A travel order for this purpose, Request and Authorization for DOD Civilian Permanent Duty Travel (DD Form 1614), will contain the same basic information as that for a permanent change-of-station order prescribed in Chapter 3. The

DD Form 1614 will include the following statement in item 17 "Remarks or Other Authorizations":

"Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty."

Travel of Employees

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★ EXAMPLE 1

The employee is returned for separation at Washington, DC, and is employed without a break in service by a different department or agency for assignment to a new duty station at Dayton, OH. The acquiring department or agency, at their expense, may authorize the additional travel and transportation from Washington to Dayton, with transportation and travel entitlement and employee per diem allowance subject to the limitation of constructive cost between the old overseas duty station in England and the new duty station in Dayton by direct route, less the costs incident to separation travel incurred by the losing department or agency; per diem en route for dependents relates only to travel between Washington and Dayton, limited by the allowable constructive time for uninterrupted direct travel from England to Dayton, less the time en route from England to Washington; temporary quarters subsistence expenses at Dayton and a miscellaneous expense allowance.

★ EXAMPLE 2

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different department or agency for assignment to a new duty station at Washington, DC. There is no eligibility for additional travel and transportation or per diem en route for the employee or dependents between Chicago and Washington. However, the acquiring department or agency, at their expense, may authorize temporary quarters subsistence expenses at Washington and a miscellaneous expense allowance.

★ EXAMPLE 3

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different department or agency for assignment to a new duty station at Denver, CO. The acquiring department or agency, at their expense, may authorize the additional travel and transportation from Chicago to Denver with transportation and travel entitlement and employee per diem, subject to the limitation of the constructive cost between the old

overseas duty station in England to the new duty station at Denver by direct route, less the costs incident to separation travel incurred by the losing department or agency; per diem en route for dependents relates only to travel between Chicago and Denver, limited by the allowable constructive time for uninterrupted direct travel from England to Denver, less the time en route from England to Chicago; temporary quarters subsistence expenses at Denver and a miscellaneous expense allowance.

★ EXAMPLE 4

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different department or agency for assignment to a new duty station at Chicago. There is no eligibility for additional travel and transportation or per diem en route for the employee or dependents. However, the acquiring department or agency, at their expense, may authorize temporary quarters subsistence expenses at Chicago and a miscellaneous expense allowance.

c. Prohibition. If a break in service occurs between the date of separation and the date of employment, no travel or transportation expense is allowable from place of actual residence or authorized alternate separation travel destination to the new duty station in the continental United States unless the employee has entitlement under par. C4051 and there is no eligibility for any permanent change-of-station allowances. If there is no break in service and it is determined that the movement to the new duty station is not in the interest of the Government, there is no entitlement for other than separation travel or transportation allowances.

d. Travel Order Conditions. For travel contemplated under the provisions of this paragraph, a permanent change-of-station travel order is not appropriate. The usual separation order will be issued for movement from the old overseas duty station to place of actual residence or allowable alternate destination. The acquiring department or agency is responsible for the issuance of travel orders authorizing travel from the point at which the responsibility of the old

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explanation will be required together with the approval of the travel-approving official.

2. **PRIVATELY OWNED AIRPLANE.** Statute miles shown on airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, will be used to determine mileage for travel by a privately owned airplane. If a detour was necessary on account of adverse weather, mechanical difficulty, or other unusual conditions, the additional mileage may be included on the voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that the airway charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determination.

C4253 COMPUTING REIMBURSEMENT FOR PRIVATELY OWNED CONVEYANCE TRAVEL

The following examples illustrate the method of computing mileage and per diem incident to travel by privately owned conveyance in connection with permanent duty travel.

★ EXAMPLE 1

Employee performed permanent change-of-station travel from San Francisco, CA, to Washington, DC, in 9-3/4 days. Employee elected to travel by privately owned automobile accompanied by spouse and 2-year-old child. The employee may be paid per diem for up to 8-1/4 days (2826 miles based on an average of 350 miles per day).

Reimbursement Computation

Automobile travel:	
2826 miles @ \$0.19 a mile	\$536.94
Maximum Allowable per diem for employee:	
8-1/4 days @ \$60 (Standard CONUS rate)	495.00
Per diem allowable employee for actual travel under lodging plus system, which did not exceed the maximum allowable of \$495.00, was	488.75
Per diem for accompanying spouse at 3/4 of the amount due the employee (\$488.75) ..	366.56
Per diem for the accompanying child under 12 years of age at 1/2 of the amount due the employee (\$488.75)	244.38
Tolls	10.00
Total amount payable to employee	\$1646.63

In this example, the provisions in par. C2151-3 apply. The age of the child (not over 21 years of age) makes no difference in applying the applicable mileage rate for persons in the automobile prescribed in par. C4250-1. Per diem allowance is computed as prescribed in pars. C7006 and C4300-1 and examples in par. C4558.

EXAMPLE 2

If the employee in Example 1 travels alone in one privately owned automobile and spouse and child travel in a second privately owned automobile, the reimbursement will be the same as in Example 1 if there is no justification under par. C2157 for authorizing the use of more than one vehicle.

EXAMPLE 3

Employee performs permanent duty travel from New York City to Atlanta, GA. Employee elects to travel by privately owned automobile unaccompanied by spouse and two children. The dependents did not accompany employee because housing had not been secured at the new duty station. Two weeks after arrival in Atlanta the employee finds housing, returns to New York City by privately owned automobile over a weekend, and drives spouse and two children to Atlanta.

Computation of Mileage Rate

866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and two children)	164.54
Total mileage allowance payable for automobile travel	\$294.44

In addition to the foregoing mileage allowance, employee will receive per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar day. No per diem will be payable for second trip. Employee will be entitled to reimbursement for tolls for the first and second trips from New York to Atlanta. Employee will not be entitled to reimbursement for mileage or tolls for the trip from Atlanta to New York City. Per diem allowance for dependents is computed as prescribed in pars. C7006 and C4300.

PART F: ALLOWANCES FOR USE OF PRIVATELY OWNED CONVEYANCE FOR PERMANENT DUTY TRAVEL

C4250 MILEAGE ALLOWANCES

1. TRAVEL BY PRIVATELY OWNED AUTOMOBILE. Except for renewal agreement travel, mileage allowances for permanent duty travel by privately owned automobile, when authorized or approved, will be allowed as follows:

1. \$0.15 per mile when employee only, or one member of immediate family only occupies the automobile;
2. \$0.17 per mile when employee and one member of the immediate family, or two members of the immediate family occupy the automobile;
3. \$0.19 per mile when employee and two members, or three members of the immediate family occupy the automobile;
4. \$0.20 per mile when employee and three or more members, or four or more members of the immediate family occupy the automobile.

These mileage allowances are for the use of one privately owned automobile for each household. When an employee and dependents use more than one privately owned automobile, reimbursement will be authorized as though the employee and dependents used one automobile unless authorization is granted under the provisions of par. C2157 for the use of more than one privately owned automobile. Reimbursement for all permanent duty travel by privately owned airplane or motorcycle and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2151-3 and will not exceed the cost of travel by common carrier.

2. MIXED MODES OF TRANSPORTATION FOR TRAVEL. When the use of a privately owned automobile is authorized or approved for permanent duty travel and actual travel is performed between the old and new permanent duty stations partly by privately owned automobile and partly by common carrier at personal expense, the employee

is entitled, for self and/or dependents, to payment of mileage for the distance travel is performed by privately owned automobile plus reimbursement for the actual cost, including tax, incurred for that part of the travel performed by common carrier. In no event will the payment of mileage and reimbursement for the cost of the common carrier fare exceed the cost to the Government for the constructive cost of the least costly commercial air accommodations available. If there is no regularly scheduled commercial air carrier service from the old to the new permanent duty station, the constructive cost to the Government will be based on first-class service (if the journey is more than 4 hours) or, in the absence of rail service, on the basis of the constructive costs of common carrier, the usual transportation costs to and from the common carrier terminals will be included. Travel by privately owned automobile requiring the use of ocean going car ferries is excluded from this paragraph. The provisions of par. C2156, Item 1, apply. Payment of per diem will be in accordance with par. C4300.

C4251 USE OF MORE THAN ONE AUTOMOBILE

Authorization for the use of more than one privately owned automobile is limited to permanent duty travel that is determined advantageous to the Government. The conditions for authorization under which reimbursement is allowed are prescribed in par. C2157.

C4252 DETERMINATION OF MILEAGE

1. PRIVATELY OWNED AUTOMOBILE OR MOTORCYCLE. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled will be as determined from speedometer readings. Such distances will be used as a basis for reimbursement unless there is a substantial and unexplained deviation from the Official Table of Distances (AR 55-60/AFM 177-135/NAVSO P-2471 and AR 55-61/AFM 177-136/NAVSO P-2472 for distances in foreign countries). Whenever the deviation exceeds 3 percent of the distance shown in the Official Table of Distances or 10 miles, whichever is the greater, an

PART G: PER DIEM**C4300 ALLOWABLE PER DIEM**

1. USE OF PRIVATELY OWNED CONVEYANCE ADVANTAGEOUS TO THE GOVERNMENT. When the use of a privately owned automobile in connection with permanent duty travel is authorized, per diem will be reimbursed on whichever of the following methods of computation results in the smaller payment:

Effective for employees who depart their old Permanent Duty Station on or after 1 January 1987.

1. at an average distance of 350 miles per calendar day for the official distance (when the official distance between the old and new duty stations or authorized points is not evenly divisible by 350, one-fourth of the applicable per diem rate will be allowed for each 87.5 miles or fraction thereof),
2. at the actual travel time using the 6-hour rule.

An exception to the daily minimum driving distance may be made by the travel-approving/directing official when travel between the old and new perma-

nent duty station is delayed for reasons clearly beyond the control of the travelers, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the DOD component concerned (e.g., a physically handicapped employee). In such cases, per diem may be allowed for the period of the delay or for a shorter period as determined by the DOD component concerned. The employee must provide a statement on his reimbursement voucher fully explaining the circumstances which necessitated the en route travel delay. The exception to the daily minimum driving distance requires the approval of the travel-approving/directing official of the DOD component concerned.

2. USE OF PRIVATELY OWNED CONVEYANCE NOT ADVANTAGEOUS TO THE GOVERNMENT. When a privately owned conveyance is used in connection with permanent duty travel and such use is not considered to be advantageous to the Government, per diem allowance reimbursement will be limited to the amount of per diem payable on a constructive travel time basis using appropriate common carrier transportation. The provisions of this paragraph do not apply to travel performed under par. C2158.

thereat, he is authorized a permanent change of station to duty station B, and in this connection, is required to sign a new transportation agreement prescribing a period of service of 12 months. After serving 4 months at duty station B, the employee resigns. Under the foregoing conditions, the employee is indebted to the Government for the cost of any travel, transportation, and related allowances incurred by the Government in connection with the transfer to permanent duty station A, and from duty station A to permanent duty station B because the aggregate period of service at duty stations A and B is less than 12 months, unless it is determined that early release from both transportation agreements was for acceptable reasons permitting a waiver of the indebtedness.

EXAMPLE 2

If, under EXAMPLE 1, the employee served 7 months at permanent duty station B and then resigned, the aggregate period of service at permanent duty stations A and B would be 13 months. The prescribed period of 12 months service requirement under the transportation agreement signed incident to permanent duty station A would be satisfied and no indebtedness would be involved in connection with travel to permanent duty station A. The employee is indebted, however, to the Government for the cost of any travel, transportation, and related allowances incurred by the Government in connection with the transfer from permanent duty station A to duty station B, unless it is determined that early release from the transportation agreement signed incident to the transfer to permanent duty station B was for acceptable reasons permitting a waiver of indebtedness.

b. To Continental United States. An employee transferred to a duty station within the continental United States from duty station outside the continental United States who has failed to meet the period of service requirements in a transportation agreement under which he is serving at the time of such transfer will be subject to the provisions in subpar. 3. An employee who fails to meet the period of service requirement in a transportation agreement signed at the time of transfer to a new duty station in

the continental United States will be indebted to the Government for the cost of travel, transportation, and related allowances incurred by the Government in connection with such transfer unless failure to comply with the requirement is for reasons beyond his control which are acceptable to the military department or agency concerned. However, if the employee has unused earned entitlement for return travel and transportation to place of residence for separation from his overseas duty station at the time of such transfer to the new duty station in the continental United States and fails to meet the period of service requirement in the signed transportation agreement, the constructive cost of such unused earned travel and transportation will be determined and credited toward the transfer expense amount incurred by the Government. The difference between the transfer expense amount and the unused earned entitlement credit amount represents the indebtedness amount.

c. Within or From Continental United States.

An employee transferred from a duty station to another, both within the continental United States, who fails to meet the period of service requirement in a signed transportation agreement will be indebted to the Government for the cost of travel, transportation, and related allowances incurred by the Government in connection with such transfer unless failure to comply with the requirement is for reasons beyond his control which are acceptable to the military department or agency concerned. The same consideration will apply if an employee is serving under a signed transportation agreement at the time he is transferred from a duty station in the continental United States to a new duty station outside the continental United States.

2. APPOINTEES TO MANPOWER SHORTAGE POSITIONS. An appointee to a manpower shortage position, who fails to meet the period of service requirement in a signed agreement, will be indebted to the Government for the cost of travel and transportation provided at Government expense unless failure to comply with the requirement is for reasons beyond his control which are acceptable to the agency concerned.

PART H: INDEBTEDNESS AND COLLECTION**C4350 GENERAL**

Officials who are responsible for directing travel or approving reimbursement are also responsible for ensuring that funds so obligated are used for the purposes of official travel and subject to the conditions prescribed. Under certain circumstances an employee may become indebted and liable to the Government for refund of transportation expenses. In such instances, collections will be made from the employee as prescribed in this Part.

C4351 DELIBERATE FAILURE TO ACCOMPLISH PURPOSE OF TRAVEL

An employee who does not report to the designated permanent duty station or, who, upon arrival there, refuses to perform his mission or resigns, will be required to reimburse the Government for the reasonable value of travel expenses, including per diem if paid.

C4352 HANDLING OF FALSIFIED TRAVEL CLAIMS

When there is reasonable cause to suspect that an employee has falsified one or more claimed expenses on a travel voucher (other than the cost of lodging, meals, or incidentals), the suspect expense(s) will not be allowed. When there is reasonable cause to suspect that an employee has falsified a claimed expense for lodging, meals, or incidentals, per diem or actual expense allowance (as applicable) will be denied for the entire day on which the suspect expense is claimed. In the event payment is made prior to discovery of what is suspected to be a falsified expense, the employee will be required to reimburse the Government (57 Comp. Gen. 664). Investigation, processing, and final settlement shall be in accordance with regulations of the Service concerned.

C4353 SHIPMENT OF EXCESS WEIGHT OF HOUSEHOLD GOODS

When the weight of household goods shipped on a Government bill of lading exceeds the employee's authorized weight allowance, he will be required to pay the excess costs incurred for the shipment.

C4354 FAILURE TO REPAY ADVANCE OF TRAVEL FUNDS

When an employee has received an advance of travel funds under the provisions of Chapter 1, Part C, and has not made voluntary settlement of the indebtedness, collection action will be taken under the provisions of par. C4360.

C4355 OVERPAYMENTS OF TRAVEL ALLOWANCES

When an employee has received an overpayment of travel allowances, collection action will be taken by the responsible paying office.

C4356 LOSS OF TICKETS ISSUED ON TRANSPORTATION REQUEST

A traveler will be held liable for the costs of transportation tickets and tickets covering sleeping or seating accommodations that are issued in exchange for transportation requests if the tickets are lost through his negligence.

C4357 VIOLATIONS OF AGREEMENT**1. TRANSFERS TO, FROM, AND WITHIN CONTINENTAL UNITED STATES**

a. General. The transportation agreement to remain in the Government service for 12 months following the effective date of transfer is not voided by a subsequent transfer whether such subsequent transfer is at the employee's request or in the interest of the Government, nor is such agreement voided by another transportation agreement made in connection with a second transfer. The liability of the employee for any moneys expended by the United States for his travel, transportation, and relocation allowances is a separate liability for each transportation agreement. The liability, in each instance, is effective for the full 12-month period in connection with the transfer for which the transportation agreement was made. The following examples indicate the extent of liability in situations involving a transfer prior to the completion of a required period of service under a current agreement.

EXAMPLE 1

An employee is serving under a 12-months agreement at permanent duty station A. After serving 6 months

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3. transportation of his household goods from the former duty station to the last duty station, including any costs for packing, crating, drayage, unpacking, and temporary storage;
4. transportation of the employee's privately owned motor vehicle or nontemporary storage of the household goods unless earned entitlement exists for the nontemporary storage of the household goods or return transportation of the motor vehicle;
5. miscellaneous expense allowance paid in connection with a transfer from a former to the last duty station.

The employee also will bear the expense of transportation for himself, his dependents, and his household goods from his last duty station to his place of actual residence. He will be obligated for any costs incurred by the Government for these purposes. In these circumstances, however, the employee is entitled to an allowance because of the fact that, prior to his current agreement which he did not complete, he completed an agreed-upon period of service for which he did not receive all allowances to which he was entitled. Under these circumstances, the employee is entitled to allowances for the return of himself, his family, and his household goods, including costs of packing, crating, drayage, unpacking, and temporary storage, from the duty station at which the former period of service was completed to his actual place of residence. Since he did not avail himself of this entitlement, the costs that would have been incurred for that purpose may be applied as a setoff against the indebtedness described herein, provided the employee was actually separated from Government service. If the amount of this setoff is less than the indebtedness, the difference is a debt due the United States. If the setoff is larger than the indebtedness, the difference will be applied to the employee's costs of moving him, his family, and his household goods from the duty station where he failed to complete a year of service to his place of actual residence. If the amount available to be applied to these costs equals or exceeds the costs, the Government will procure and pay for such transportation in full. If the amount available is less than the cost, the Government may procure and pay for the transportation and obtain reimbursement from the

employee for the difference between the total costs and the amount to be applied against the costs or may allow the employee to pay the total costs and reimburse him for the applicable amount upon submission of a claim for reimbursement. Additional penalty conditions are prescribed for teachers in the Department of Defense Overseas Dependents School System.

(3) When Employee Completes 1 Year or More But Does Not Complete Specified Period of Service.

If the employee completes 1 year or more of service under a renewal agreement but does not complete the entire period of service specified in the agreement, he is not indebted to the Government for amounts spent by the Government for transportation and per diem for the employee and for transportation of his dependents from the duty station at which he completed the previous tour of duty to his place of actual residence and from his place of actual residence to the duty station at which he failed to complete his agreed-upon tour of duty. If the post of duty where the employee failed to complete his agreement is not the same as the place where he did complete his previous assignment, he is not indebted for the costs of transporting any of his dependents who traveled from the former to the latter post of duty without going to the actual place of residence, nor for the cost of transporting his household goods between these two duty stations, including any related costs of packing, crating, drayage, unpacking, and temporary storage, nor for miscellaneous expenses. However, under these circumstances, the employee will bear the costs of transportation for himself, his dependents, and his household goods from the duty station at which he did not complete the agreed-upon tour of duty under the renewal agreement to his place of actual residence. This indebtedness will be offset, however, by an amount equal to the costs of transporting, from the duty station at which the former period of service was completed to the place of actual residence, the employee's household goods and any of his dependents who did not accompany him when he returned to his place of actual residence for leave provided he was actually separated from Government service. These offsetting costs and any remaining indebtedness will be computed in the same manner as provided in subpar. (2).

Travel of Employees

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3. OVERSEAS EMPLOYEES

a. Failure to Meet Service Requirement. An employee assigned or appointed to an overseas permanent duty station under an agreement providing for transportation at Government expense, who fails to meet the period of service requirement in a signed agreement, will be indebted to the Government for the expense of travel, transportation, and related allowances provided, or will not be authorized transportation at Government expense, unless failure to comply with the requirement is for reasons beyond his control which are acceptable to the agency concerned.

b. Violation During First Year of Service Under Initial Agreement. An overseas employee who leaves Government service for reasons unacceptable to the agency to which he was last assigned before he has completed 12 months of Government service following the date he reported to the first duty station incident to which the initial agreement was signed will be required to refund all expenses of any of the following entitlements provided for him incident to travel to the first duty station:

1. transportation, per diem, and incidental expenses paid to him;
2. transportation and per diem provided for his dependents;
3. transportation, packing, crating, drayage, unpacking, uncrating, and temporary and nontemporary storage of household goods;
4. shipment of privately owned motor vehicle;
5. transportation of a mobile home.

An employee who departs from an overseas permanent duty station in an authorized leave with or without pay status before the end of the first year of service during an initial agreement and resigns while away for reasons unacceptable to the agency will be allowed credit for the period of authorized leave toward completion of the minimum service requirement (MS Comp. Gen. B184948, 18 November 1975). The provisions of this subparagraph and subpar. c apply to all overseas employees. Additional penalty conditions are prescribed in subpar. e for teachers in the Department of Defense Overseas Dependents School System.

c. Violation After 1 Year of Service Under Initial Agreement. An employee who completes a

minimum year of overseas assignment and who for reasons unacceptable to the Department of Defense component concerned fails to complete a prescribed period of agreed initial employment in excess of a year is not indebted to the Government for the expense of transportation furnished from point of transfer or place of residence to an overseas permanent duty station. Collection will be made, however, for any charge for nontemporary storage incurred after the end of the 1-year period. Additionally, the employee concerned will bear all costs for storage, packing, handling, drayage and transportation, and unpacking of the goods after the violation date and will be so advised immediately. Return transportation of a privately owned vehicle, if involved, also will be at the employee's expense. As Government funds cannot be used for the purchase of commercial transportation for ineligible employees, any further transportation will be at the expense of the employee concerned. If the employee has insufficient funds for return transportation, repatriation transportation may be authorized as provided in par. C6300.

d. Employees Serving Under Renewal Agreement

(1) General. An employee who fails to complete the period of service specified in a renewal agreement for an additional tour of duty for reasons not beyond his control and not acceptable to the Department of Defense component concerned becomes obligated for the expenses incurred by the Government, as indicated in subpars. (2) and (3).

(2) When Employee Fails to Complete 1 Year of Service. When an employee fails to complete 1 year of service under a renewal agreement, he becomes obligated for any of the following costs incurred by the Government, as applicable:

1. transportation and per diem for the employee and transportation for his dependents from his duty station to his place of actual residence and from his place of actual residence to the last duty station where he failed to complete a year of service;
2. transportation for any of his dependents who traveled from the former to the last duty station without going to his actual place of residence;

is responsible for the cost of all or that portion of the transportation to his place of actual residence which is not covered by transportation credit. Government transportation will be authorized, if available, from the overseas area to the port of debarkation or beyond in accordance with these regulations. In such cases, cash collections will be made, if possible, before the travel begins. In the event that the employee is without sufficient funds to defray the expenses of return transportation, including packing, crating, drayage, temporary storage at point of origin, and unpacking, such transportation may be provided under par. C6300 and the employee will be held liable for the amount due the Government. Necessary steps for collection will be taken in accordance with the provisions of par. C4358. If the employee prefers, he may provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher. Receipts covering expenses to be reimbursed will be furnished by the employee and reimbursement of the Government's share will be based on the mode of transportation which would have been utilized for the return over a usually traveled route to his place of actual residence.

8. CLAIMS FOR REIMBURSEMENT. Claim for reimbursement will be submitted:

1. in the Army, to Settlement Operations, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249;
2. in the Navy, to disbursing officer of the activity from which separated;
3. in the Air Force, to Air Force Accounting and Finance Center, Denver, CO 80279;
4. in the Office of the Secretary of Defense, Washington Headquarters Services and the Office of the Joint Chiefs of Staff, to Director of Budget and Finance, Washington Headquarters Services, Washington, DC 20301;
5. in the Defense Nuclear Agency, to Comptroller, Defense Nuclear Agency, Washington, DC 20305;
6. in the Defense Communications Agency, to Comptroller, Defense Communications Agency, Washington, DC 20305;
7. in the Defense Contract Audit Agency, to Deputy for Resources Management, Cameron Station, Alexandria, VA 22314;

8. in the Defense Intelligence Agency, to Program/Budget and Financial Management Division, Comptroller, Defense Intelligence Agency, Washington, DC 20301;
9. in the Defense Logistics Agency, to Headquarters, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314;
10. in the National Security Agency, to Finance and Accounting Office, National Security Agency, Fort George G. Meade, MD 20755;
11. in the Defense Advanced Research Projects Agency, to the Director, Program Management, 1400 Wilson Boulevard, Arlington, VA 22209;
12. in the Defense Investigative Service, to Comptroller, Defense Investigative Service, Washington, DC 20314;
13. in the Joint Tactical Command, Control and Communications Agency, to the Executive Officer, Joint Tactical Command, Control and Communications Agency, Fort Monmouth, NJ 07703;
14. in the Defense Mapping Agency, to the Comptroller, Headquarters, Defense Mapping Agency, Washington, DC 20305.

9. STATEMENT OF LIABILITY OR CREDIT. In each instance of violation of a renewal agreement, the employee will be provided a statement of transportation liability or credit authenticated by the civilian personnel or industrial relations officer and the servicing transportation officer, indicating specifically the indebtedness, credit, obligation, and details of the use for which the credit is applicable. A copy of the certificate will be retained by the civilian personnel officer for inclusion in the employee's official personnel folder. The employee will be informed that he may file a claim with the appropriate organization or disbursing officer in subpar. 8, if he disagrees with the activity's determination of entitlement, indebtedness, credit, obligation, or constructive cost of travel and transportation. A sample statement and examples of violations of renewal agreements during the first and second years of the additional tour are furnished in this subparagraph for the purpose of clarifying instructions concerning the determination of transportation entitlement of obligation.

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
TRANSPORTATION AGREEMENT**

EMPLOYMENT HISTORY:

Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1965. Completed original tour of duty 30 June 1968. Signed new transportation agreement 1 July 1968. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where new tour began on 20 August 1968. Resigned 15 January 1969 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION LIABILITY OR CREDIT:

Liabilities:

Round trip rail transportation Munich, Germany, to Frankfurt, Germany	\$ 28.00
Round trip MAC transportation from Frankfurt, Germany, to McGuire AFB, NJ	162.00
Round trip limousine service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, Germany (tabulate number of days to appropriate rates)	16.00
Total	\$265.00

Credits:

Rail transportation from Munich, Germany, to Frankfurt, Germany	\$ 14.00
MAC transportation from Frankfurt, Germany, to McGuire AFB, NJ	81.00
Limousine service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, Germany, to Buffalo, NY	8.00
Total	\$132.50

Liability \$265.00 - Credit \$132.50 = \$132.50 due Government. No further transportation due at Government expense.

Statement approved:

A. B. Person, Civilian Personnel Officer
17 January 1969

Explanation: Employee satisfactorily completed the prescribed period of service required by the initial agreement and is not liable for the cost of travel and transportation previously furnished from Buffalo to Munich. He violated the renewal agreement prior to completion of 1 year of service and owes the Government for cost of

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round trip travel and transportation from Munich to Buffalo. However, since he completed the first tour of duty and thereby is entitled to one return to Buffalo at Government expense, he is given the foregoing credit of \$132.50. Return transportation from Munich to Buffalo would be at his personal expense.

Statements of liability of credit as a result of violation of renewal transportation agreement would be prepared in the same manner for the following cases:

Case No. 1

An employee is transferred from the Army Material Command Headquarters, U.S. Washington, DC, to London, England, for a 3-year tour of duty. He has a wife, son, daughter, and dependent mother. The wife, son, and mother travel to London with the employee. The daughter remains at a girls' school in the United States. 7,800 pounds of household goods are transported to London at Government expense. Total cost of travel and transportation furnished the Government amounts to \$1,500.

Upon completion of the tour of duty in London, the employee signed a renewal transportation agreement for a 2-year tour of duty in Berlin, Germany. The employee, his wife, and son returned to Washington for leave. The household goods were stored in London for 90 days prior to shipment to Berlin. The dependent mother visited Paris and returned to London while her son was in Washington on leave. The daughter, who had remained in the United States returned to Berlin with the employee, his wife, and son at Government expense. The employee was furnished transportation for his dependent mother from London to Berlin and movement of household goods was effected at Government expense.

Prior to completion of the first year of his renewal agreement, the employee was removed from his position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal transportation agreement on his part, he became responsible for his transportation and that of his family and household goods from Berlin to Washington.

Computations:

1. Since the employee satisfactorily completed the period of service in London required by the original transportation, he is not liable for transportation of self, wife, son, and mother from Washington to London.

2. Liabilities:

Transportation for self, wife, and son from London to Washington, DC	\$ 627.00
Transportation for self, wife, daughter, and son from Washington, DC to Berlin	944.00
Transportation of dependent mother from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for wife, son, daughter, and dependent mother from London to Berlin	6.00
Packing, drayage, and storage of household goods in London	140.00
Crating, drayage, transportation, and unpacking of household goods from London to Berlin	275.00
Miscellaneous expense allowance	200.00
Total	\$2,330.50

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3. Credits:

Transportation of self, wife, son, and dependent mother from London to Washington	\$ 836.00
Packing, crating, drayage of household goods in London*	90.00
Transportation, temporary storage and unpacking of 8,750 pounds of household goods from London to Washington	1,240.00
Per diem for employee, wife, son, and dependent mother from London to Washington	12.00
Total	\$2,178.00

4. Liability \$2,330.50 – Credit \$2,178.00 = \$152.50 due Government. No further transportation due at Government expense.

*No credit allowed for storage of household goods in London between tours of duty since renewal agreement violated before completion of 1 year.

Case No. 2

An employee is recruited under a transportation agreement for a position in Okinawa for a 24-month tour of duty. He is married and has one son. He is provided transportation to Okinawa for himself, his wife, and son, but household goods remain at Atlanta, GA, his place of actual residence. He completed the required tour of duty in Okinawa and is furnished return transportation to Atlanta, GA, after signing a new transportation agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, his wife, and 6,000 pounds of household goods are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months is furnished Government transportation under the renewal transportation agreement from Atlanta to Ankara.

The employee completed his tour of duty at Ankara and signed a renewal agreement for a 2-year tour of duty at Bremerhaven, Germany. The employee was furnished reemployment leave travel to Washington, DC, but was not accompanied by his wife and son. After a period of leave in Washington, he was provided transportation to his new station in Bremerhaven. During his absence, the household goods were packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage for 30 days prior to arrival of the family. The wife and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement and resigns to return to the United States to enter private business and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the transportation agreement is violated and he becomes obligated to provide transportation for himself from Bremerhaven to Atlanta.

Computations:

1. Tour of duty in Okinawa was completed and employee is not indebted for any of the transportation furnished.
2. Tour of duty in Ankara completed and no obligation exists on the part of the employee.
3. Since he served 18 months at Bremerhaven he is not indebted for any of the travel and transportation previously furnished under the agreement.

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4. Credits:

Transportation for wife and son (Ankara to Atlanta)	\$ 500.00
Transportation household goods (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of household goods in Ankara and Atlanta	180.00
Total	\$1,520.00

5. Upon computing cost of transportation of employee, his wife, and son, and movement of household goods from Bremerhaven to Atlanta, it was determined to amount to a total of \$1,340.00. In view of the fact that the employee was entitled to a credit of \$1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government furnished transportation to Atlanta.

Note: The cost figures used in the sample statement and case histories are for illustrative purposes only and are not to be construed as being correct, actual, or constructive costs.

C4358 MANNER OF MAKING COLLECTIONS

1. GENERAL. Except as provided in pars. C4359 and C4360, in any instance where collection is required, the responsible official will immediately notify the civilian payroll certifying officer, disbursing officer, fiscal officer, or comptroller, as appropriate, of the indebtedness for the purpose of initiating collection action. In making such collection the provisions of subpars. 2 through 5 will apply.

2. BILLING IN WRITING. The employee will be billed in writing with request for cash refund. Checks or money or money orders will be made payable to the department or activity concerned. Refunds will be forwarded to the appropriate official, with data as to appropriations or receipts account to be credited and identifying numbers of transportation requests, bills of lading, and vouchers on which per diem and other transportation expenses were paid.

3. DEDUCTIONS OR SETOFF FROM SALARY. If a cash collection cannot be made, the payroll certifying officer, disbursing officer, fiscal officer, or comptroller will be requested to make collection through salary deductions or setoff from final salary and allowances or lump-sum leave payment.

4. SETOFF FROM RETIREMENT ACCOUNT. If collection otherwise cannot be made, a request will be made for setoff against the employee's retirement account.

★ 5. UNCOLLECTIBLE CASES. When the methods in subpars. 2 through 4 are not adequate to reimburse the Government for the total amount due, record of all collection efforts and transactions in the case will be forwarded:

1. in the Army, to Settlements Operations, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249;
2. in the Department of the Navy—for Navy employees, to the Navy Finance Center, New Federal Office Building, Cleveland, OH 44199, and for Marine Corps employees, to the Marine Corps Finance Center, Kansas City, MO 64197;
3. in the Air Force, to Air Force Accounting and Finance Center, Denver, CO 80279;
4. in the Office of the Secretary of Defense, Washington Headquarters Services and the Office of the Joint Chiefs of Staff to Director of Budget and Finance, Washington Headquarters Services, Washington, DC 20301;
5. in the Defense Nuclear Agency, to Comptroller, Defense Nuclear Agency, Washington, DC 20305;

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6. in the Defense Communications Agency, to Comptroller, Defense Communications Agency, Washington, DC 20305;
7. in the Defense Contract Audit Agency, to Deputy for Resources Management, Cameron Station, Alexandria, VA 22314;
8. in the Defense Intelligence Agency, to Program/Budget and Financial Management Division, Comptroller, Defense Intelligence Agency, Washington, DC 20301;
9. in the Defense Logistics Agency, to Headquarters, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314;
10. in the National Security Agency to Claims Division, U.S. General Accounting Office, Washington, DC 20548;
11. in the Defense Investigative Service, to Assistant Director, Management and Resources, Washington, DC 20324-1700;
12. in the Joint Tactical Command, Control and Communications Agency, to the Executive Officer, Joint Tactical Command, Control and Communications Agency, Fort Monmouth, NJ 07703;
13. in the Defense Mapping Agency, to the Comptroller, Headquarters, Defense Mapping Agency, Washington, DC 20305;
14. in the Defense Advanced Research Projects Agency, to the Director, Program Management, Defense Advanced Research Projects Agency, 1400 Wilson Boulevard, Arlington, VA 22209.

**C4359 COLLECTION OF EXCESS COSTS
ON HOUSEHOLD GOODS SHIP-
MENTS FROM OVERSEAS AREAS**

Effective 1 August 1985

1. **GENERAL.** The procedures listed in this paragraph will be applied with respect to collection from civilian employees shipping household goods from overseas areas when such shipments involve excess costs because of weight, multiple shipments, or other reasons. Normally, employees will be billed for total excess charges; however, the origin transportation officer may make cash collection only when the actual cost of the entire shipment can be determined prior to shipment of the goods. If cash collection is not made at that time, action will be taken as provided in this paragraph. See also par. C8002-2a.

2. EMPLOYEES TRANSFERRING OR RETURNING FOR SEPARATION

a. Employee Transferring to Another Activity in the Same Department. When an employee is transferring to another activity in the same department, the payroll certifying officer, disbursing officer, fiscal officer, or comptroller at the gaining activity will be notified to effect collection by cash collection or payroll deductions.

b. Employee Transferring to Another Department. The payment of travel and transportation expenses in connection with the transfer of employees to a different department, military or otherwise, is the responsibility of the department to which the employee is being transferred. Accordingly, no collection action is required by the releasing department.

c. Employee Returning to Place of Actual Residence for Separation. When an employee is returning to place of actual residence for separation, the payroll certifying officer, disbursing officer, fiscal officer, or comptroller responsible for effecting final payment will be notified to effect collection in accordance with par. C4358.

3. REPORTING EXCESS COSTS

a. Responsibility of Origin Transportation Officer. It is the responsibility of the transportation officer at the origin overseas shipping point to determine the amount of excess costs involved and report them promptly to the payroll certifying officer, disbursing officer, fiscal officer, or comptroller, together with a notice that such costs represent an estimate of total excess costs and are subject to revision upon review of actual costs.

b. Forwarding Copies of Reports. For Army and Air Force, the origin transportation officer will forward a copy of the estimated excess cost information to the Transportation Division, Finance Center, U.S. Army, Indianapolis, IN 46249, at the time of transmittal of the information to the payroll certifying officer, disbursing officer, fiscal officer, or comptroller. The finance and accounting officer effecting collection of any excess transportation costs will notify the Transportation Division of the amount thus collected in order to avoid duplication

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action. For the Navy, the instructions in the Transportation of Personal Property (NAVSUP P-490) will be followed for excess cost situations.

4. SHIPMENT OF HOUSEHOLD GOODS WHEN COLLECTION ACTION IS PENDING. Shipments of household goods for civilian employees will not be delayed pending completion of collection action.

C4360 RECOVERY OF ADVANCES

Outstanding travel or transportation expense advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler will be recovered

promptly by the finance and accounting officer, disbursing officer, fiscal officer, or comptroller, as applicable. Recovery will be by written request to the traveler for refund of the amount due. In the case of deceased employees, any travel expense advance in excess of earned entitlement is subject to collection. In the event the amount due is not refunded within a reasonable period, collection will be effected by setoff of salary due, retirement credit, or otherwise, from the person to whom advanced, or the traveler's estate, by deduction from any amount due from the United States, or by such other legal method of recovery as may be necessary. Salary or other amounts due shall be resorted to ahead of the retirement credit. In view of these protections, a traveler will not be required to furnish bonds in order to obtain travel advances.

PART I: ELIGIBILITY

C4400 TABLE OF ELIGIBILITY

The table in this Part summarizes, for quick reference, certain travel, transportation, and other related expenses of Department of Defense civilian employees. The table does not include eligibility in connection with emergency evacuation or former employees separated by RIF or transfer of function and restored to duty. It may be used in determining

eligibility for the travel, allowances, and transportation expenses to which an employee may be entitled if his travel is in the interest of the Government. The conditions and limitations for each type of eligibility are in accordance with the provisions of the appropriate paragraphs in this Volume.

See Table on Pages 4-126 and 4-127

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TABLE OF ELIGIBILITY

PAYMENT OF TRAVEL, TRANSPORTATION, AND OTHER RELATED EXPENSES (INCLUDING EMERGENCY EVACUATION AND FORMER EMPLOYEES SEPARATED)

MOVEMENT SITUATION	AGREEMENT REQUIRED	TRANSPORTATION OF EMPLOYEE AND DEPENDENTS	PER DIEM FOR EMPLOYEE	PER DIEM FOR DEPENDENTS
FIRST DUTY STATION TRAVEL - MANPOWER SHORTAGE APPOINTEES AND STUDENT TRAINEES WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA.	YES	YES	YES	NO
		ADVANCE Mileage Only	ADVANCE	
FIRST DUTY STATION TRAVEL TO OVERSEAS DUTY STATION.	YES	YES	YES	NO
		ADVANCE Mileage Only	ADVANCE	
★ PERMANENT CHANGE OF STATION BETWEEN DUTY STATIONS WITHIN CONTINENTAL UNITED STATES (FOOTNOTE 1).	YES	YES	YES	YES
		ADVANCE Mileage Only	ADVANCE	ADVANCE
★ PERMANENT CHANGE OF STATION FROM OVERSEAS DUTY STATIONS TO DUTY STATIONS IN CONTINENTAL UNITED STATES (FOOTNOTE 1).	YES	YES	YES	YES
		ADVANCE Mileage Only	ADVANCE	ADVANCE
★ PERMANENT CHANGE OF STATION FROM DUTY STATIONS IN CONTINENTAL UNITED STATES TO OVERSEAS DUTY STATIONS (FOOTNOTE 1).	YES	YES	YES	YES
		ADVANCE Mileage Only	ADVANCE	ADVANCE
★ PERMANENT CHANGE OF STATION BETWEEN OVERSEAS DUTY STATIONS (FOOTNOTE 1).	YES	YES	YES	YES
		ADVANCE Mileage Only	ADVANCE	ADVANCE
RENEWAL AGREEMENT TRAVEL (ROUND TRIP BETWEEN OVERSEAS TOURS OF DUTY FOR LEAVE PURPOSES WHEN RETURN IS TO SAME DUTY STATION OR ANOTHER IN SAME LOCALITY).	YES	YES	YES	NO
		NO ADVANCE	NO ADVANCE	
RETURN FROM OVERSEAS DUTY STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION.	Satisfactory compliance with agreement conditions.	YES	YES	NO
		NO ADVANCE	NO ADVANCE	

★ Footnote 1 - Movement of dependents and/or household goods to or from a training location when authorized in lieu of per diem or actual expense allowances for the employee while at the training site under par. C4502 is not a permanent change of station.

Footnote 2 - Allowed when new duty station is located in the 50 states, District of Columbia, U.S. Territories and Possessions, Commonwealth of Puerto Rico or Canal Zone.

Footnote 3 - Allowed when old and new duty stations are located in the 50 states, District of Columbia, U.S. Territories and Possessions, Commonwealth of Puerto Rico or Canal Zone.

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THOSE UNDER P.L. 89-516), OF CIVILIAN EMPLOYEES, EXCEPT IN CONNECTION WITH
BY RIF OR TRANSFER OF FUNCTION AND RESTORED TO DUTY.

HOUSE HUNTING PER DIEM AND TRANSPORTATION	TEMPORARY QUARTERS SUBSISTENCE EXPENSES	MISCELLANE- OUS EXPENSE ALLOWANCE	SELL AND BUY RESIDENCE LEASE TERMINATION	MOVEMENT HOUSEHOLD EFFECTS	NONTEMPORARY STORAGE HOUSEHOLD EFFECTS
				TEMPORARY STORAGE	
NO	NO	NO	NO	YES	Footnotes 5 and 7
				ADVANCE Footnote 4	
NO	NO	NO	NO	YES	YES Footnote 7
				ADVANCE Footnote 4	
YES	YES	YES	YES	YES	Footnotes 5 and 7
ADVANCE Per Diem and Mileage	ADVANCE	NO ADVANCE	NO ADVANCE	ADVANCE Footnote 4	
NO	YES	YES	NO Footnote 3	YES	Footnotes 5 and 7
	ADVANCE	NO ADVANCE	NO ADVANCE	ADVANCE Footnote 4	
NO	NO Footnote 2	YES	NO Footnote 3	YES	YES Footnote 7
	ADVANCE	NO ADVANCE	NO ADVANCE	ADVANCE Footnote 4	
NO	NO Footnote 2	YES	NO Footnote 3	YES	YES Footnote 7
	ADVANCE	NO ADVANCE	NO ADVANCE	ADVANCE Footnote 4	
NO	NO	NO	NO	NO	Footnote 6
NO	NO	NO	NO	YES	NO
				ADVANCE Footnote 4	

Footnote 4 - Advance allowed if not shipped under a Government Bill of Lading.

Footnote 5 - Allowed only when assignment is to a designated isolated duty station in continental United States.

Footnote 6 - Allowed only for teachers employed in the Department of Defense Overseas Dependents School System.
Applicable between school years.

Footnote 7 - Nontemporary storage is arranged by the Government.

PART J: TEMPORARY DUTY**C4450 JUSTIFICATION**

Temporary duty assignments will be authorized or approved only when necessary in connection with official activities of the Department of Defense or Government business. Planning for and scheduling trips will combine missions to accomplish multi-purpose results when possible. Procedures will be effected for scrutinizing requests for temporary duty assignments to insure that the following conditions are met:

1. assignment is on essential official business;
2. purpose of the mission cannot be satisfactorily accomplished less expensively by correspondence, telephone, telegraph, or other appropriate means;
3. duration of an assignment is no longer than justified by the requirements of a mission;
4. number of persons on an assignment are held to a minimum consistent with the purpose of a mission.

Temporary duty travel will not be authorized for civilian secretaries, stenographers, typists, or clerical personnel usually available at places of temporary duty assignment, unless clearly justified for the accomplishment of a mission.

C4451 WHAT CONSTITUTES TEMPORARY DUTY TRAVEL

Temporary duty travel for an employee includes the following situations:

1. assignments of a temporary nature in connection with official Department of Defense business away from an employee's permanent duty station (such assignments will not be of such frequency or duration that a place of assignment is, in fact, an employee's permanent duty station even though administrative jurisdiction is at some other location);
2. participation in civil defense activities authorized under governing regulations of the separate departments;
3. witness duty to testify or provide information on behalf of the Government or on matters of official concern to the Department of Defense;

4. attendance as a complainant at an administrative hearing when the complaint relates to the Federal employment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the best interests of the United States;
5. attendance at training courses conducted or sponsored by Government agencies or training courses approved under applicable regulations of the separate departments in accordance with the authority in 5 U.S. Code, 4101-4118;
6. attendance at technical, scientific, professional, or similar meetings and conferences sponsored or convened by non-Federal organizations;
7. interview travel required incident to the filling of a vacancy when the travel is authorized and considered justified (such travel is restricted to persons who are Federal Government employees);
8. assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661).

C4452 SELECTIONS FOR TEMPORARY DUTY ASSIGNMENTS

Selection of employees for temporary duty assignments will be based upon official necessity and qualifications of the individual to best perform the service required without regard to sex, race, religion, or national origin. So far as necessary in the full performance of their position duties, employees are responsible for responding to temporary duty assignments in the same manner as to duties at their permanent duty stations.

C4453 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

1. ADVANCE NOTICE. Temporary duty assignments to Department of Defense activities or other Government agency installations will be cleared in advance with the activity involved in accordance with the governing regulations of the separate departments. When assignments involve visits to activities in more than one command, commands in different departments, or overseas area commands, clearance will be obtained from the responsible command.

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2. **CLEARANCES.** Clearances, restrictions, and other requirements specified in the foreign clearance regulations of the separate departments will be complied with in connection with assignments to overseas areas. There are special instructions pertaining to foreign countries involved in a travel itinerary including advance time requirements for submission of requests for clearances prior to beginning travel in some instances and duty and travel restrictions for persons who possess highly sensitive information.

3. OTHER REQUIREMENTS

a. Notification of Department of State. When high level personnel visit in foreign areas, the Department of State will be notified thereof in accordance with the applicable regulations of the separate departments.

b. Security Clearance. The provisions in the security regulations of the separate departments will be complied with in the performance of temporary duty assignments. Travel-requesting officials will be responsible for insuring that a traveler is thoroughly briefed on the pertinent security provisions when the disclosure of classified information to foreign governments, their representatives, foreign commercial concerns, or others is involved. When required, notification about a traveler's access to classified material will be furnished to the commander of an activity to be visited. The degree of an employee's current security clearance, when pertinent to a travel mission, will be stated in a travel request to be incorporated in the travel order. A travel-requesting official is responsible for the propriety of the security clearance designation.

C4454 VARIATION IN ITINERARY

Travel orders may include authorization for variation in itinerary so as to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of continuity of places shown,
3. changes in the original specified time duration at a place stated in the travel order,
4. travel to additional places not shown in the travel order.

When the travel order does not contain authorization for variation of itinerary but circumstances arising after commencement of travel require variation of

itinerary, the appropriate order-issuing official may verbally authorize changes before the variance is made and later confirm in writing the authorized variation of itinerary. Generally, the purpose of a trip and places of temporary duty are known at the time that a travel order is to be issued. The authorization for variation in itinerary will not be substituted for inadequate advance planning of a trip itinerary. This authority will not be interpreted as granting blanket travel authorization.

C4455 PROLONGED ASSIGNMENTS

When a period of temporary duty assignment at one place will exceed 2 months, consideration will be given to changing the employee's permanent duty station unless there is reason to expect the employee to return to his permanent duty station within 6 months from the date of initial assignment or the temporary duty expenses are warranted in comparison with permanent change-of-station movement expenses.

C4456 TEMPORARY DUTY PRIOR TO REPORTING TO FIRST PERMANENT DUTY STATION

Except for persons selected for appointment to a duty station overseas or to a shortage occupation, a new appointee will bear the expenses of travel and transportation in reporting to a first duty station. A new appointee may be required to perform a temporary duty assignment at some place prior to reporting to the first permanent duty station. In such cases, he is not relieved from the personal expense of reporting directly to the first permanent duty station unless he is selected for appointment to a duty station overseas or to a shortage occupation position. A new appointee is entitled to additional transportation expense incurred because of the temporary duty assignment and to per diem while performing the assigned duties. In the rendition of service of any substantial kind, however temporary (whether duty, instruction, training, observation, selection, or probation), a person is considered to have entered on duty and is entitled to salary compensation (10 Comp. Gen. 222; 22 Comp. Gen. 869).

C4457 TEMPORARY DUTY IN CONNECTION WITH LEAVE STATUS

Temporary duty may be authorized before, during, and after leave status. Per diem allowance and

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transportation expense entitlements are limited to the conditions directly related to the temporary duty assignment. ★ C4462

ILLNESS OR INJURY DURING PERIODS OF OFFICIAL TRAVEL OR TEMPORARY DUTY ASSIGNMENTS

See provisions governing reimbursement for allowable transportation in connection with emergency travel due to illness or injury or a personal emergency situation in Chapter 6, Part J.

C4458 TRAVEL FROM RESIDENCE TO TEMPORARY DUTY POINT AND RETURN TO RESIDENCE

Temporary duty travel by privately owned conveyance may be authorized or approved from home or domicile to a place of temporary assignment and return without requiring the employee to report first to his headquarters or regular place of duty. In authorizing such travel, the travel-directing official will consider the interests of the Government with regard to mission requirements, relative expense, and practicability.

C4463 TEMPORARY DUTY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as provided in par. C4462, if an employee abandons his travel prior to reporting to a place of temporary duty assignment or prior to completion of duties in connection with a temporary duty assignment for personal reasons which are acceptable to the department or agency concerned, such as illness in his family or similar circumstances, only the expense of travel to the point of abandonment is allowable. The cost relating to return of the employee to his permanent duty station will not be at Government expense unless it is determined administratively that the employee substantially completed the mission requirements of the temporary duty assignment or that such completion was at no additional cost to the Government.

C4459 OVERSEAS TEMPORARY DUTY TRAVEL IMPACT ON BALANCE OF PAYMENTS

Overseas temporary duty travel will be scrutinized carefully to assure that only the minimum essential travel, consistent with official mission requirements, is authorized. The necessity for frequent temporary duty assignments to the same overseas locale by the same personnel will be reevaluated periodically to determine the possibility of practicable alternatives. As reviews of selected areas indicate that there are significant individual expenditures in connection with temporary duty assignments that have an adverse effect upon the balance of payments, special attention should be directed toward minimizing the outflow of dollars.

C4464 UNITED STATES-OWNED FOREIGN CURRENCIES

Unless otherwise restricted herein, travelers going to, through, or coming from any of the excess or near-excess currency countries will be advised and encouraged to purchase foreign currencies needed to pay expenses of traveling from United States authorized sources. Applicable administrative instructions of the separate departments should be consulted for the regulations governing the use of United States-owned excess and near-excess foreign currencies and for the most current listing of foreign currencies that are declared excess or near-excess to United States requirements.

C4460 TRIAL TRIPS ON NAVY SHIPS

For duty assignments in connection with trial trips on ships, see CMMI 610.S1-A-1c.

C4461 TEMPORARY DUTY ASSIGNMENTS ON SUBMARINES

Nonsubmarine personnel must meet the specific physical requirements as prescribed in the current series of SECNAVINST 6420.1, for temporary duty assignment on submarines.

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C4465 TRIP INSURANCE

Cost of trip insurance purchased by an employee for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country will be authorized or approved. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by

foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom (55 Comp. Gen. 1343).

PART K: SPECIFIC ASSIGNMENT CONDITIONS**C4500 ATTENDANCE AT MEETINGS**

1. **GENERAL.** Employees may be afforded the time and opportunity to attend and participate in meetings of recognized professional organizations in order to maintain and further their professional competency. Attendance may be authorized as a temporary duty assignment subject to the availability of funds and to the extent permitted by the work situation and the effective performance of assigned duties of employees concerned. Procedures will be established to provide fair and equitable opportunities for attendance. Attendance at Government expense will be limited to those employees who will benefit most and/or whose attendance can be justified as being in the interest of the Department of Defense.

2. **AUTHORITY.** Title 5 U.S.C. 4110 provides authority for attendance at meetings and conferences that are concerned with the functions and activities of the Department of Defense or which will contribute to improved conduct, supervision, or management of those functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800). This authority is independent of the training authority included in the act unless it is administratively determined that training is the primary purpose of attendance at a meeting.

3. **MEETINGS AND CONFERENCES CONDUCTED BY OR ON BEHALF OF THE FEDERAL GOVERNMENT.** Attendance at meetings, conferences, seminars, and similar activities that may be authorized under the same conditions that apply to normal temporary duty assignments include the following and comparable situations:

1. meetings convened, sponsored, or cosponsored by a Federal Government department or agency where attendance of an employee is required in the performance of official duties;

2. meetings of state or municipal government organizations or of international agencies in which the Federal Government is officially participating, and attendance of an employee is related with official duties or for the purpose of transacting business of the Department of Defense;
3. meetings of a group of individuals representing private interests but not meeting as, or for, the purpose of conducting business of a private society, association, or subentity thereof, convened for the purpose of transacting business directly related to the functions or activities of the Department of Defense and attendance is in the performance of official duties of the employee concerned.

4. MEETINGS AND CONFERENCES OF NON-FEDERAL ORGANIZATIONS

a. **General.** Attendance at meetings, conferences, seminars, and similar activities of non-Federal technical, scientific, professional, and comparable private membership societies, associations, and organizations is subject to the conditions in subpars. b through e.

b. **Selection for Attendance and Approval Requirements.** Selection for attendance and approval requirements will be subject to the provisions of governing regulations of the separate departments in consonance with the current series of Department of Defense Directive 5500.2, Policies Governing Participation of Department of Defense Components and Personnel in Activities of Private Associations.

c. **Purpose.** Temporary duty assignments at Government expense may be authorized for any one of the following purposes:

1. producing tangible contributions to the execution of assigned missions and programs of the Department of Defense;
2. presenting scientific and technical papers

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which will contribute significantly to the body of scientific knowledge and further the development of the resources of the United States;

3. maintaining an effective professional, scientific, technical, managerial, and supervisory workforce by keeping abreast of current developments in such fields consistent with personnel developments and training policies and programs.

While it is desirable for professional, scientific, technical, and managerial personnel to maintain relationships with recognized organizations in their field of work, it is impossible to authorize attendance at Government expense in all instances. When attendance is not authorized at Government expense, the provisions in regulations of the separate departments relating to absence and leave status are applicable.

d. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations will be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings will be briefed about security implications, when necessary, prior to attendance.

e. Registration Fees and Other Expenses. For registration fees and other expenses incident to attendance at meetings and conferences, see par. C4708. Travel orders will include an appropriate statement indicating meals and/or lodging for which cost is included in a registration fee paid by the Government when such fact is known in advance.

**C4501 CONTRIBUTIONS AND AWARDS
FROM NON-GOVERNMENT
SOURCES**

1. **AUTHORITY.** Title 5 U.S.C. 4111 provides authority for an employee to accept payments in cash or in kind from nonprofit organizations outside the Government in connection with expenses incident to attendance at meetings of non-Federal organizations and incident to training in a non-Government facility. The acceptance of any contribution or award from a private donor for transportation and subsistence

expenses must have the prior approval of an appropriate official to whom authority to direct travel is delegated. Contributions or awards incident to training in a non-Government facility are subject to the prior approval and other conditions in regulations of the separate departments relating to training.

2. **CONDITIONS.** When an approved payment by a donor covers transportation and temporary duty assignment expenses incident to training in a non-Government facility or transportation and other expenses incident to attendance at a meeting, no duplication of payment will be authorized in a travel order. To the extent that appropriate expenses are not covered by an approved contribution or award by a donor, authorization for expenses consistent with the provisions in this Volume is allowable. In each instance where a contribution to an employee by a private donor is approved in connection with attendance at meetings or training in non-Government facilities, the activity concerned will obtain from the employee or his donor necessary expense data, and maintain adequate records to insure compliance with these conditions.

3. **EXCEPTIONS.** When an approved award or contribution to an employee by a private donor covers expenses not payable by the Government, no reduction in the amount of authorized expenses payable by the Government is required. Examples of such expenses are:

1. payments to defray the subsistence expenses of the members of an employee's immediate family en route to or from a training location;
2. payment of expenses incurred by an employee in establishing himself and his family at a training location, such as telephone installation charges or deposits required for utility service.

**C4502 ATTENDANCE AT TRAINING
COURSES**

1. **GENERAL.** Attendance at a training course (authorized under 5 U.S.C. 4104-4109) involving Government or non-Government facilities is generally

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a temporary duty assignment. In connection with a training assignment, an employee may be authorized the following:

1. per diem or actual expense allowances, as applicable, while at the training location when attending a training course away from the permanent duty station; or
2. transportation for dependents and household goods to and from the training location in accordance with subpars. 2 and 3; or
3. reimbursement on a mileage basis, at the appropriate rate prescribed in par. C4651-2a(1), for the distance between the place of abode and the training location, if the training location is within commuting distance from the place of abode, provided the use of a privately owned automobile is determined to be advantageous to the Government.

Transportation and per diem or actual expense allowances for the employee while traveling to the training location at the beginning of the assignment and return to the place of abode following completion of the training are the same as those prescribed in this Volume for travel to and from all temporary duty assignments. Per diem or actual expense allowances payable at the training location are determined in accordance with pars. C4552-2i and 3a or C4600-1b. On any day that an employee who is authorized per diem or actual expense allowances in accordance with item 1 elects to commute between the training location and place of abode at the permanent duty station, the maximum reimbursement allowable for the round trip transportation by any mode and per diem or actual expense allowances en route may not exceed the per diem or actual expense allowances which would have been allowable had the employee remained at the training location (par. C4662-3). Per diem or actual expense allowances are not payable when an employee is authorized reimbursement on a mileage basis in accordance with item 3. However, on any day that the employee is authorized to remain overnight at the training location to comply with requirements of the training assignment, the employee is entitled to mileage for

the distance traveled from place of abode to the training location and return and per diem or actual expense allowances in accordance with par. C4552-2a, 3a, or C4600, as applicable. In addition to mileage authorized in item 3 for the distance traveled to the training location, the employee may be reimbursed the costs for ferry fares, bridge, road, and tunnel tolls, and parking fees incurred incident to travel to and from the training location.

2. MOVEMENT OF DEPENDENTS AND HOUSEHOLD GOODS TO THE TRAINING LOCATION. If the estimated total cost of round trip transportation for an employee's dependents (excluding per diem) and household goods (including packing, crating, temporary storage, draying, and unpacking) between the employee's permanent duty station and the training location is less than the sum of the applicable per diem or actual expense allowance payments that the employee would receive while at the training location, the travel-approving official concerned may authorize such round trip transportation at Government expense in lieu of the per diem or actual expense payments. Transportation allowances for the employee's dependents and household goods will be authorized in accordance with Chapters 7 and 8. When round trip transportation is authorized under this subparagraph, and the employee and/or dependents travel by privately owned automobile, mileage reimbursement for such travel will be authorized in accordance with par. C4250-1. Transportation for an employee's dependents and household goods to a training location when authorized in lieu of per diem or actual expense reimbursement does not constitute a permanent change of station to the training location and the allowances listed in items 1 through 5 will not be authorized in connection with such transportation:

1. payment of per diem to employee's dependents for travel to the training assignment;
2. round trip travel to seek permanent residence quarters incident to permanent duty travel;
3. payment of temporary quarters subsistence expenses incident to occupancy of

- temporary quarters in connection with permanent duty travel;
 - 4. reimbursement of miscellaneous expenses associated with discontinuing residence at one location and establishing residence incident to permanent duty travel;
 - 5. reimbursement for expenses incurred in connection with real estate transactions and unexpired lease.
- 2. transportation for dependents (including per diem) and household goods (including packing, crating, temporary storage, draying, and unpacking) from the training location to the new duty station not to exceed the cost of transportation of the dependents (including per diem) and household goods (including packing, crating, temporary storage, draying, and unpacking) from the employee's old to new permanent duty station.

An initial determination to authorize round trip transportation for the employee's dependents and household goods may be changed to authorize payment of per diem or actual expense allowances, as applicable, any time prior to the beginning of transportation. After transportation begins, the entitlement of the employee and obligation of the Government become fixed and cannot be changed thereafter (39 Comp. Gen. 140). Transportation expenses are borne by the activity or command whose funds are made available for the training assignment. The activity or command having jurisdiction over the employee is responsible for travel order issuance.

3. ATTENDANCE AT TRAINING PROGRAM WITHOUT RETURN TO OLD DUTY STATION. An employee who (a) is selected to attend a training program away from his permanent duty station and will be transferred to a new duty station after completing the program without returning to his old duty station, or (b) is assigned to attend a training program away from his permanent duty station en route to a new permanent duty station incident to a permanent change of station, may be authorized reimbursement for the cost of:

- 1. transportation (in lieu of per diem or actual expense reimbursement while at the training location) for dependents (excluding per diem) and household goods (including packing, crating, temporary storage, draying, and unpacking) from the permanent duty station to the training location not to exceed the estimated sum of the applicable per diem or actual expense payments that the employee would otherwise have received while at the training location; and

Authorized transportation for an employee's dependents and household goods will be in accordance with Chapter 7 and 8. When an employee and/or dependents authorized transportation under this paragraph travel by privately owned automobile, mileage reimbursement for such travel will be in accordance with par. C4250-1. In instances when an employee will be paid per diem or actual expense allowances while attending a training program away from the permanent duty station there is no entitlement to transportation at Government expense for dependents and household goods to the training location. If the dependents and household goods nevertheless accompany the employee to the training location and then to a new duty station incident to a permanent change of station, transportation at Government expense in such instance may not exceed the cost of transportation for the dependents (including per diem while en route) and household goods from the employee's old to new permanent duty stations (52 Comp. Gen. 834). With respect to the allowances authorized in Chapter 14, selection of an employee to participate in a training program, after which the employee will be transferred to a new permanent duty station without returning to the old duty station, constitutes definite notification that the employee is to be transferred to a new duty station. An employee selected to participate in such a program should be issued, at the commencement of the training period, a document formally assigning the employee to the training program and stating that the employee will be transferred to a new permanent duty station as soon as possible after training has been completed. The document will be used to establish the employee's entitlement to reimbursement of allowances authorized in Chapter 14.

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assigned by his agency to testify or produce official records on behalf of the United States, or to testify in his official capacity or produce official records on behalf of a party other than the United States in connection with any judicial or agency proceeding.

2. **DEFINITIONS.** The following definitions apply only to this paragraph:

1. **Judicial Proceeding**—The term “judicial proceeding” as used in this paragraph means any action, suit, or other judicial proceeding, including any condemnation, preliminary, informational, or other proceeding of a judicial nature. Examples of the latter include hearings and conferences before a committing court, magistrate, or commission; grand jury proceedings; and coroner’s inquests. It also includes informational proceedings such as hearings and conferences conducted by a prosecuting attorney for the purpose of determining whether an information or charge should be made in a particular case. The judicial proceeding may be in the District of Columbia; a state, territory, or possession of the United States including the Commonwealth of Puerto Rico; areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977; and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979) or the Trust Territory of the Pacific Islands.
2. **Agency Proceeding**—The term “agency proceeding” refers to “rulemaking” (means agency process for formulating, amending, or repealing a rule); “adjudication” (means agency process for the formulation of an order); and “licensing” (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).
3. **Summoned**—The word “summoned” means an official request, invitation, or call evidenced by an official writing of the court, authority, or party responsible for the conduct of the proceeding.

3. **ALLOWABLE TRAVEL EXPENSES.** An employee performing authorized travel pursuant to this

paragraph will be paid travel expenses at the rates and in amounts allowable for employees on normal temporary duty for other purposes. However, if any travel expenses are paid to the employee for his appearance by the court, authority, or party which caused him to be summoned as a witness on behalf of a party other than the United States, such payment will be deducted from the amount otherwise payable under the travel orders. Regulations of the separate departments regarding absence from duty for court leave apply.

4. **FUNDING.** If the employee serves as a witness on behalf of the United States, and the case involves the activity with which he is employed, the travel expenses are paid from the appropriation otherwise available for travel expenses of the employee. If the case does not involve the activity in which the employee is employed, the employing agency may advance or pay the travel expenses of the employee, and later obtain reimbursement from the agency properly chargeable with the travel expenses by submitting the latter an appropriate bill together with a copy of the employee’s approved travel voucher. If an employee serves as a witness to testify in his official capacity or produce official records on behalf of a party other than the United States, allowable travel expenses will be paid by the employing activity from the appropriation otherwise available for travel expenses of the employee.

C4505 TRAVEL OF JURORS

Temporary duty travel orders will not be issued when officials or employees are summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the Government. Regulations of the separate department of the Department of Defense regarding absence from duty and entitlement or nonentitlement to compensation or expense reimbursement will apply.

C4506 TRAVEL OF EMPLOYEES SERVING AS LABOR ORGANIZATION REPRESENTATIVE

1. **GENERAL.** The conditions for temporary duty assignments will apply when employees serving

PART L: PER DIEM ALLOWANCES**C4550 GENERAL****1. APPLICABLE PER DIEM RATES**

a. General. The per diem allowances prescribed in this Part are applicable for all periods of temporary duty, except when actual expense allowances authorized under Part M apply, and for all periods of permanent duty travel.

b. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of the DOD component concerned, or his/her designee, to ensure that per diem allowances prescribed herein are not in excess of the amounts required to meet the necessary subsistence expenses of the official travel. However, the per diem allowances prescribed herein are the maximum allowable. To prevent authorization or approval of amounts in excess of the amounts required to meet the necessary subsistence expenses of official travel, consideration shall be given to the factors listed in items 1 through 5 that reduce the necessary expenses of employees. (See subpar. c for requesting a reduced per diem rate.)

1. known arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee;
2. situations in which special rates for accommodations have been made available for a particular meeting, conference, training or other TDY assignment;
3. employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. modes of transportation where accommodations are provided as part of the transportation cost; and
5. situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of an agency purchase order. (See par. C4550-9.)

c. Authorizing a Different Rate of Per Diem. When it can be factually determined that the per diem rates prescribed in this Part are not appropriate for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from prearrangement, special discounts, or other reasons (also see subpar. b), the official responsible for directing travel should seek approval to authorize a fixed per diem at a rate different from the applicable rate prescribed in this Part. Such approval must be requested in advance of the period to be covered by the fixed per diem rate. (A fixed per diem in the continental United States may not exceed the locality per diem rates prescribed in Appendix E. For areas outside CONUS, a fixed per diem may not exceed the rate prescribed in Appendix A for the locality concerned.) The request, including known costs for lodgings and meals, traveler's name, dates, and location of temporary duty assignment should be submitted by mail or message to the Chairman, Per Diem, Travel and Transportation Allowance Committee, Hoffman Bldg. 1, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300. (Include name and phone number for individual who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization will be sent to the requesting official. The fixed per diem rate authorization issued by the Per Diem, Travel and Transportation Allowance Committee will be filed in support of the voucher upon which the fixed per diem allowance is claimed and will govern reimbursement for the travel concerned notwithstanding the terms of the orders involved. Except as provided in par. C4552-2h(3)(e)(2) the Director, Per Diem Travel and Transportation Allowance Committee, or the Committee official acting in his stead in case of his absence, will be the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part. Such a fixed per diem rate shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee.

2. **RESTRICTION IN ESTABLISHING PERMANENT DUTY STATION.** Activities will not fix the permanent duty station of an employee at a place for the purpose of paying him per diem when

most of his official duties are performed at another place (31 Comp. Gen. 289).

3. **PERMANENT DUTY STATION AREA.** A per diem allowance shall not be allowed within the limits of the permanent duty station (see definition, Appendix D) at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in subpar. 6.

4. **TEMPORARY DUTY AT NEARBY PLACES OUTSIDE THE PERMANENT DUTY STATION AREA.** Per diem allowance will not be authorized when an employee does not incur additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station area regardless of whether or not travel begins or ends at his regular place of duty or his residence. Subject to the limitation in subpar. 7, and to the extent that additional subsistence expenses will be incurred, an appropriate per diem allowance may be authorized.

5. **DEPENDENTS ACCOMPANYING EMPLOYEE ON TEMPORARY DUTY.** The fact that an employee's dependents may accompany him at his own expense on temporary duty will not affect the per diem rate prescribed for the employee.

6. **PER DIEM FOR TRAINEES AT PERMANENT DUTY STATION.** When a training session to which an employee is assigned is held at the employee's permanent duty station and it is necessary for the employee to incur additional subsistence expenses, an appropriate per diem allowance may be authorized or approved (39 Comp. Gen. 119). Such situations occur when a training session is held in a hotel located at the employee's permanent duty station and the employee must obtain his meals and/or lodging at the hotel because of training sessions being held at night as well as day or because of a "live-in" requirement.

★7. **TRAVEL FOR 10 HOURS OR LESS.** Per diem shall not be paid when the official travel is 10 hours or less for travel within CONUS. For travel outside CONUS the same rule applies except when the travel period is 6 hours or more and either

begins before 0600 hours or ends after 2000 hours. This prohibition applies to permanent change-of-station travel within CONUS; however, for en route travel incident to a permanent change of station outside CONUS, this rule does not apply. These limitations for travel within and outside CONUS apply to dependents performing permanent change of station by any mode of transportation. For temporary duty travel, the prohibition will apply if the total time en route and duty period from the time of departure until the time of return to the permanent duty station is within the limitations.

8. **RELATIONSHIP OF PER DIEM TO OVERSEAS POST DIFFERENTIAL.** Per diem is for the purpose of defraying necessary subsistence costs. The foreign or nonforeign post differential provides additional compensation for employees assigned to posts overseas where environmental conditions are such as to require a recruitment and retention incentive. When an employee is assigned away from his permanent duty station on detail or temporary duty to an overseas post classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on such detail or temporary duty, concurrent payment of differential and per diem will be authorized.

9. **LODGING AND/OR MEALS OBTAINED UNDER CONTRACT.** When a contracting officer contracts for rooms and/or meals for employees traveling on temporary duty, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In such case the employee is also entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodgings and meals including the amount authorized for incidental expenses exceeds the applicable per diem. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for the employee may not exceed the applicable amount authorized in this Part (MS Comp. Gen. B-195133, 19 Jan 1981).

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10. **EXTENDED TEMPORARY DUTY ASSIGNMENTS.** When temporary duty assignments are for periods of 30 days or more and the employee is able to secure lodging and/or meals at reduced costs, a reduced per diem rate should be requested in accordance with subpar. 1c. If the temporary duty assignment is for the purpose of training, see par. C4552-2h.

11. **MEETINGS AND CONVENTIONS.** Whenever a meeting or conference is arranged involving the attendance of employees from various other DOD components, and reduced cost lodging accommodations have been prearranged at the meeting or conference site, the sponsoring DOD component shall submit a request for a reduced per diem rate in accordance with subpar. 1c.

C4551 LEGAL MAXIMUM PER DIEM RATES

1. **TRAVEL WITHIN THE CONTINENTAL UNITED STATES.** The legal per diem allowance for travel in CONUS shall be at daily rates not in excess of the maximum per diem rates established as follows:

1. The locality per diem rates prescribed in Appendix E for the locality concerned for Department of Defense employees;
2. \$15 for experts and consultants, serving with or without compensation, appointed pursuant to the Defense Production Act of 1950 (64 Stat. 819, as amended; 50 U.S. Code, App. 2160).

2. **TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES.** For travel outside the continental United States, the following legal maximum per diem rates are applicable:

1. for the employees and other individuals listed in subpar. 1, item 1, the rates specified in Appendix A;
2. for the individuals listed in subpar. 1, item 2, \$15.

★ 3. **FEEDBACK REPORTING.** Employees and DOD components may submit a request for review

of the subsistence costs in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and employees' experience indicates that the prescribed rate is inadequate. Other per diem localities listed in Appendix E will be surveyed by GSA on an annual basis to determine whether the rates are adequate. In addition, where more than normal expenses are encountered in a particular area not included on the locality list in Appendix E, employees and DOD components may submit requests for review and designation of the location as a specific locality area. Such a request will include as much of the following information and cost data as are available:

1. lodging costs for a wide range of hotel/motel facilities within proximity of the temporary duty point location(s). (Hotel/motel brochures will suffice);
2. meal costs for breakfast, lunch, and dinner for several eating facilities in the area. (Restaurant menus are preferred, if available);
3. number of travelers and frequency of the travel to the particular area;
4. type or purpose of travel (inspections, conduct investigations or audits, visit to contractor facilities, training, administrative travel; e.g., conference or meetings, etc.);
5. name and location of activity visited (Government and non-Government). Also, show other Federal activities located in or near the area that is being requested for designation as a specific locality area; and
6. recommended boundary line (city, corporate limits, county, etc.) and maximum rate.

Reports should be addressed to:

Chairman
Per Diem, Travel and Transportation Allowance
Committee
Hoffman Bldg. #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

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and should be routed within each Service as follows:

ARMY

Army Civilian Advisory Panel Member
Department of the Army
Army Civilian Personnel Center
ATTN: PECC-FS
Room 5N31, 200 Stovall Street
Alexandria, VA 22332-0300

NAVY

Navy Civilian Advisory Panel Member
Department of the Navy
Office of Civilian Personnel Management
CODE 10
800 N. Quincy Street
Arlington, VA 22203

MARINE CORPS

Marine Corps Civilian Advisory Panel Member
HQ USMC
ATTN: MPC-30
Arlington Annex
Columbia Pike and Southgate Road
Arlington, VA 20370

AIR FORCE

Air Force Civilian Advisory Panel Member
Headquarters, U.S. Air Force
ATTN: AF/DPCK
Washington, DC 20330-5060

OSD

OSD/WHS/Defense Agencies
Civilian Advisory Panel Member
Pentagon, Room 3B287
Washington, DC 20301

Effective for travel performed on or after 1 August 1987

★ a. Lodgings Plus Per Diem for Travel Within CONUS. Except as otherwise provided herein or when a reduced rate is prescribed under the provisions of subpar. h, the per diem is based on the lodgings-plus system. Under this system the per diem allowance for each day of temporary duty is established on the basis of the actual amount the employee pays for lodging plus an allowance for meals and incidental expenses (M&IE)—the total amount may not exceed the applicable locality rate prescribed in Appendix E. The employee will be required to state on the travel voucher the lodging cost for each day while in a travel status. The paying official will be responsible for determining the applicable daily per diem rate. For travel incident to a permanent change of station including travel to seek a permanent residence (par. C4107) within CONUS, per diem may not exceed the standard CONUS rate. When traveling to seek permanent residence quarters at the new permanent duty station and while traveling from the old to the new permanent station incident to a transfer, the employee, when accompanied by dependents, will be required to obtain and certify as to the single occupancy rate applicable to the room(s) occupied. The single occupancy rate will be used in computing the per diem of the employee. Receipts will be required for lodging, except that a statement instead of a receipt will be accepted for the fee or service charge incurred for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of the travel as provided in par. C4550-1c. If receipts have been lost or destroyed or are impracticable to obtain, a statement acceptable to the DOD component concerned explaining the circumstances shall be furnished with the travel voucher, including the name and address of the lodging facility, the dates the lodging was obtained and the cost incurred. The employee may be required to obtain copies of lost or destroyed receipts from the lodging establishment. When the employee's travel orders authorize a specific rate of per diem (e.g., TDY for training), then a per diem rate derived from the lodgings-plus method is authorized for the period of travel to and from the temporary duty station unless precluded by the provisions of par. C4550-7 or unless the provisions of par. C4558-2a apply.

C4552 PRESCRIBED PER DIEM RATES

1. **GENERAL.** Prescribed by the Department of State or the Department of Defense Per Diem, Travel and Transportation Allowance Committee, the rates of per diem specified in this paragraph are mandatory for the conditions of travel stated unless otherwise provided. For authority to prescribe lesser rates, see par. C4550-1.
2. **TRAVEL WITHIN THE CONTINENTAL UNITED STATES**

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b. Government Ship. A per diem rate of \$2 is prescribed for travel and temporary duty aboard a Government ship when meals and quarters are furnished without charge, and a per diem rate of \$4 is prescribed when the traveler is required to pay for quarters. Neither rate is subject to further reduction. When the traveler is required to pay for meals, the appropriate \$2 or \$4 rate of per diem will be increased by the actual charges for meals not to exceed the standard CONUS M&IE meal allowance prescribed in par. C4558-1b for the meal consumed. Receipts for actual charges for meals will not normally be required but may be required in individual cases. In the event that the traveler maintains commercial quarters ashore for use following the completion of one or more short trips at sea, the rate of per diem prescribed in this subparagraph will be increased by the actual daily commercial cost of quarters maintained ashore during the period of travel aboard the Government ship. In no case may the cost of quarters exceed the maximum quarters allowance prescribed in Appendix E. When the employee procures meals ashore at personal expense, reimbursement is authorized in the amount prescribed in par. C4558-1b for each meal procured, not to exceed 3 meals daily. In any event, the total per diem payable may not exceed the applicable maximum rate prescribed in Appendix E.

★ c. Deductible Meals. On any day that a traveler consumes deductible meals, deductions from the applicable M&IE rate for that day for each deductible meal consumed will be made in the same manner as indicated in subpar. d for meals consumed in a Government mess. If the traveler is required to pay for a deductible meal for which a deduction is made from the applicable M&IE rate, the resultant amount after deductions, and after prorating if the allowance is for a partial day, will be increased by the amount paid by the traveler not to exceed the amount deducted for the meal. The resultant amount following deductions, prorating and increases if the traveler pays for the deductible meal will be the M&IE rate for that day.

★ d. Government Mess

(1) Full Days. On any day that a traveler consumes meals in a Government mess, the following amounts will be deducted from the applicable M&IE rate for each meal consumed in the Government mess. When the M&IE rate is \$25, the deduc-

tion for breakfast will be \$5, lunch \$5, and dinner \$13.00. When the M&IE rate is \$33 the deduction for breakfast will be \$7, lunch \$7, and dinner \$17. The resultant amount increased by \$3.08 for each meal consumed in the Government mess will be the M&IE allowance for that day.

(2) Partial Days. On partial days (first and last days of travel) deduction for meals consumed in a Government mess will be made from the applicable M&IE rate as indicated in subpar. (1) above before the resulting amount is prorated for a partial day. In any case where the prorated amount is less than \$2, the employee will be entitled to \$2. The prorated amount (or \$2) increased by \$3.08 for each meal consumed in the Government mess will be the M&IE rate for the partial day. For example, if an employee departs for a ten-day TDY assignment at 1130 on Monday and arrives at the TDY location on the same day at 1730 where he consumes dinner in a Government mess, the M&IE allowance for that day will be determined by

1. deducting \$13 (amount prescribed for dinner in a \$25 M&IE area) from the applicable \$25 M&IE rate (\$25 - \$13)
2. prorating the resulting \$12 amount for 3/4 (1130 to 2400) of a day ($3/4 \times \$12 = \9), and
3. adding \$3.08 (for cost of meal in Government mess) to the prorated amount of \$9 (\$9 + \$3.08).

The resulting \$12.08 amount is the M&IE rate for Monday.

e. Two or More Meals Furnished With Charge Aboard Corps of Engineers Floating Plant. For any day when two or more meals are furnished with charge to an employee in a mess facility aboard a Corps of Engineers floating plant incident to temporary duty, the per diem rate for that day will be actual cost of lodging not to exceed the standard CONUS lodging rate of \$25 prescribed in Appendix E, plus \$20 for meals and incidentals, the resultant amount is not to be rounded off to the next higher dollar. This per diem rate will not be subject to the deduction prescribed in subpar. d. For any day when less than two meals are furnished in a mess facility aboard a floating plant, the applicable M&IE rate payable will be the

standard CONUS rate. When meals are furnished without charge, the provision of subpar. c will apply.

f. Department of Defense Employees Attending Survival Training School, Fairchild Air Force Base, Washington. Except during field and compound training periods, a per diem rate of \$12.50 is prescribed incident to attendance by Department of Defense employees at the Survival Training School, Fairchild Air Force Base, Washington, under a temporary duty assignment.

No per diem is payable during field and compound training periods. When a charge for the use of Government quarters is paid by the employee, the per diem payable will be increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar.

g. Per Diem for Travel by Commercial Vessel on Inland or Coastal Waters. The per diem rates prescribed for temporary duty travel

aboard a commercial vessel on the inland or coastal waters of the continental United States are as follows:

1. \$2 when the cost of passage includes meals except that the applicable rate in Appendix E for the locality concerned is prescribed for the day of embarkation or debarkation.
2. \$25 when the cost of passage does not include meals.

h. Per Diem Rates For Courses of Instruction

(1) General. Except for those courses of instruction for which a specific rate is prescribed in the table shows in subpar. (2) and long-term training, research, and study programs for which the rates in subpar. (3) are applicable, the per diem rates for all courses of instruction regardless of length or location will be determined under this paragraph

in the same manner as for any other temporary duty. See pars. C4550-1 and C4600-1 for procedures to be used in seeking additions to the table in subpar. (2).

(2) Rates for Specific Training Courses. The following per diem rates are prescribed for the courses and locations specifically indicated. The period of applicability of the rates prescribed for courses in CONUS will begin on the day following the day of arrival at the training location and end on the day prior to the day of departure. The period of applicability of the rates prescribed for courses outside CONUS will be as indicated in par. C4553-3b. Per diem for the day of arrival at and day of departure from the training location will be determined in the same manner as prescribed in pars. C4558 (in CONUS) and C4553 (outside CONUS) for travel to and from temporary duty locations. The per diem rates shown are not subject to further reduction.

Training Course and Location	Per Diem Rate	Effective Date
Army Reserve Technician Training Center, Fort McCoy, Sparta, WI, when Government quarters and meals are furnished without cost to the traveler.	\$2.00	1-1-87
Office of Personnel Management Executive Seminar Center Program		
Locations as determined by OPM for the conduct of the Executive Seminar Program when quarters and meals furnished without charge to traveler	2.00	7-1-86
Other locations as determined by Office of Personnel Management Regional Training Centers for Conduct of Seminar for New Managers when quarters and meals are furnished without charge to the traveler	2.00	7-1-86
Federal Executive Institute, Charlottesville, VA, when quarters and meals are furnished without cost to the traveler	2.00	7-1-86
National Guard Professional Education Center, Camp J. T. Robinson, North Little Rock, AR, when quarters and meals are furnished without charge to the traveler	2.00	7-1-86
Naval Aviation Executive Institute when quarters and meals are furnished without cost to the traveler	2.00	7-1-86
Xerox International Center for Training and Management Development, Leesburg, VA, when quarters and meals are furnished without charge to the traveler	2.00	7-1-86
All other courses within CONUS when meals and lodgings are furnished without cost to employee	2.00	7-1-86
All other courses outside CONUS when meals and lodgings are furnished without cost to employee	3.50	7-1-86

(3) Training Assignments of More Than 30 Calendar Days

(a) Training Subsistence Payments. The prescribed training subsistence payments for training

assignments of more than 30 calendar days at one location will be as indicated in subpars. (b), (c), (d). The prescribed payments apply for the entire period of training. Training assignments include research and study programs conducted at a Government or

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non-Government college or university, other academic institution or training facility, industrial concern, or any work or training assignment that is determined to be primarily for training in accordance with par. C4502-4 and for which attendance in a temporary duty status is authorized in accordance with par. C4502-1. All assignments under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the Department of Defense or similar training and development programs will be considered primarily for training. As used in this paragraph, the term "training subsistence payments" covers lodgings, meals, and incidentals. Training subsistence payments are payable in fixed amounts as determined in accordance with instructions in subpars. (b) and (c).

(b) Training Programs Located Within CONUS. Training subsistence payments for training programs of more than 30 calendar days located within CONUS will be:

1. 55 percent of the applicable maximum amount prescribed in Appendix E, rounded to the next higher dollar; except that
2. if Government quarters are available, training subsistence payable will be determined in accordance with subpar. 2a;
3. if Government quarters are available and Government mess is used, training subsistence payable will be determined in accordance with subpars. 2a and d;
4. if Government quarters are not available but a Government mess is used, training subsistence payable will be the amount determined in item 1 reduced by 13 percent per meal (of the amount determined in item 1) and increased by \$3.08 for each meal taken in the Government mess;
5. \$2 when meals and lodgings are furnished without cost to employee.

(c) Training Programs Located Outside the Continental United States. Training subsistence payments for training programs of more than 30 calendar days located outside the continental United States will be:

1. 55 percent of the applicable locality rate prescribed in Appendix A rounded to the next higher dollar; except that
2. if Government quarters are available, training subsistence payable will be determined in accordance with subpar. 3e;
3. if Government quarters are available and Government mess is used, training subsistence payable will be determined in accordance with subpars. 3e and h;
4. if Government quarters are not available but Government mess is used, training subsistence payable will be the amount determined in item 1 reduced by 13 percent per meal (of the amount determined under item 1) and increased by \$3.08 for each meal taken in the Government mess;
5. \$3.50 when meals and lodgings are furnished without cost to employee.

(d) Exceptions to the Prescribed Training Subsistence Payments. When it can be factually determined that the training subsistence payments prescribed in subpars. (b) and (c) are not appropriate for a particular training assignment, the DOD component involved may request an exception to the 55-percent limitation payment in accordance with subpars. (1) and (2).

(1) Reduced Training Subsistence Payment. If it is determined by the travel-approving/directing official that the 55-percent payment will not be required because of known reductions in lodging and/or meal costs resulting from prearrangements or other reasons, the DOD component involved may request a fixed reduced per diem rate for a training assignment in accordance with par. C4550-1c.

(2) Training Subsistence Payment in Excess of the 55-Percent Limitation. If it is determined that a training subsistence payment in excess of the 55-percent limitation is warranted, the DOD component involved may submit a request for per diem not to exceed the applicable maximum per diem rate prescribed in Appendix A or E for the locality involved. The request will be supported by documentation of the circumstances (e.g., nonavailability of Government quarters, nonavailability of acceptable

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lower-cost lodgings, etc.), justifying the need for a payment in excess of the 55-percent limitation. The request may be forwarded by letter or message to:

- ★ 1. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports—this authority may be redelegated at the discretion of the commander. As an exception, employees attending the Inspector General Course may submit requests to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
2. Navy and Marine Corps: Head of naval activity to which employee is permanently assigned;
3. Air Force: Department of the Air Force OCPO/MPKT, Randolph AFB, TX 78150;
4. Office of the Secretary of Defense, Washington Headquarters Services and other DOD components: Director of Budget and Finance, Washington Headquarters Services, Washington, DC 20301.

The offices listed in items 1 through 4 are designated to authorize (in advance) a fixed per diem in excess of the 55-percent limitation not to exceed the applicable maximum amount prescribed in Appendix A or E for the locality involved or per diem under the lodging plus system prescribed in par. C4552-2a for a training assignment within CONUS.

i. Allowable Expenses When an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on temporary duty rents a furnished/unfurnished apartment, house, or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem will be computed in accordance with the provisions of subpar. a and par. C4558-2d when recreational vehicles are used for lodging. Allowable expenses which may be considered as part of the lodging cost are as follows (50 Comp. Gen. 647 (1971) and 52 Comp. Gen. 730 (1973)):

1. rent of the apartment, house, or recreational vehicle (see par. C4558-2d(2));
2. rental charge for a parking space for the recreational vehicle;

3. charges for rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners;
4. cost for connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. dumping fees;
6. shower fees;
7. cost of maid fees and cleaning charges;
8. monthly telephone use fees (excludes installation and unofficial long distance calls); and
9. if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., such expenses may be averaged over the number of days the employee is entitled to per diem allowances during the entire temporary duty trip.

j. Per Diem Rates Aboard a Naval Civil Engineering Laboratory Warping Tug. The per diem rates provided in subpar. b are prescribed for temporary duty performed aboard a Naval Civil Engineering Laboratory warping tug.

k. Per Diem Rates Aboard Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in subpar. b are prescribed for temporary duty performed aboard the Underwater Explosion Barge (UEB-1). The per diem rates are not subject to any further reductions.

l. Utilization of Lodging Furnished by Friends or Relatives While on Temporary Duty. When the employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, the cost for lodging, for the purpose of computing per diem, will be zero.

m. Utilization of Conventional/Nonconventional Lodging Facilities. When conventional lodging facilities (e.g., hotels, motels, and boarding houses) are utilized incident to a temporary duty assignment, the allowable lodging expenses will be

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based on the single room rate for the lodging used. See subpar. s for double occupancy and par. C4558-2c when lodging is rented on a weekly or monthly basis. When nonconventional lodging facilities (e.g., college dormitories or similar facilities, as well as rooms made available to the public by area residents) are utilized incident to a temporary duty assignment when there is a shortage of rooms due to special events (e.g., world fairs or international sports events) or in remote areas, the employee must provide an explanation of the circumstances which is acceptable to the DOD component concerned.

n. Allowable Expenses When a Residence Is Purchased and Used for Quarters While on Temporary Duty. An employee who purchases and occupies a residence at a temporary duty location is entitled to a per diem computed in accordance with the provisions of subpar. a. Allowable expenses considered as the lodging cost for averaging purposes are (57 Comp. Gen. 147):

1. monthly interest,
2. monthly property tax,
3. monthly utility costs actually incurred.

In determining the employee's daily lodging cost, the allowable expenses will be prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence.

o. Meals Available Under Special Arrangements. A deduction of the applicable meal allowance prescribed in par. C4558-1b will be made from the per diem payable for the day for each meal made available under a special arrangement between a uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency when an employee is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas. When a deduction is made for meals available, the daily per diem allowance otherwise payable will be increased by an amount equaling the charge applicable to each meal available, not to exceed the applicable meal allowance for each meal prescribed in par. C4558-1b, for three meals per calendar day,

regardless of whether the employee consumes such meal(s).

p. Temporary Duty Performed in Support of Special Field Training Exercises With Military Units. No per diem is payable to civilian employees traveling under civilian travel orders who, as part of their assigned duties, accompany military units on contingency exercises in the field during which they train military personnel and provide noncombatant support to the military unit. The prohibition on the payment of per diem applies when both Government rations in kind, including field rations, and Government-provided billeting are available, e.g., nontransient barracks or tents, at no cost to the employee, whether or not they are used. This prohibition does not preclude reimbursement for occasional Government mess or commercial meals or quarters necessarily procured during the temporary duty assignment.

q. Meals and Lodging Provided Without Cost. Except as otherwise provided in this paragraph, on any day that meals and lodgings are provided without cost to an employee incident to a temporary duty assignment, per diem will be \$2.

r. Reimbursement for Dual Lodging on a Single Day. When it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, the lodgings used at or close to 2400 will be used as the lodging cost on that day. The other lodging costs incurred are reimbursable as an allowable travel expense when approved by the travel directing official (60 Comp. Gen. 630 (1981)).

s. Double Occupancy. If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher including the name, employing agency or office of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge shall be allowed as a lodging expense for each employee. If the person sharing the room is not a Government employee on official travel, identification of that individual is not required and the employee may be allowed the single room rate. The employee will be required to provide the single room rate.

3. TRAVEL INCLUDING AUTHORIZED DELAY AND TEMPORARY DUTY OUTSIDE CONTINENTAL UNITED STATES

a. Locality Per Diem Rates. The overseas locality per diem rates specified in Appendix A are applicable for travel, delays incident to transportation, and temporary duty within localities outside the continental United States except when:

1. a different fixed rate has been authorized for the temporary duty concerned under par. C4550-1b;
2. a reduced per diem prescribed for courses of instruction and long-term programs under subpar. 2i is applicable;
3. an actual expense allowance has been authorized for the temporary duty concerned under par. C4600;
4. travel is from or to the continental United States or between localities outside the continental United States, and per diem prescribed in subpar. b applies.

See pars. C4553, C4559 and C4614 for computation rules and examples illustrating per diem computation involving travel outside CONUS.

b. Travel of 10 Hours or Less. Per diem shall not be allowed when the travel period is 10 hours or less during the same calendar day (or employee's workday hours plus 2 hours for employees who would otherwise qualify for per diem solely on the basis of working a nonstandard workday, e.g., for 10-hour days or other compressed or flexible schedule), except when the travel period is 6 hours or more and either begins before 0600 or ends after 2000. (This rule does not apply for en route travel incident to a permanent change of station.)

★(1) 10-Hour Rule. Per diem for travel outside CONUS shall not be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and either begins before 0600 or ends after 2000. (Permanent duty travel of an employee by any mode of transportation to or from a permanent duty station outside CONUS is not subject to this limitation. This limitation does not apply to dependents performing permanent change-of-station travel by

any mode of transportation to or from a permanent station outside the CONUS.)

c. Travel From or To the Continental United States and Between Localities Outside the Continental United States

(1) General. The per diem rates prescribed in subpars. (2) through (9) apply for travel from or to the continental United States and between different localities outside the continental United States, including stops of less than 6 hours at any one place for temporary duty or for an authorized delay. Stopovers of less than 6 hours at any one place, whether for transportation delays or for temporary duty, are considered to be part of the en route travel period and the per diem rates prescribed in subpars. (3) and (4) for en route travel time also apply to such stopovers. Stopovers of 6 hours or more at any one place are considered to be interruptions of the en route travel period. Per diem for such stopovers of 6 hours or more is at the rate applicable for the locality in which the stopover occurs and takes effect at the beginning of the quarter day following the actual time of arrival at the stopover point (39 Comp. Gen. 728 (1960)).

(2) Same Day Return. When the traveler departs from a duty station within CONUS or a location outside CONUS and returns during the same calendar day to a duty station within CONUS or the locality outside CONUS, respectively, the maximum per diem rate allowable for the trip shall be that of the duty station at which the trip began. Since lodging is not required in this instance, the per diem rate applicable to any duty point within CONUS shall be the standard CONUS M&IE rate prescribed in Appendix E. For the same reason, the maximum per diem rate for the origin locality outside CONUS will be 46 percent of the maximum rate prescribed for the duty station at which the trip began. For cases when the round trip is performed entirely within a 10-hour period of the calendar day, see subpar. b.

(3) Travel Period Less Than 6 Hours. When the period of travel (including stopovers for authorized delays incident to transportation or for temporary duty) by airplane, train, or boat, is less than 6 hours actual elapsed time (39 Comp. Gen.

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728), the rate of per diem will be that applicable to the destination point. When the destination point is within CONUS, the maximum per diem rate shall be the standard CONUS rate prescribed in Appendix E, except when a higher rate for travel time at the duty point is authorized or approved under subpar. (7)(c). The period of travel involved herein will commence with the departure of the airplane, train, or boat:

1. from an airport, train terminal, or port at a duty station or other place outside the continental United States and will end upon arrival by such mode at an airport, train terminal, or port at the point of entry in the continental United States, in conjunction with travel from a point outside the continental United States to a point in the continental United States;
2. from an airport, train terminal, or port at a duty station or other place in one locality outside the continental United States and will end upon arrival by such mode at an airport, train terminal, or port at a duty station or other place in another locality outside the continental United States, in conjunction with travel between points outside the continental United States;
3. from an airport, train terminal, or port at the point of exit in the continental United States and will end upon arrival by such mode at an airport, train terminal, or port at a duty station or other place outside the continental United States, in conjunction with travel from the continental United States to a point outside the continental United States (the term "other place" as used in items 1, 2, and 3 refers to an airport, train terminal, or port located away from a duty station where travel by airplane, train, or boat begins or ends. It also refers to such a facility en route where travel by airplane, train, or boat is resumed after a stopover of 6 hours or more).

(4) Travel Period of 6 Hours or More. When the period of travel (including stopovers of less than 6 hours for authorized delays incident to transportation or for temporary duty) by airplane or train, is 6 hours or more actual elapsed time (39 Comp. Gen. 728), a \$6 per diem rate will apply unless a

different per diem rate is authorized or approved under subpar. (9). The period of travel involved herein will commence with the departure of the airplane or train:

1. from an airport or train terminal at a duty station or other place outside the continental United States and will end upon arrival by such mode at an airport or train terminal at the point of entry in the continental United States, in conjunction with travel from a point outside the continental United States to a point in the continental United States;
2. from an airport or train terminal at a duty station or other place in one locality outside the continental United States and will end upon arrival by such mode at an airport or train terminal at a duty station or other place in another locality outside the continental United States, in conjunction with travel between points outside the continental United States;
3. from an airport or train terminal at the point of exit in the continental United States and will end upon arrival by such mode at an airport or train terminal at a duty station or other place outside the continental United States, in conjunction with travel from the continental United States to a point outside the continental United States. (The term "other place" as used in items 1, 2, and 3 refers to an airport or train terminal, located away from a duty station where travel by airplane or train begins or ends. It also refers to such a facility en route where travel by airplane or train is resumed after a stopover of 6 hours or more.)

(5) Aboard Commercial Ship. For travel aboard a commercial ship of 6 hours or more, a \$6 per diem rate will apply for the first 9 calendar days and fractional days of embarkation and debarkation and, for trips of more than 9 calendar days duration, a \$2 per diem rate will apply for each calendar day in excess of 9 days and the fractional days of debarkation.

(6) Aboard Government Ships. The per diem rates in subpar. 2b are prescribed for travel and temporary duty aboard a Government ship outside the

continental United States. When an employee reports to a Government ship for temporary duty while the ship is in port, he is paid the same per diem rate as all other employees assigned to duty aboard the ship. When the employee procures meals ashore at personal expense, reimbursement is authorized in the amount of 13 percent of the locality per diem rate for the port for each meal procured, not to exceed three meals daily (50 Comp. Gen. 388).

★(7) Travel Beginning or Ending Within CONUS. When the travel prescribed in subpars. (3), (4), (5) and (6) begins or ends at a place within CONUS other than a duty point, the maximum per diem applicable to the travel between such place and the duty point (place of exit or entry) within CONUS, including time in a travel status at the duty point or an intermediate location, shall be determined as provided in subpar. (a) through (c):

(a) General. The applicable maximum per diem rate shall be the standard CONUS maximum per diem rate prescribed in Appendix E, except that such maximum rate shall be limited to the M&IE portion of the standard CONUS rate in the following travel circumstances:

1. for the day travel begins when the traveler is in an en route travel status at 2400 and no lodging is required that day because of the en route travel status; or
2. for the day(s) of return (or day travel ends) when lodging is not required because of en route status at 2400 or arrival at home or official station.

(b) Lodging at Duty or Intermediate Point. When either the standard CONUS maximum per diem rate, or the M&IE portion thereof, is not commensurate with a traveler's subsistence expenses (such as when lodging is required at the duty point or an intermediate location), a different rate may be authorized or approved not in excess of the maximum per diem rate applicable for the locality involved.

(c) TDY and Lodging Within CONUS. When the travel prescribed in subpar. (b) involves temporary duty within CONUS and lodging is required within CONUS per diem shall be computed under the lodgings-plus per diem system, as provided in

par. C4553-5. In such instances the provisions of subpar. (7) apply only to travel days prior to or immediately following the travel days for which the lodgings-plus per diem system is applicable.

★(8) Travel Beginning or Ending Outside CONUS. When en route travel outside CONUS is required between a home, official station, or some other location and the common carrier or other terminal or between localities outside CONUS, and, such travel is by a mode of transportation other than airplane, train, or boat, per diem for the quarter days involved will be based on the locality rate where the traveler is located at the beginning of each quarter. Per diem for the first quarter day of the travel will be at the origin rate.

(9) Increased Per Diem Rates. When per diem rates prescribed by subpars. (4) and (5) are not commensurate with the traveler's subsistence expenses, a different rate may be authorized or approved in an amount not in excess of the maximum rate applicable to the destination duty point, or, with respect to boat travel, not in excess of \$9, except that the rate for travel by the Alaska Ferry System shall not exceed the standard M&IE rate for CONUS. A statement of the circumstances warranting the increase will be included with the authorization or approval.

d. Lodging Not Available at Place of Temporary Duty. When suitable lodging is not available at the place of temporary duty in a locality beyond the limits of the continental United States and the employee is required to obtain lodging at a place in a different locality, the applicable per diem rate will be that of the locality in which the lodging is obtained.

e. Government Quarters Available. When Government quarters are available with or without a charge to the traveler, the prescribed per diem rate will be 46% (39% for meals, 7% for incidentals) of the applicable overseas per diem locality rate for the area. The incidental portion of per diem for areas outside the United States will be \$3.50 when Government quarters are available on a post, camp, station, base, or depot owned or operated by the United States, instead of 7% of the applicable per diem rate. When a charge for the use of Government quarters is paid by the traveler, the per diem payable will be increased in an amount equivalent

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to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. The period of applicability of the rate prescribed by this subparagraph will be as indicated in par. C4553-3b. In no case will the total per diem payable exceed the applicable overseas per diem locality rate for the area.

f. Deductible Meals. When a traveler consumes deductible meals, a deduction of 13% of the

applicable maximum overseas per diem locality rate for the area will be made from the per diem payable for the day for each deductible meal (see definition in Appendix D) consumed with or without charge. Whenever an employee is required to pay for deductible meals for which deductions are made in accordance with this paragraph, the daily per diem otherwise payable will be increased by the amount actually paid by the employee, not to exceed 13% of the applicable maximum overseas per diem

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locality rate for each meal and for not more than three meals each calendar day. Per diem which results from deductions and increases made under this paragraph is not to be rounded off to the next higher dollar.

g. Absence of Commercial Establishments Which Prepare and Serve Meals. When Government quarters are available or Government contractor's lodging facilities are used and a determination is made by the order-authorizing or authenticating official that there are no commercial establishments available which prepare and serve food either at or within a reasonable distance from the temporary duty station, per diem will be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The order-authorizing or authenticating official will determine and state in the orders the rate of per diem applicable under that order. In determining the rate payable the traveler will be allowed a rate commensurate with the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses, the sum rounded upward to the next higher dollar.

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★ h. Government Mess. A deduction of 13% of the applicable maximum overseas per diem locality rate for the area will be made for each meal taken in a Government mess. The per diem then will be increased by \$3.08 for each meal taken in a Government mess to cover the cost of food. The resultant amount is not to be rounded off to the next higher dollar. In no case will the total per diem payable exceed the applicable maximum overseas per diem locality rate for the area.

i. Lodging with Friends or Relatives. When the employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, the prescribed per diem rate will be 46 percent of the applicable overseas per diem rate for the locality concerned.

j. Allowable Expenses When a Residence Is Purchased and Used for Quarters While on Temporary Duty. An employee who purchases and occupies a residence at a temporary duty location is entitled to a per diem of 46% of the applicable overseas per diem locality rate for the area

plus an amount for lodgings. Allowable expenses considered as the lodging cost are (57 Comp. Gen. 147):

1. monthly interest,
2. monthly property tax,
3. monthly utility cost actually incurred.

In determining the employee's daily lodging cost, the allowable expenses will be prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence. In no case will the total per diem payable exceed the applicable maximum overseas per diem locality rate for the area.

k. Meals Available Under Special Arrangement. A deduction of 13% of the applicable maximum overseas per diem locality rate for each meal made available under a special arrangement between a Uniformed Service and any organization, institution, or foreign government, or U.S. Government agency, when an employee is participating in a special mission type function, such as deployment to a foreign military base, forest fire detail, rescue and aircraft recovery mission, and TDY to remote areas. When a deduction is made for meals available, the daily per diem allowance otherwise payable will be increased by an amount equaling the charge applicable to each available meal, not to exceed 13% of the applicable per diem rate in Appendix A per meal, nor three meals per calendar day, regardless of whether the employee consumes such meal(s).

l. Temporary Duty Performed in Support of Special Field Training Exercises With Military Units. No per diem is payable to civilian employees traveling under civilian travel orders who, as part of their assigned duties, accompany military units on contingency exercises in the field, during which they train military personnel and provide noncombatant support to the military unit. The prohibition on the payment of per diem applies when both Government rations in kind, including field rations, and Government-provided billeting are available, e.g., nontransient barracks or tents, at no cost to the employee, whether or not they are used. This prohibition does not preclude reimbursement for occasional Government mess or commercial meals or quarters necessarily procured during the temporary duty assignment.

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m. Meals and Lodging Provided Without Cost. Except as otherwise provided in this paragraph, on any day that meals and lodgings are provided without cost to an employee incident to a temporary duty assignment, per diem will be \$3.50. However, the \$3.50 per diem allowance plus the cost of meals and lodgings furnished may not exceed the applicable maximum per diem rate prescribed in Appendix A.

n. Reimbursement for Dual Lodging on a Single Day. When it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, the lodgings used at or close to 2400 will be used to determine if the employee may be paid per diem or actual expense and will be used as the lodging cost on that day. The other lodging costs incurred are reimbursable as an allowable travel expense when approved by the travel directing official (60 Comp. Gen. 630).

o. When No Lodging Expense Incurred. For travel outside CONUS which is less than 24 hours or in any other travel situation where lodging expenses will not be incurred, the prescribed per diem rate will be 46 percent (39 percent for meals, 7 percent for incidentals) of the applicable overseas per diem locality rate for the area involved. When lodging is furnished at no cost to the employee through use of a purchase order, the amount prescribed for meals and incidentals will be reduced if necessary so that the combined allowance for meals and incidentals plus the cost of lodgings furnished, does not exceed the applicable maximum per diem rate prescribed in Appendix A.

4. CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WITHIN OR OUTSIDE THE CONTINENTAL UNITED STATES

a. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when actually employed (WAE) basis, and individuals serving without pay or at \$1 a year are not considered to have a "permanent duty station" within the general meaning of that term. Such individuals are authorized per diem as prescribed in subpar. b, c, or d while traveling on official business for the Govern-

ment away from their homes or regular places of business and while at places of Government employment or service.

b. Consultants and Experts Appointed Under Defense Production Act of 1950. A \$15 per diem rate is prescribed within and/or outside the continental United States for consultants and experts who are appointed pursuant to the Defense Production Act of 1950 (64 Stat. 819, as amended; 50 U.S. Code, App. 2160) while in an official travel and duty assignment status as provided in par. C4503. The provisions of subpars. 2 and 3 will not be applied.

c. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, as experts or consultants, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or actual expense allowance for travel within the continental United States in accordance with subpar. 2 and par. C4600, and in accordance with subpar. 3 and par. C4600 for travel outside the continental United States.

d. Private Individuals Serving Without Compensation. Except for preemployment interview travel, individuals who perform invitational travel under the provisions of Chapter 6, Part A, are authorized a per diem or actual expense allowance for travel within the continental United States in accordance with subpar. 2 and par. C4600 and in accordance with subpar. 3 and par. C4600 for travel outside the continental United States. Per diem is not payable incident to preemployment interview travel. Individuals who perform preemployment interview travel are entitled to reimbursement on an actual expense basis not to exceed the amount prescribed for such travel in par. C4600 (40 Comp. Gen. 221).

e. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders in the area of the place he resides while attending the educational institution where his ROTC unit is located will not be authorized the payment of per diem or actual expense allowance. When he performs recruiting duty outside such

area, a per diem or actual expense allowance is authorized as provided in subpar. 2 and par. C4600 for travel in the continental United States and in accordance with subpar. 3 and par. C4600 for travel outside the continental United States. The cadet is considered as a person serving without pay. For the purpose of this paragraph, the area of the place the cadet resides while attending the educational institution where his ROTC unit is located means the metropolitan area surrounding such residence, which is ordinarily serviced by local common carriers of the city or town in which his residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

**C4553 PER DIEM COMPUTATION
RULES FOR TRAVEL OUTSIDE
CONUS**

1. **SIX-HOUR RULE FOR PERIODS OF TRAVEL OUTSIDE CONUS EXCEEDING 24 HOURS.** In computing per diem allowance for periods of travel outside CONUS exceeding 24 hours, the calendar day (midnight to midnight) will be the unit. Per diem is allowable at the rate of one-quarter of the daily rate for each of the following periods of 6 hours or fractions thereof: 0001 to 0600, 0601 to 1200, 1201 to 1800, 1801 to 2400. Per diem allowance will not be allowed for an additional quarter of a calendar day if departure from or arrival at a permanent duty station is exactly at 0600, 1200, 1800, or 2400. Such periods of 6 hours must be consecutive, the first of which must begin with the time that travel status begins. For example, a traveler leaves his permanent duty station at 1700 Monday and returns at 0900 Thursday. The number of days for which per diem would be allowable is computed as follows:

	<u>Days</u>
1700 to 1800 Monday	1/4
1801 to 2400 Monday	1/4
0001 to 2400 Tuesday	1
0001 to 2400 Wednesday	1
0001 to 0600 Thursday	1/4
0601 to 0900 Thursday	1/4
Total	3

2. **SIX-HOUR RULE FOR PERIODS OF TRAVEL OUTSIDE CONUS OF 24 HOURS OR LESS.** The unit, midnight to midnight, will not be used in computing per diem allowances for periods of travel outside CONUS of 24 hours or less. The per diem period will be regarded as commencing with the beginning of the travel and ending with the completion thereof. Per diem is allowable at one-quarter of the authorized per diem rate for each 6-hour portion of the period or fraction thereof. For example, a traveler leaves his permanent duty station at 0900 Monday and returns at 2300 the same day. Per diem would be payable for three-quarters of a day, computed as follows:

	<u>Days</u>
0900 to 1500	1/4
1501 to 2100	1/4
2101 to 2300 (fraction)	1/4
Total	3/4

3. **CHANGE IN RATE OR REDUCTION OF PER DIEM FOR TRAVEL OUTSIDE CONUS**

a. **Change in Rate.** Except as provided in subpar. b, when the travel order prescribes varying rates of per diem for travel status outside CONUS in different areas or under different conditions or circumstances, the rate of per diem in effect at the beginning of the quarter day in which the change occurs will continue to the end of such quarter. The new rate of per diem will begin with the succeeding quarter. For example, when an employee was in a status from midnight to 0800 which entitled him to receive a per diem allowance of \$23, and in a status from 0800 to midnight which entitled him to a per diem allowance of \$40, his allowance for the day will be computed as follows:

From midnight to 1200— $2/4 \times \$23$	\$11.50
From 1200 to midnight— $2/4 \times \$40$	<u>20.00</u>
Total allowance for day	\$31.50

b. **Reduction for Available Government or Prearranged Quarters.** When Government quarters are available incident to travel outside the

continental United States or quarters prearranged by the Government are available in connection with attendance at a training course outside the United States, the per diem rate authorized prior to the availability of such quarters will prevail until 2400 of the day of availability of Government quarters or prearranged facilities. The reduced per diem rate prescribed in pars. C4552-2h and 3e will commence on 0001 of the following calendar day and will continue through the quarter day in which the traveler departs. The word "departs" means when the traveler leaves the temporary duty station except in cases where he checks out of Government quarters prior to completion of his temporary duty at the station. In such case, "departs" means at the end of the quarter day in which the checking out of Government quarters takes place.

4. **CROSSING INTERNATIONAL DATE-LINE.** In computing per diem when crossing the international dateline (180th meridian), actual elapsed time will be used rather than calendar days.

★5. **TRAVEL INVOLVING TEMPORARY DUTY WITHIN CONUS**

a. **General.** As a general rule, when travel covered under par. C4553 involves temporary duty within CONUS and lodging is required within CONUS incident to such temporary duty either at the temporary duty location, the entry or exit duty point within CONUS, or an intermediate stopover point within CONUS, the lodging plus per diem system prescribed in par. C4552-2a is applicable to the travel time within CONUS. For the remainder of the trip, or when temporary duty is of such short duration that lodging is not required, per diem will be computed under the quarter day system. The specific rules provided in subpar. b through d will be applied to determine specific time periods for application of the lodgings-plus system.

b. **Round-Trip Travel Beginning Outside CONUS.** When round-trip travel is from a duty point outside CONUS for temporary duty within CONUS, the lodgings-plus per diem system takes effect at 0001 on the first day lodging is required within CONUS and extends through 2400 (midnight) of the last calendar day that lodging is required within CONUS.

c. **Travel Beginning Within CONUS.** When travel begins within CONUS and temporary duty is performed within CONUS prior to departure from the CONUS exit duty point, the lodgings-plus per diem system will be in effect beginning on the day of departure from home, office, or other authorized point within CONUS through 2400 (midnight) of the last calendar day that lodging is required within CONUS.

d. **Travel Ending Within CONUS.** When travel ends within CONUS and temporary duty is performed within CONUS prior to conclusion of the travel, the lodgings-plus per diem system will be in effect beginning at 0001 on the first day lodging is required within CONUS through the time of arrival at home, office, or other authorized point within CONUS upon completion of the travel.

★6. **MIXED TRAVEL REIMBURSEMENT.** "Mixed travel" occurs when official travel within a single trip is subject to payment of the daily subsistence expenses under different reimbursement systems (i.e., CONUS lodgings-plus, outside CONUS quarter day, or actual subsistence expense).

a. **Transition Between Reimbursement Systems.** Reimbursement for subsistence expenses will be computed under only one reimbursement system for each calendar day except when the provisions of par. C4607 apply. When travel to or from locations outside CONUS involves temporary duty (with lodging) within CONUS, the rules in par. C4553-5 govern the transition between the CONUS lodgings-plus system and the outside CONUS quarter-day system. When actual expense reimbursement for certain travel days is intermittent with the per diem method for others, the rules in par. C4608-11 govern.

b. **Determining Maximum Daily Rate(s).** Reimbursement for each day will be subject to only one maximum rate, except for travel under par. C4553 which may require different rates within a calendar day due to the quarter-day per diem calculation method. The rules for determining maximum rates within each reimbursement system are provided in pars. C4552-2a, C4553, and C4600.

7. TRANSITION BETWEEN REIMBURSEMENT METHODS

in par. C4607). (See pars. C4558-2 and C4608-12 for specific rules.)

a. Travel Wholly Within CONUS. Subsistence expenses for the majority of travel within CONUS will be reimbursed on a per diem basis for each calendar day. However, when actual expense reimbursement for certain travel days is intermittent with the per diem method for others, the traveler's status and location at 2400 on any given day control the method of reimbursement for that day (except as provided

b. Travel To, From, Between, or While at Locations Outside CONUS. All travel:

1. to, from, between, and while at locations outside CONUS will be reimbursed under the quarter-day system as provided in sub-pars. 1 and 2 including travel time within CONUS incident to such travel; except that
2. when travel is from outside CONUS for temporary duty within CONUS, the

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transition from the quarter-day system to the CONUS lodgings-plus per diem system or actual expense method is governed by the rules in subpar. 5.

(2) Leave Between Nonworkdays. Per diem shall not be paid for more than two nonworkdays in cases where leave of absence is taken for all of the prescribed working hours between the nonworkdays.

C4554 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

1. **PERIODS OF ABSENCE DUE TO ILLNESS OR INJURY**. See Chapter 6, Part J for provisions governing per diem when an employee becomes incapacitated during travel status because of illness or injury.

2. **DETAINED IN QUARANTINE**. When an employee on temporary duty is detained in quarantine, per diem allowances will be paid for the period of such quarantine (12 Comp. Gen. 476).

3. LEAVE AND NONWORKDAYS

a. General. Leave of absence (other than as provided in Chapter 6, Part J) for one half, or less, of the prescribed daily working hours shall be disregarded for per diem purposes. Where the leave is more than one-half of the prescribed daily working hours, no per diem shall be allowed for that day. For purposes of this subparagraph, the term "place of abode" means the place from which the employee commutes daily to the official station.

b. Nonworkdays. Legal Federal Government holidays and weekends or other scheduled nonworkdays are considered nonworkdays. Employees are considered to be in a per diem status on nonworkdays except when they return to their official station or place of abode, or except under conditions stated in subpars. (1) or (2), below.

(1) Leave Before and After Nonworkdays. Per diem shall not be paid for nonworkdays when:

1. employees are in a leave status at the end of the workday before the nonworkdays and at the beginning of the workday following the nonworkdays; and
2. the period of leave on either of those days is more than one-half of the prescribed working hours for that day.

4. **RETURN TO PERMANENT DUTY STATION ON NONWORKDAYS**. When an employee voluntarily returns home on nonworkdays from a place of temporary duty, reimbursement for the round trip travel will be as provided in par. C4662. In no event will the reimbursement for the round trip travel exceed the per diem payable had the employee remained at the temporary duty station.

5. **TRAVEL ON NONWORKDAYS TO LOCATION OTHER THAN PERMANENT DUTY STATION**. When an employee on temporary duty travels for personal reasons on nonworkdays from a place of temporary duty to a location other than his home or permanent duty station, the employee is entitled to per diem or actual expense allowances for the nonworkdays not to exceed the amount payable had the employee remained at the temporary duty location. There is no entitlement to reimbursement for transportation costs when an employee travels for personal reasons from a temporary duty station on nonworkdays to a location other than his home or permanent duty station (MS Comp. Gen. B-171266, 24 Feb 71).

6. **DELAY IN RETURNING TO PERMANENT STATION**. When for personal reasons, including taking authorized leave, an employee does not return immediately to his permanent duty station after completion of a period of temporary duty, per diem allowances will be computed on the basis of the time that he reasonably could have left the temporary duty point and arrived at his permanent duty station. Normally, when short return trips are involved or travel is authorized on carriers with sleeping accommodations, the constructive time of departure will be on the same day as that on which the temporary duty is completed. When the return travel is by an authorized mode on which sleeping accommodations are not available, it is proper to determine that the employee's constructive date of departure would have been the morning of the day following completion of the temporary duty. An employee will not be expected to select a schedule

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that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time in these cases will be based upon regular published carrier schedules and will be regarded as properly authorized upon administrative approval of the voucher.

7. **PERMANENT DUTY TRAVEL.** Per diem will not be paid for leave taken while traveling in response to permanent duty travel orders.

8. **ABSENT FROM PERMANENT DUTY STATION FOR PERSONAL REASONS.** Except as provided in par. C4555-4 for employees who are required for official reasons to terminate leave of 5 days or more within 24 hours for the purpose of returning to duty at the permanent station, an employee who absents himself from his permanent duty station for personal reasons and who is required to return thereto for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

C4555 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

1. **TEMPORARY DUTY REQUIRED AT PLACE OF LEAVE.** An employee who is required to enter upon temporary duty at a place away from his permanent duty station where he had traveled for personal reasons is entitled to per diem for the period of temporary duty and to traveling expenses on the return trip which exceed those which the employee normally would have incurred if he had not been required to perform the temporary duty en route (31 Comp. Gen. 509).

2. **TEMPORARY DUTY AT VARIOUS PLACES, INCLUDING RETURN TO PERMANENT DUTY STATION.** An employee while in authorized leave status away from his permanent duty station, who is required to interrupt his leave to perform official temporary duty at various places, including return to his permanent duty station, and then resume his leave status upon completion of the temporary duty assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of temporary duty (except no per diem while at official duty station) and return to the place where leave was interrupted (25 Comp. Gen. 347; 28 id. 237; 39 id. 611).

3. **TEMPORARY DUTY AT VARIOUS PLACES NOT INVOLVING RETURN TO PERMANENT DUTY STATION.** In a situation not involving temporary return to a permanent duty station, but otherwise similar to subpar. 2, an employee upon completion of temporary duty is allowed per diem and transportation expenses to return to resume leave status at a point more distant from the place of temporary duty than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructive travel expense between the employee's permanent duty station and the place of temporary duty (27 Comp. Gen. 648).

4. **AUTHORIZED LEAVE OF 5 DAYS OR MORE CANCELED WITHIN 24 HOURS, AND LEAVE TEMPORARILY INTERRUPTED DUE TO RECALL TO PERMANENT DUTY STATION.** When an employee departs from his permanent duty station for the purpose of taking authorized leave of absence for 5 days or more and, because of an urgent unforeseen circumstance, it is necessary to cancel the employee's authorized leave status and recall him to duty at his permanent duty station within 24 hours after his departure therefrom, the return travel may be authorized at Government expense. Also, if an employee's authorized leave of absence away from his permanent duty station is temporarily interrupted because he is recalled to duty at his permanent duty station, or is ordered to perform temporary duty at another place, and the employee wishes to resume his leave immediately after completion of his duty at the place from which his leave of absence was interrupted or at another place, travel expenses not to exceed the cost of travel from the place where his leave of absence was interrupted to the place where the duty was performed and return may be authorized at Government expense. The one way, or round trip, will not be allowed at Government expense unless, by an appropriate statement in the travel order, it is clearly indicated that, because of the personal expense incurred by the employee in traveling to the place of his taking leave, an administrative determination was made that it would be unreasonable to require the employee to assume the additional travel expense to comply with the recall order or temporary duty order (39 Comp. Gen. 611).

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5. **LEAVE INTERRUPTED FOR PERFORMANCE OF TEMPORARY DUTY, NOT ALLOWED TO RESUME LEAVE STATUS.** An employee on authorized leave away from his permanent duty station, who is required to perform temporary duty at places other than his permanent duty station and upon completion of the temporary duty assignment is not allowed to resume his leave status but is directed to return to his permanent duty station, will be allowed per diem and travel expense for the temporary duty performed. However, for return to the permanent duty station from the place where the temporary duty assignment is completed, travel expense will be allowed only to the extent that it exceeds the constructive travel expense for return direct from the place of leave to the permanent duty station (11 Comp. Gen. 336; 16 id. 481; 30 id. 443).

6. **TEMPORARY DUTY DIRECTED AT TERMINATION OF LEAVE STATUS.** An employee on authorized leave away from his permanent duty station who is directed, at the termination of leave, to proceed to a place of temporary duty and upon completion of the temporary duty assignment to return to his permanent duty station, will be allowed per diem and travel expenses only to the extent that travel relating to the temporary duty assignment exceeds the constructive cost of direct route travel from the place of leave to the permanent duty station (19 Comp. Gen. 977). If, in relation to the place where the employee is on leave, the place of temporary duty is located in a routing direction through and beyond the employee's permanent duty station, the allowable per diem and travel expense will be limited to that for round trip travel between the permanent duty station and the place of temporary duty (24 Comp. Gen. 443).

7. **CANCELLATION OF TEMPORARY DUTY ORDERS AFTER COMMENCEMENT OF TRAVEL AND WHILE ON AUTHORIZED LEAVE.** When an employee is on leave en route to a temporary duty station and the travel orders authorizing the temporary duty are canceled, he is entitled to travel and transportation allowances for travel performed, provided that the orders are canceled on or after the date travel was required to be performed. In such case, the allowances payable will not exceed the constructive allowances that would have been payable for travel from the permanent duty station to the temporary duty station

and return over a usually traveled direct route, provided that official travel to the temporary duty station was authorized prior to departure on annual leave.

C4556 EMPLOYEE DIES OR IS IN A MISSING STATUS WHILE IN A TRAVEL STATUS

When an employee in a travel status dies, authorized per diem allowance will terminate at the end of the calendar day that the person is determined to be dead or is otherwise to be in a missing status under the Missing Persons Act.

C4557 BEGINNING AND ENDING OF PER DIEM ENTITLEMENT

For computing per diem allowances, official travel begins at the time the employee leaves his/her place of abode, office or other point of departure and ends when the employee returns to his/her place of abode, office, or other point at the conclusion of the temporary duty assignment. However, for travel outside CONUS when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter will not be allowed unless a statement is included with the voucher explaining the official necessity for the time of departure or return. The 30-minute rule applicable to the payment of per diem as provided herein does not apply to the beginning of continuous travel of 24 hours or less as provided in par. C4553-2; however, it is applicable to the end of such travel.

C4558 COMPUTATION OF PER DIEM UNDER THE LODGING-PLUS SYSTEM INCIDENT TO OFFICIAL TRAVEL WITHIN THE CONTINENTAL UNITED STATES

★ Effective for travel performed on or after 1 August 1987

1. **GENERAL.** The maximum per diem allowances are prescribed in Appendix E for travel within CONUS. For those areas not specifically listed in Appendix E and under certain travel conditions

(e.g., permanent change of station travel within CONUS) the standard CONUS rate applies. The per diem allowance is comprised of the following:

a. Lodging Expense Allowance. The per diem rates prescribed for travel within CONUS include a maximum amount for lodging expenses. Employees will be reimbursed for actual lodging costs incurred not to exceed the applicable maximum amount prescribed in Appendix E.

★b. Meals and Incidental Expenses (M&IE) Allowance. The maximum per diem rates include a fixed amount for meals and for incidental expenses related to subsistence. This allowance is stated as the M&IE rate in Appendix E. When the M&IE rate, or fraction thereof, is authorized or approved, it is payable to the employee without itemization of expenses or receipts. For partial days of travel the M&IE rate shall be prorated as provided in subpar. 2a(3), 2b(1)(c), or 2b(3)(b). The total amount of deductions made on partial days shall not cause the employee to receive less than the amount allocated for incidental expenses.

	M&IE Rates	
	\$25	\$33

Breakfast	5	7
Lunch	5	7
Dinner	13	17
Incidentals	2	2

★2. COMPUTATION. The per diem allowance payable under the provisions of par. C4552-2 are to be calculated in accordance with subpars. a through c.

a. Travel of 24 Hours or Less.

(1) 10 Hours or Less. No per diem shall be allowed for travel of 10 hours or less (see par. C4550-7). This prohibition is also applicable to travel incident to a permanent change of station within CONUS.

(2) Exception to 10-Hour Rule. Employee's working nonstandard workdays (e.g., four 10-hour days or other compressed or flexible schedule) shall not be allowed per diem for travel periods less than or equal to their workday hours plus 2 hours.

(3) More Than 10 Hours. When the travel period (entire trip) for which per diem has been authorized is 24 hours or less, the travel period will be divided into 6-hour periods starting from the actual time travel begins and ending with the traveler's arrival at home, office, or other authorized point, upon conclusion of the trip. Per diem allowance for the trip will be calculated as indicated in subpars (a) and (b):

(a) Lodging Not Required. When lodging is not required one-fourth of the M&IE rate applicable to the location of the temporary duty assignment will be allowed for each 6-hour period or fraction thereof. If more than one temporary duty location is involved, the per diem allowance will be calculated using the M&IE rate prescribed for the location where the majority of the time is spent performing official business.

(b) Lodging Required. When lodging is required, the rules for travel of more than 24 hours apply.

b. Travel of More Than 24 Hours. The applicable maximum per diem rate (standard CONUS or locality rate from Appendix E) for each calendar day of travel shall be determined by the travel status and location of the employee at 2400 (midnight) and whether lodging is required at that location. When lodging is required, the applicable maximum per diem shall be the maximum rate prescribed in Appendix E for the temporary duty location or en route stopover point where the lodging is obtained while en route to, from, or between temporary duty locations (see subpars. (5) and (6), for rules on lodging location and travel incident to a permanent change of station). Only one maximum per diem rate will apply to a calendar day or fraction thereof. The rules in subpars. (1) through (6) shall be applied in calculating the allowable per diem for travel of more than 24 hours:

(1) Day Travel Begins

(a) Lodging Required. When lodging is required on the day travel begins (day of departure from the official station, place of abode or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed in Appendix E, plus the applicable M&IE rate prorated as provided in subpar. (c).

(b) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, place of abode or other authorized point), the per diem allowable shall be the standard CONUS M&IE rate prorated as provided in subpar. (c).

(c) Method of Prorating M&IE Rate. The M&IE rate shall be prorated by dividing the day of departure into 6-hour periods starting from the actual time travel begins and running through 2400 (midnight). For each 6-hour period, or fraction thereof, one-fourth of the applicable M&IE rate should be allowed.

(2) Full Calendar Days of Travel

(a) Lodging Required. For each calendar day (see Appendix D for definition) that the employee is in a travel status and lodging is required (whether en route or at the temporary duty location), the actual cost of lodging incurred by the employee shall be added to the applicable M&IE rate, the resulting amount shall be the allowable per diem for the full calendar day. However, the resultant amount may not exceed the maximum per diem allowance prescribed in Appendix E for the locality concerned.

(b) Lodging Not Required. For any full calendar day of travel when lodging is not required (e.g., when employee is en route overnight returning to the official station), the maximum per diem rate shall be the M&IE rate applicable to the preceding calendar day.

(3) Day of Return.

(a) Determining Applicable Rate. For the day travel ends (when employee returns to the official station, place of abode or other authorized point, or arrives at the new official station incident to a change of official station), the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided in subpar. (b).

(b) Method Prorating M&IE Rate. The M&IE rate shall be prorated by dividing the day travel ends into 6-hour periods beginning at 0001 and running until the employee arrives at home, office, or other authorized point at the conclusion of the trip. For each 6-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.

(4) Lodging Obtained After Midnight. Generally, per diem is based on the location of the employee at midnight, however, there are occasions when the employee is en route and does not arrive at the lodging site (either temporary duty location or en route stopover point) until after midnight. In such cases, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day will be determined as if the employee had been at the lodging location at midnight of that day.

(5) Lodging Location Rules

(a) Lodging at Temporary Duty Location. It is presumed that the employee will obtain lodging at the temporary duty location. However, if the employee obtains lodging away from or outside the temporary duty location because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the temporary duty location.

(b) Lodging Not Available at Temporary Duty Location. In certain circumstances, lodging accommodations may not be available at the temporary duty location and the employee must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the temporary duty location. In such instances, the DoD component concerned may make an administrative determination on an individual case basis to either authorize (in advance) or approve (after the fact) the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, the employee must furnish a statement with the travel voucher satisfactorily explaining the circumstances that caused him/her to obtain lodging in an area other than at the temporary duty point designated in the travel authorization.

(6) Maximum Rate Applicable to Permanent Change of Station Travel. The standard CONUS rate shall be the applicable maximum per diem rate for en route travel incident to permanent change of station travel.

c. Weekly or Monthly Rates. When employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the

expenses listed in par. C4552-2i, by the number of days the accommodations are actually occupied, provided that the employee acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days, or appropriate).

d. Allowances for Use of a Recreational Vehicle for Lodging. The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

(1) Privately Owned

(a) Lodging Costs. See par. C4552-2i for allowable lodging expenses. Depreciation shall not be considered as an allowable lodging expense.

(b) Meals and Incidental Expenses. The official directing travel shall determine an appropriate amount for meals and incidental expenses based on whether the type of recreational vehicle used by the employee has meal preparation facilities and request a reduced per diem in accordance with par. C4550-1c if the actual costs expected to be incurred can be determined in advance of the travel.

(2) Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4552-2i may be considered as lodging costs. Advantageous use might occur when the employee is on an extended temporary duty assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized or approved as advantageous, only those expenses listed in par. C4552-2i, items 2 through 9 may be considered as lodging costs.

★ **EXAMPLE 1**

An employee was in a travel status on temporary duty for 9 1/2 days. He departed from his place of abode at 1330 and arrived at the temporary duty station at 1730 on the same day. He obtained lodging for 9 nights, two of which were spent in Government quarters with charge and one night at a friend's house at no cost. He departed the tem-

porary duty station at 1600 on the 10th day and arrived at his place of abode at 2000 on the same day. While at the TDY station the employee paid \$35 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem may be computed as follows:

1st day (day of departure) 2/4 of \$25 (M&IE rate) plus \$35 (lodging) =	\$ 47.50
2nd through 6th days \$25 (M&IE Rate) plus \$35 (lodging) × 5 days =	300.00
7th & 8th days \$25 (M&IE Rate) plus \$4 (lodging) × 2 days =	58.00
9th day \$25 (M&IE Rate) plus \$0 (lodging) =	25.00
10th day (day of return) 4/4 of \$25 (preceding calendar day M&IE Rate) =	25.00
Amount due employee	\$455.50

Per diem derived by adding the applicable M&IE rate to the daily lodging cost, the total not to exceed the amount prescribed in Appendix E for the locality concerned. The per diem prescribed for the TDY location in this example is the standard CONUS rate of \$60, which consists of a \$25 M&IE rate and a maximum lodging amount of \$35. For the first day (day of departure), the applicable per diem rate is two-quarters (\$12.50) of the M&IE rate (\$25) plus the lodging cost (\$35) for that day, the resultant amount being \$47.50. For days 2 through 6, the applicable per diem is the M&IE Rate (\$25) plus the lodging cost (\$35) times the number of days 5, the resultant amount being \$300.00. For days 7 and 8, the applicable per diem rate is the M&IE Rate (\$25) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$58. For the 9th day, the applicable per diem is the M&IE Rate (\$25) plus the lodging cost (\$0), the resultant amount being \$25. For the 10th day (day of return), the applicable per diem rate is four-quarters (\$25) of the preceding calendar days M&IE Rate (\$25), the resultant amount being \$25. The per diem entitlement began with the third quarter of the day of departure, and continued through the fourth quarter of the day of return to the permanent duty station, place of abode or other authorized point.

Travel of Employees

C4558

★ EXAMPLE 2

An employee performed permanent change of station travel from San Francisco, CA to Washington, D.C. in 9 3/4 days. He elected to travel by privately owned automobile, accompanied by his wife and 2-year old child. He departed his place of abode at 1130 on the first day (day of departure) and arrived at his new permanent duty station at 1930 on the 10th day (day of arrival). The distance traveled was 2826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 1/4 days. Lodgings were occupied for 9 nights, two of which were spent at the home of friends at no cost. He certified that the single rates applicable to the rooms he occupied with his dependents were \$38, \$37, \$39, \$38, \$37, \$36, \$39 and 2 nights at no cost. Per diem is computed as follows:

Maximum Allowable Per Diem for Employee

8 1/4 days @ \$60 (Standard CONUS rate) \$ 495.00

Per Diem for Actual Travel Under Lodging Plus System

1st day, (day of departure) 3/4 of \$25 (standard CONUS M&IE rate) plus (lodging) cost \$35 = \$ 53.75
 2nd day, \$25 (M&IE rate) plus \$0 (lodging) = 25.00
 3rd through 8th days, \$25 (M&IE rate) plus \$35 (lodging) × 6 days = ... 360.00
 9th day, \$25 (M&IE rate) plus \$0 (lodging) = 25.00
 10th day, (day of arrival) 4/4 of \$25 (standard CONUS M&IE rate) = . 25.00

Employee's per diem entitlement . \$488.75

Per diem for the accompanying spouse at 3/4 of the amount due the employee (\$488.75) \$366.56

Per diem for the accompanying child under 12 years of age at 1/2 of the amount due the employee (\$488.75) \$244.38

Total amount payable to employee . \$1,099.69

The maximum allowable per diem for permanent change of station travel within CONUS is the stand-

ard CONUS rate of \$60 prescribed in Appendix E (\$25 M&IE rate plus lodging not to exceed \$35). In this case, the lodging cost for 7 nights exceeded the maximum allowable lodging amount of \$35 and reimbursement for lodging was therefore limited to \$35. For the 1st day (day of departure), the applicable per diem rate is three-quarters of the M&IE rate (\$25) plus lodging not to exceed \$35, the resultant amount being \$53.75. For the 2nd day, the applicable per diem rate is the M&IE (\$25) rate plus the cost of lodging (\$0), the resultant amount being \$25. For days 3 through 8, the applicable per diem rate is the M&IE (\$25) rate plus lodging not to exceed \$35, times the number of days (6) at that rate, the resultant amount being \$360.00. For the 9th day the applicable per diem rate is the M&IE (\$25) rate plus the cost of lodging (\$0), the resultant amount being \$25. For the 10th day (day of arrival at new permanent duty station) the applicable per diem rate is four-quarters of the standard CONUS M&IE (\$25) rate. Per diem for actual travel by the employee is \$488.75. Since per diem for actual travel does not exceed the maximum allowable (\$495) for 8 1/4 days travel time, the employee is entitled to the full amount (\$488.75) and entitlement for dependents is 3/4 and 1/2 respectively of the amount due the employee.

★ EXAMPLE 3

An employee performed permanent change of station travel from Washington, DC to Phoenix, AZ in 6 days. He elected to travel by privately owned automobile accompanied by his wife and 7 year old child. He departed his place of abode at 0800 on the first day and arrived at his new permanent duty station at 2100 on the 6th day. The distance traveled was 1443 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 4 1/4 days. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. He certified that the single rates applicable to the rooms he occupied with his dependents were \$39, \$36, and 3 nights at no cost. Per diem is computed as follows:

Maximum Allowable Per Diem for Employee.

4 1/4 days @ \$60 (standard CONUS rate) = \$255.00

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DOD Civilian Personnel

Computation of Per Diem for Actual Travel Performed.

1st day, (day of departure) 3/4 of \$25 (standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 18.75
2nd day, \$25 (M&IE rate) plus \$35 (lodging) =	60.00
3rd day, \$25 (M&IE rate) plus \$0 (lodging) =	25.00
4th day, \$25 (M&IE rate) plus \$35.00 (lodging) =	60.00
5th day, \$25 (M&IE rate) plus \$0 (lodging) =	25.00
6th day, (day of arrival) 4/4 of \$25 (standard CONUS M&IE rate) = ..	<u>25.00</u>
Total	\$213.75
 Per diem for the accompanying spouse at 3/4 of the amount due the employee (\$213.75) =	 \$160.31
 Per diem for the accompanying child under 12 years of age at 1/2 of the amount due the employee (\$213.75) =	 <u>\$106.87</u>
 Total amount payable to employee =	 \$480.93

The maximum allowable per diem for permanent change of station travel within CONUS is the standard CONUS rate of \$60 prescribed in Appendix E (\$25 M&IE rate plus lodging not to exceed \$35). In this case, the lodging cost for 2 nights exceeded the maximum allowable amount of \$35 and reimbursement for lodging was therefore limited to \$35. For the 1st day (day of departure) the applicable per diem rate is three-quarters of the M&IE rate (\$25) plus lodging not to exceed \$35, the resultant amount being \$18.75. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$25) plus lodging not to exceed \$35, the resultant amount being \$60 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$25) rate plus lodging (\$0), the resultant amount being \$25 for each day. For the 6th day (day of arrival at the new permanent duty station) the applicable per diem rate is four-quarters (\$25) of the standard CONUS M&IE rate (\$25). In this case, since per diem for the actual travel time (\$213.75) did not exceed the maximum allowable (\$255) the employee is entitled to the lesser amount

and the entitlement for dependents is 3/4 and 1/2 respectively of the amount due the employee.

★ **EXAMPLE 4**

An employee performed permanent change of station travel from Los Angeles, CA to Washington, DC in 15 days. He elected to travel by privately owned automobile accompanied by his wife. He departed his place of abode at 0700 on the first day and arrived at his new permanent duty station at 1300 on the 15th day. The distance traveled was 2615 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 7 1/2 days. Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. He certified that the single rates applicable to the rooms occupied with his dependent were 10 nights @ \$40 a night, and 4 nights at no cost. Per diem is computed as follows:

Maximum Allowable Per Diem for Employees.

7 1/2 day @ \$60 (standard CONUS rate) = \$450.00

Computation of Per Diem for Actual Travel Performed.

1st day 3/4 of \$25 (standard CONUS M&IE rate) plus \$35 (lodging) =	\$ 53.75
2nd through 10th day \$25 (M&IE rate) plus \$35 (lodging) × 9 =	540.00
11th through 14th day \$25 (M&IE rate) plus \$0 (lodging) × 4 =	100.00
15th day 3/4 of \$25 (standard CONUS M&IE rate) =	<u>18.75</u>
Total	\$712.50

Per diem for the accompanying spouse at 3/4 of the amount due the employee (\$450.00) = \$337.50

Total amount payable to employee = .. \$787.50

The maximum allowable per diem for permanent change of station travel within CONUS is the standard CONUS rate of \$60 prescribed in Appendix E (\$25 M&IE rate plus lodging not to exceed \$35).

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In this case, the lodging cost for 10 nights exceeded the maximum allowable amount of \$35. For the 1st day (day of departure) the applicable per diem rate is three-quarters of the M&IE rate (\$25) plus lodging not to exceed \$35, the resultant amount being \$53.75. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$25) plus lodging not to exceed \$35, times the number of days (9) at that rate, the resultant amount being \$540. For days 11 through 14, the applicable per diem rate is the M&IE (\$25) rate plus lodging (\$0) times the number of days (4) at that rate, the resultant amount being \$100. For the 15th day (day of arrival at the new permanent duty station) the applicable per diem rate is three-quarters (\$18.75) of the standard CONUS

M&IE rate (\$25). Since per diem for the actual travel time (\$712.50) exceeded the maximum allowable (\$450), the employee is entitled to the lesser amount. Entitlement for his dependent is 3/4 of the amount due the employee.

**C4559 COMPUTATION OF PER DIEM
WHEN GOVERNMENT QUAR-
TERS USED INCIDENT TO
TRAVEL OUTSIDE THE
CONTINENTAL UNITED
STATES**

1. GOVERNMENT QUARTERS AVAIL-
ABLE. The following is an example of computing

per diem allowances when Government quarters are available.

EXAMPLE

LV Residence	11:00 - 1st Day
ARR Dulles Apt.	13:45
LV Dulles Apt.	14:40
ARR Goteborg, Sweden	08:00 - 2nd Day
TDY 3rd through 7th day	
LV Goteborg, Sweden	10:00 - 8th Day
ARR Dulles Apt.	19:30
LV Dulles Apt.	20:00
ARR Residence	22:45

Hours of departure and arrival are shown in local standard times. Government quarters were available without charge for 6 nights at Goteborg, Sweden. The per diem rate prescribed in Appendix A for Goteborg, Sweden at the time the employee traveled was \$96. Since Government quarters were available in Goteborg, the applicable per diem rate, reduced in accordance with par. C4552-3e (\$96 × 46%) was \$44.16. The employee's per diem entitlement is computed as follows:

1st Day

First Quarter—N/A

Second Quarter—Continental United States rate (par. C4552-3c(7) \$25 × 1/4	\$6.25
Third Quarter—Continental United States rate (par. C4552-3c(7) \$25 × 1/4	6.25
Fourth Quarter—En route rate (par. C4552-3c(4) \$6 × 1/4	1.50

2nd Day

First Quarter—En route rate \$6 × 1/4 ..	1.50
Second Quarter—En route rate \$6 × 1/4	1.50
Third Quarter—Goteborg Rate (par. C4553-3b) \$96 × 1/4	24.00
Fourth Quarter—Goteborg Rate (par. C4553-3b) \$96 × 1/4	24.00

(The rate of per diem for Goteborg is not reduced because of the availability of Government quarters until the calendar day following the day of arrival at Goteborg).

3rd through 7th Day

5 Days Goteborg rate (Government quarters available, par. C4552.3e) \$96 × 46% = \$44.16 × 5	\$220.80
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8th Day

First Quarter—Goteborg Rate (Government quarters available) continues through quarter day of departure (par. C4553-3b) \$96 × 46% = \$44.16 × 1/4	11.04
Second Quarter—Goteborg rate (same as first quarter)	11.04
Third Quarter—En route rate (par. C4552-3c(4)) \$6 × 1/4	1.50
Fourth Quarter—En route rate (par. C4552.3c(4)) \$6 × 1/4	1.50

Amount due employee	\$310.88
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The \$44.16 rate (46% of the Goteborg rate applicable since Government quarters were available) began at 0001 of the calendar day following the calendar day of arrival at Goteborg (par. C4553-3b). If the employee had been charged for occupancy of Government quarters, for instance, \$2 per day, the amount due the employee would be increased by \$10 (\$2 × 5 nights during which the employee occupied Government quarters and the reduced rate applied). The total due the employee would then be \$320.88. If the resultant amount, as in this case, is not in whole dollars, it will not be rounded to the next higher dollar.

2. DEDUCTIBLE MEALS FURNISHED WITHOUT COST. In the example cited in subpar.

1, if meals were furnished without cost from the day of arrival through breakfast on the day of departure, a deduction for meals in the amount of \$224.64 would be made from \$310.88 to \$320.88, as applicable, computed as follows:

Breakfast—6 days × \$12.48 (\$96 × 13%)	\$74.88
Lunch—6 days × \$12.48 (96 × 13%) ..	74.88
Diinner—6 days × \$12.48 (96 × 13%) ..	74.88

	\$224.64
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PART M: ACTUAL EXPENSE ALLOWANCE**C4600 WHEN AUTHORIZED**

Reimbursement for the actual and necessary subsistence expenses for official travel may be authorized or approved in accordance with par. C4609 through C4613 for specific travel assignments within and outside CONUS when:

1. necessary subsistence expenses are unusually high due to unique or special circumstances and payment of a per diem allowance prescribed in Part L or Appendix A or E is inappropriate; or,
2. unusually high expenses are incurred for occasional meals and/or lodgings.

Reimbursement for actual and necessary subsistence expenses shall be authorized or approved for specific travel assignments only after appropriate consideration of the actual facts existing at the time travel is directed and performed. Generally, authorization or approval of actual subsistence expenses is contingent on the entitlement to per diem. An employee traveling on the actual subsistence expense basis is expected to exercise the same care in incurring expenses as set forth in par. C1058-1 for travel on a per diem basis. Except as otherwise provided in this Part, the definitions and rules applicable to the employee's entitlement to a per diem incident to a temporary duty assignment shall apply to travel on an actual expense basis. Actual subsistence expense reimbursement may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950, as amended.

C4601 CONDITIONS WARRANTING AUTHORIZATION OR APPROVAL OF ACTUAL EXPENSES

The allowable per diem rate prescribed in Part L or Appendix A or E, although generally adequate, may be insufficient for a particular travel assignment because of special duties or because subsistence costs have escalated temporarily during special events. In other situations, employees may incur occasional expenses for lodging or meals when lodgings and meals otherwise are being furnished without cost and a per diem allowance has not been authorized for these expenses. Travel on an actual

subsistence expense basis may be authorized or approved for travel assignments which otherwise meet conditions prescribed herein if the actual and necessary subsistence expenses exceed the maximum per diem allowance by 10 percent or more. Notwithstanding the conditions cited herein, the actual expense authority may not be used as blanket authority to authorize or approve automatic actual expense reimbursement for all travel to an area where the reimbursement rate is inadequate. This authority shall be used only on an individual case basis with appropriate consideration in each case of the actual facts existing at the time the travel is directed and performed. Although actual expense reimbursement will be authorized in rare and extenuating circumstances, a request for such authorization or approval may be submitted as indicated in par. C4609. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, the DOD component involved will submit a request as prescribed in par. C4551-3 for an adjustment of the applicable rate prescribed in Part L or Appendix A or E.

C4602 NOT USED**C4603 MAXIMUM DAILY RATES AND REIMBURSEMENT LIMITATIONS**

The maximum amount of reimbursement for actual subsistence expenses that may be authorized or approved for each calendar day or fraction thereof is as provided in subpars. 1 through 3. Requests for actual expense authorizations or approvals will include a recommendation for an appropriate and necessary maximum daily rate not to exceed the amount provided in subpars. 1 and 2. Maximum daily rates need not be prorated for fractions of a day; however, see subpars. 1b and 2b for reimbursement limitations. When authorized or approved, the actual expense allowance is in lieu of the per diem allowances prescribed in Part L, or Appendix A or E and an employee may not elect to be reimbursed on a per diem basis. An actual expense allowance not to exceed the applicable per diem rate prescribed in Appendix E within CONUS or not to exceed the established overseas locality per diem rate outside CONUS may be authorized or approved for individuals authorized preemployment interview travel under par. C6000, item 8 and par. C6200.

1. TRAVEL WITHIN CONUS

a. Maximum Daily Rates. For travel within CONUS, the maximum daily rate for subsistence expenses shall not exceed 150 percent of the applicable maximum per diem rate (rounded to the next highest dollar) prescribed in Appendix E for the travel assignment location.

b. Reimbursement Limitation

(1) 150 Percent of M&IE. When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable. Reimbursement for meals and incidental expenses shall not, under any circumstances, exceed 150 percent of the M&IE rate applicable to the temporary duty location.

★(2) 100 Percent of M&IE. Meals and incidental expenses may be reimbursed under the lodgings plus per diem system in accordance with par. C4558-1b, while the cost of lodging is reimbursed on an actual expense basis. In such case, the amount allowed for M&IE and the cost of lodging may not exceed the maximum daily rate authorized in the actual expense authorization for the locality concerned. For example, when an employee is authorized actual expenses not to exceed 150 percent of the Washington, DC, rate, \$176.00 (150% × \$117, rounded to meet higher dollar), and is reimbursed under the lodgings plus per diem system for meals and incidentals expenses (\$33.00), the amount allowed for lodgings may not exceed \$143.00 (\$176.00—\$33.00). Itemization of meal and incidental expenses is not required when payment for those expenses is made under the lodgings plus per diem system.

2. TRAVEL OUTSIDE CONUS

a. Maximum Daily Rates. For travel outside CONUS, the maximum daily rate for subsistence expenses shall not exceed the amount prescribed in items 1 or 2, whichever is greater:

1. 150 percent of the applicable maximum per diem rate (rounded to the next higher dollar) prescribed in Appendix A,

2. \$50 plus the applicable maximum per diem rate prescribed in Appendix A.

b. Reimbursement Limitation. When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable. Reimbursement for meals and incidental expenses generally should not exceed 46 percent of the maximum daily rate authorized in items 1 and 2, which is applicable.

3. WHEN LODGING IS PROCURED THROUGH USE OF A PURCHASE ORDER. When actual subsistence expense reimbursement is authorized or approved under this Part and lodging is furnished to the employee at no cost through use of a purchase order, reimbursement shall not be authorized or approved for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the maximum daily rate authorized under subpars. 1 or 2, as applicable. The provisions of par. C4550-9 also apply to actual expense reimbursement under this Part.

C4604 ALLOWABLE EXPENSES

The following list of expenses which are allowable under the actual subsistence expense reimbursement method will be used for establishing appropriate and necessary maximum daily reimbursement rates and in determining the amount actually payable.

1. lodging, includes expenses for overnight sleeping facilities and personal use of a room during the daytime when necessary;
2. meals, consisting of expenses for breakfast, lunch, and dinner (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons);
3. fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses, and others on vessels, and hotel servants in foreign countries;
4. personal laundry and cleaning and pressing of clothing;

Travel of Employees**C4607**

5. service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate;
6. telegrams and telephone calls necessary to reserve lodging accommodations;
7. local transportation including usual tips, between places of lodging, or duty and place meals are taken when not otherwise reimbursable (see par. C2101-1, item 4);
8. taxes and service charges on any of the expenses in items 1 through 6;
9. in addition to the expenses in items 1 through 8, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, manicurists, or masseurs) which are enumerated in the account.

C4605 REQUIREMENT FOR DOCUMENTATION

1. **GENERAL.** In addition to the provisions of par. C5004, additional requirements for preparing a claim on Travel Voucher or Subvoucher (DD Form 1351-2) for actual subsistence expense allowance will be as prescribed in subpars. 2 through 5.
2. **ITEMIZATION.** Each claim submitted for reimbursement of actual necessary subsistence expenses will be accompanied by an itemization on a daily basis of the expenses enumerated in par. C4604, items 1 through 9. Items will be listed to indicate clearly the expenses applicable to each calendar day. The list will include only those items which are properly allowable as subsistence expenses and will not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc., Statement of Actual Expenses (DD Form 1351-3) will be used for listing the actual expenses, and will be submitted in support of the claim for reimbursement.

3. RECEIPTS

- a. **Receipts Required.** Receipts shall be required for lodging, regardless of amount, and any individual meal when the cost is over \$25, excluding tips. The provisions of pars. C4608-3a and C4552-2s covering double occupancy and missing receipts apply to this Part.

b. **Exception to Receipts and/or Itemization Requirement.** When reimbursement for meals and incidental expenses are limited to 100 percent of the applicable M&IE rate (as prescribed in par. C4603-1b(2)), receipts and/or itemization of meals and incidental expenses as provided in subpars. 2 and 3 are not required.

4. **ABSENCES.** Absences during the actual subsistence expense reimbursement period will be stated, and reimbursement will be subject to the provisions of par. C4606.

5. **CERTIFICATION.** The following certificate will be typed and signed on the expense statement:

"I certify that the itemized amounts are actual and necessary subsistence expenses incurred by me in the performance of official travel for which I have been reimbursed."

C4606 EFFECT OF ABSENCES ON PAYMENT OF ACTUAL EXPENSES

The provisions of par. C4554 applicable to interruptions of per diem entitlements (leave and non-workdays, return to official station for non-workdays, indirect route or interrupted travel, and illness or injury or a personal emergency situation) shall also apply to travel on an actual subsistence basis.

C4607 SITUATIONS REQUIRING REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, the employee may necessarily incur expenses for occasional lodgings and/or meals. The DOD component may approve reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. For travel assignments within CONUS the actual expense allowable for lodging or each meal may not exceed the lodging or individual meal allowance set out in par. C4552-2. For travel assignments outside

C4608**DOD Civilian Personnel**

CONUS the limitations prescribed in par. C4552-3 will apply. In special or unusual circumstances a request may be submitted in accordance with par. C4609 for an authorization or approval of reimbursement for the cost of occasional meals or lodging in an amount not to exceed 150 percent of the appropriate amount prescribed in pars. C4552-2 or -3.

C4608 COMPUTATION RULES

1. **GENERAL.** When the actual subsistence expenses incurred during any one day are less than the daily amount authorized, the traveler will be reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable by the travel-authorizing or approving official concerned. The maximum amount of reim-

bursement for actual subsistence expense travel for each calendar day, or fraction thereof, is limited as indicated in subpars. 2 through 11. In no case will the amount authorized or approved be more than the amount authorized or approved in an actual expense authorization for the area concerned.

2. **INCIDENTAL EXPENSE CEILING.** When Government quarters are available on a post, camp, station, base, or depot owned or operated by the United States, reimbursement for incidental expenses will be limited to \$2.00 (\$3.50 outside CONUS). (The \$2.00/\$3.50 limitation does not apply when an employee is quartered in contract quarters off a United States-owned or operated installation or when an employee is on temporary duty to a contractor-operated facility.) When such quarters are not available, reimbursement for incidental expenses will be limited to 7 percent of the maximum daily actual expense allowance authorized.

Travel of Employees

C4607

8. taxes and service charges on any of the expenses in items 1 through 6;
9. in addition to the expenses in items 1 through 8, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, manicurists, or masseurs) which are enumerated in the account.

C4605 REQUIREMENT FOR DOCUMENTATION

1. GENERAL. In addition to the provisions of par. C5004, additional requirements for preparing a claim on Travel Voucher or Subvoucher (DD Form 1351-2) for actual subsistence expense allowance will be as prescribed in subpars. 2 through 5.
2. ITEMIZATION. Each claim submitted for reimbursement of actual necessary subsistence expenses will be accompanied by an itemization on a daily basis of the expenses enumerated in par. C4604, items 1 through 9. Items will be listed to indicate clearly the expenses applicable to each calendar day. The list will include only those items which are properly allowable as subsistence expenses and will not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc. Statement of Actual Expenses (DD Form 1351-3) will be used for listing the actual expenses, and will be submitted in support of the claim for reimbursement.

★3. RECEIPTS

- a. Receipts Required. Receipts shall be required for lodging, regardless of amount, and any individual meal when the cost is over \$25, excluding tips. The provisions of pars. C4608-3a and C4552-2s covering double occupancy and missing receipts apply to this Part.
- b. Exception to Receipts and/or Itemization Requirement. When reimbursement for meals and incidental expenses are limited to 100 percent of the applicable M&IE rate (as prescribed in par. C4603-1b(2)), receipts and/or itemization of meals and incidental expenses as provided in subpars. 2 and 3 are not required.

4. ABSENCES. Absences during the actual subsistence expense reimbursement period will be stated, and reimbursement will be subject to the provisions of par. C4606.

5. CERTIFICATION. The following certificate will be typed and signed on the expense statement:

"I certify that the itemized amounts are actual and necessary subsistence expenses incurred by me in the performance of official travel for which I have been reimbursed."

C4606 EFFECT OF ABSENCES ON PAYMENT OF ACTUAL EXPENSES

The provisions of par. C4554 applicable to interruptions of per diem entitlements (leave and non-workdays, return to official station for non-workdays, indirect route or interrupted travel, and illness or injury or a personal emergency situation) shall also apply to travel on an actual subsistence basis.

C4607 SITUATIONS REQUIRING REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, the employee may necessarily incur expenses for occasional lodgings and/or meals. The DOD component may approve reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. For travel assignments within CONUS the actual expense allowable for lodging or each meal may not exceed the lodging or individual meal allowance set out in par. C4552-2. For travel assignments outside CONUS the limitations prescribed in par. C4552-3 will apply. In special or unusual circumstances a request may be submitted in accordance with par. C4609 for an authorization or approval of reimbursement for the cost of occasional meals or lodging in an amount not to exceed 150 percent of the appropriate amount prescribed in pars. C4552-2 or -3.

C4608

DOD Civilian Personnel

C4608 COMPUTATION RULES

1. **GENERAL.** When the actual subsistence expenses incurred during any one day are less than the daily amount authorized, the traveler will be reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable by the travel-authorizing or approving official concerned. The maximum amount of reimbursement for actual subsistence expense travel for each calendar day, or fraction thereof, is limited as indicated in subpar. 2 through 11. In no case will the amount authorized or approved be more than

the amount authorized or approved in an actual expense authorization for the area concerned.

2. **INCIDENTAL EXPENSE CEILING.** When Government quarters are available on a post, camp, station, base or depot owned or operated by the United States, reimbursement for incidental expenses will be limited to \$2.00 (\$3.50 outside CONUS). (The \$2.00/\$3.50 limitation does not apply when an employee is quartered in contract quarters off a United States owned or operated installation or when an employee is on temporary duty to a contractor-operated facility.) When such quarters are not available, reimbursement for incidental expenses will be limited to 7 percent of the maximum daily actual expense allowance authorized.

3. LODGING EXPENSES

a. Double Occupancy. If a lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher with the name and employing agency or office of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge shall be allowed for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate. The employee will be required to provide the single room rate.

b. Conventional Lodging. Except as provided for double occupancy in subpar. a., when an employee uses conventional lodging facilities (e.g., hotels, motels, and boarding houses), the allowable lodging expense will be based on the single room rate for the lodging used.

c. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

d. Lodging with Friends or Relatives. When the employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, no amount will be allowed for lodging.

e. Lodging in Nonconventional Facilities. When no conventional lodging facilities are present (e.g., in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (e.g., world's fairs or Olympics), costs of lodging obtained in nonconventional facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In such cases, the traveler must provide an explanation of the circumstances which is acceptable to the order issuing official or designated representative.

f. Reimbursement for Dual Lodgings on a Single Day. When it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calen-

dar day, the lodgings used at or close to 2400 will be used as the lodging cost on that day. The other lodging cost incurred is reimbursable as an allowable travel expense when approved by the travel-directing official (60 Comp. Gen. 630 (1981)).

4. MEALS AVAILABLE UNDER SPECIAL ARRANGEMENTS. When an employee is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a Uniformed Service and any organization institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals will be limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three such meals per day.

5. AVERAGING EXPENSES. In determining the daily amount of expense items which do not accrue on a daily basis, such as laundry, dry cleaning, pressing, and hotel maid tips, such expenses may be averaged over the number of days the employee is entitled to actual expense allowances during the entire temporary duty trip. In connection with lodging and lodging related expenses, the expenses will be considered as pertaining to the day on which the charges commenced; e.g., if the charges are computed on the basis of from 1000 on one day to 1000 on the second day, the charge will be considered as commencing and applicable to the first day even though not actually occupied on that day. If subsistence expenses for 1 day are less than the daily limiting amount and another day exceed the daily limiting amount, the expenses will not be averaged. Each calendar day must be considered separately. If, however, the traveler pays for more than 1 day's subsistence expense at one time (for example, a hotel bill paid weekly, or at the end of occupancy), the amount applicable to each day will be listed separately.

6. MEALS AND LODGING PROVIDED WITHOUT COST. On any day that meals and lodgings are provided without cost to an employee incident to a temporary duty assignment, the employee will be paid a per diem of \$2.00 (\$3.50

C4610**DOD Civilian Personnel**

the amount to which the reimbursement should be limited. When such conditions are not known in advance, similar action may be taken and approval may be granted after the travel is performed. Every effort will be made to ensure uniformity of allowances between members of the Uniformed Services and civilian employees, when traveling together or to the same place, when warranted by similarity of the incidents of travel and temporary duty. Requests for such allowances will be accompanied by a full statement of the facts in the case, the Department of Defense components involved, the number of employees involved, and the reasons why it is believed that normal per diem allowances will not suffice. Requests shall be submitted in accordance with par. C4612.

C4610 WHO MAY AUTHORIZE OR APPROVE

1. **GENERAL.** Except for the officials referred to in subpar. 2, actual expense allowances, when appropriate, will be authorized or approved by an Actual Expense Authorization issued by the Per Diem, Travel and Transportation Allowance Committee.
2. **EXCEPTIONS.** The following officials may authorize or approve the use of actual expense allowances for their own personal travel whenever, in their opinion, they consider it necessary and proper under this Part:

The Secretary, Deputy Secretary, Under Secretaries and Deputy Under Secretaries, and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The Assistant to the Secretary of Defense (Senior Speechwriter)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 The Director of Defense Advanced Research Projects Agency

The Director of Defense Contract Audit Agency
 Director or Deputy Director, Defense Civil Preparedness Agency
 President, Uniformed Services University of the Health Sciences
 Advisor to the Secretary of Defense on NATO Affairs

The provisions of pars. C4609, C4611, C4612, and C4613 are not applicable to the cases covered by this subparagraph.

C4611 MANNER OF AUTHORIZATION OR APPROVAL

Actual expenses may be authorized before travel commences or approved after travel has been performed. When authorized in advance of the travel, the allowance of actual subsistence expense for a specific travel assignment will be stated in the travel orders showing the amount per calendar day to which reimbursement is limited. They may be authorized for the entire period of a trip including travel time or, when appropriate, per diem or actual expenses may be authorized for different portions of the long trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which actual expense allowances are authorized will be indicated in the Actual Expense Authorization issued by the Per Diem, Travel and Transportation Allowance Committee. Per diem allowance and actual expense allowance will not be authorized or approved for the same period of time.

C4612 CHANNEL FOR SUBMISSION OF REQUESTS

It is the employee's responsibility to request authorization or approval for actual subsistence expense reimbursement when conditions appear to warrant such reimbursement and to furnish appropriate justification to support the request. The office (official) within each of the Department of Defense components having primary jurisdiction over the travel involved shall determine whether a request for actual expense allowances is warranted. Requests should be made at least 10 days prior to

commencement of travel or within 10 days after completion of the travel and shall be addressed to:

Chairman
Per Diem, Travel and Transportation Allowance
Committee
Hoffman Bldg. 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

Request for actual expense allowances will be routed for authorization or approval through the appropriate following office:

1. Army: Civilian Personnel Center, HQDA (ATTN: PECC-FSS), 200 Stoval St., Alexandria, VA 22332;
2. Navy: Director, Office of Civilian Personnel Management, Code 10, 800 No. Quincy Street, Arlington, VA 22203;
3. Marine Corps: Commandant, U.S.M.C., Code MPC, Washington, DC 20380;
4. Air Force: Department of the Air Force, HQ 1100th Resource Management Group (AFDW), ATTN: AC, Washington, DC 20330-6001;
5. Office of the Secretary of Defense, Washington Headquarters Services, DOD Field Activities and Defense Agencies: Director of Budget and Finance, Washington Headquarters Services, Washington, DC 20301.

**C4613 DATA TO BE INCLUDED
IN REQUESTS**

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military;

5. names and title of foreign governmental contacts, if any;
6. names and identity of any other employees of Department of Defense components or members of the Uniformed Services who also will be performing the travel or temporary duty involved;
7. proposed itinerary showing complete identification of places (include county, if known) in or outside CONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice;
10. reasons normal first-class accommodations will not suffice;
11. name and phone number of individual who may be contacted concerning this request.

When data in items 1 through 10 are not available, the request will so state. Each request for approval of an actual expense allowance after travel has been performed will be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Do not submit vouchers or receipts; such documents are to be submitted to the disbursing/finance office.

C4614 COMPUTATIONS

Following are examples of computing allowances when travel is authorized on a per diem and/or actual expense basis.

EXAMPLE 1

ITINERARY

10/1 Depart residence 0800, en route to Grayville, PA
10/2 TDY—Grayville
10/3 Depart Grayville 0900, en route to Liberty, PA
10/4 Depart Liberty 1515; arrive residence 1735

MAXIMUM RATES

Grayville, PA: \$60 standard CONUS rate applies.

Liberty, PA: Employee authorized reimbursement of actual expenses for TDY at Liberty NTE \$126 due to special circumstances.

REIMBURSEMENT

10/1 3/4 Standard CONUS M&IE rate plus lodging cost (Par. C4558-2)	
\$18.75 (3/4 X \$25) plus \$24 lodging cost	\$ 42.75
10/2 Standard CONUS M&IE rate plus lodging cost (Par. C4558-2)	
\$25 plus \$24 lodging cost	\$ 49.00
10/3 Actual Expense (Liberty, PA)	

(Based on employee status and location at 2400)

Grayville	Breakfast	\$ 3.25	
Liberty	Lunch	10.75	
Liberty	Dinner	17.50	
Liberty	Lodging	92.00	
		<u>\$123.50</u>	\$123.50

10/4 Actual expense NTE amount authorized for Liberty, PA (Par. C6408-12c)

Liberty	Breakfast	\$ 8.00	
Liberty	Lunch	15.00	
		<u>\$23.00</u>	\$23.00
	Total Reimbursement.....		\$238.25

EXAMPLE 2**ITINERARY**

9/7 Depart residence 1400, en route to Belle View, CA
 9/8 TDY—Belle View
 9/9 Depart Belle View 1615, en route to Silver Hill, CO
 9/10 TDY—Silver Hill
 9/11 Depart Silver Hill 1100, en route to High Point, CO
 9/12 Depart High Point 0905 via Midland, IL, arrive residence 1545

MAXIMUM RATES

Belle View, CA: Actual expense reimbursement authorized NTE \$90

Silver Hill, CO: Per Diem \$65 (M&IE rate \$25, Maximum Lodging Amount \$40)

High Point, CO: Per Diem \$60 (M&IE rate \$25, Maximum Lodging Amount \$35)

REIMBURSEMENT

9/7 Actual Expense			
Belle View	Dinner	\$10.50	
	Tips to porter	1.75	
	Lodgings	60.00	
	Total	<u>\$72.25</u>	\$ 72.25

9/8 Actual Expense

Belle View	Breakfast	\$ 3.50	
	Lunch	7.50	
	Dinner	18.00	
	Lodgings	60.00	
	Tips to porter	3.00	
	Total	<u>\$92.00</u>	(reduced to \$90 maximum) \$ 90.00

9/9 \$25 (M&IE) plus \$38 (Lodging Cost) NTE \$65 (Par. C4558-2)	\$ 63.00
9/10 \$25 (M&IE) plus \$38 (Lodging Cost) NTE \$65	63.00
9/11 \$25 (M&IE) plus \$32 (Lodging Cost) NTE \$60	57.00
9/12 3/4 of \$25 (M&IE) (Par. C4558-2)	<u>18.75</u>
Total Reimbursement	\$364.00

★ EXAMPLE 3

ITINERARY

- 8/5 Depart residence 0700, en route to Oakton, GA
- 8/6 Depart Oakton 1600, en route to National City, MD
- 8/7 TDY—National City
- 8/8 Depart National City, 1100, en route to Midland, IL
- 8/9 Depart Midland, 1500, arrive residence 1800

MAXIMUM RATES

Oakton, GA: Per diem \$64 (M&IE rate \$25, Maximum Lodging Amount \$39)
 National City, MD: Actual expense reimbursement authorized NTE \$95
 Midland, IL: Per diem \$76 (M&IE rate \$25, Maximum Lodging Amount \$51)

REIMBURSEMENT

8/5 3/4 of \$25 (M&IE) plus \$36 (Lodging Cost) NTE \$64 (Par. C4558-2)	\$ 54.75		
8/6 Actual Expense			
Oakton	Breakfast	\$ 4.00	
Oakton	Lunch	5.75	
National City, MD	Dinner	12.25	
National City, MD	Lodging	<u>60.00</u>	
	Total	<u>\$82.00</u>	\$ 82.00
8/7 Actual Expense			
National City	Breakfast	\$ 5.15	
National City	Lunch	7.30	
National City	Dinner	14.15	
National City	Lodgings	<u>60.00</u>	
	Total	<u>\$86.60</u>	\$ 86.60
8/8 \$25 (M&IE) plus \$46 (Lodging Cost) NTE \$76 (Par. C4558-2)	\$ 71.00		
8/9 3/4 of \$25 (M&IE) (Par. C4558-2)	<u>18.75</u>		
Total Reimbursement	\$313.10		

PART N: ALLOWANCES FOR USE OF PRIVATELY OWNED CONVEYANCE FOR TEMPORARY DUTY TRAVEL

C4650 MILEAGE ALLOWANCES FOR USE OF PRIVATELY OWNED CONVEYANCE

Employees or others rendering service to the Government may be authorized mileage allowance reimbursement for travel by private conveyance when engaged in official business within or outside their official duty stations. Such allowances may be authorized only for the operator of the conveyance.

C4651 MILEAGE ALLOWANCES

1. **PRESCRIBED MILEAGE RATES.** Mileage rates for official travel by privately owned conveyance within and outside the continental United States are as prescribed in subpar. 2. Regardless of the circumstances of the travel, rates other than those prescribed will not be shown in travel orders.

2. CONDITIONS

a. More Advantageous to the Government

★ (1) Mileage Rates For Privately Owned Conveyance. A mileage allowance of \$0.20 a mile is prescribed for the use of a privately owned motorcycle, 21 cents a mile for the use of a privately owned automobile; and \$0.45 a mile for the use of a privately owned airplane in connection with temporary duty travel when such use is authorized or approved as more advantageous to the Government than other modes of transportation.

(2) When Prescribed Mileage Rate Is Inadequate. Generally, the mileage rates prescribed in subpar. (1) are applicable outside as well as within the continental United States. However, if a DOD component determines that these rates are inadequate compensation for use of a privately owned conveyance in a particular area outside the continental United States, the head of the DOD component concerned may submit a request for a higher rate through the Chairman, Per Diem, Travel and Transportation Allowance Committee, Hoffman

Building 1, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300, to the General Services Administration which is vested with the authority to establish a higher rate for the area involved. The request must include a recommended mileage rate not exceeding the statutory maximum rates shown in subpar. (4) and supporting cost data justification as described in subpar. (3).

(3) Cost Data Justification. An analysis of the costs per mile of operating a privately owned conveyance in the particular area involved will include the data listed in the following itemization. Expenses which are reimbursable as separate allowances, such as parking or toll fees, will not be included as cost factors in the analysis. Includable items are:

1. size/type of conveyance to which the cost data applies;
2. fixed operating costs: vehicle depreciation, insurance, taxes, and registration fees;
3. variable operating costs: gasoline, motor oil, maintenance, repairs, and tires;
4. other related cost factors affecting vehicle operating costs which are peculiar to the area involved.

(4) Statutory Maximum Mileage Rates. A higher mileage rate recommended by a DOD component must be within the following statutory maximum rates for use of a:

1. privately owned motorcycle—20 cents per mile,
2. privately owned automobile—25 cents per mile,
3. privately owned airplane—45 cents per mile.

b. Not More Advantageous to the Government

★ (1) General. Except as provided in subpar. (2), when temporary duty travel is performed by privately owned conveyance and travel by such mode is

determined not to be more advantageous to the Government, mileage reimbursement will be subject to the limitation of expense to the Government, as provided in par. C2152, not to exceed \$0.20 a mile for a motorcycle; 21 cents per mile for an automobile and \$0.45 for an airplane.

(2) Privately Owned Automobile in Lieu of Government-Furnished Automobile

(a) Reimbursement Based on Government Costs. Based upon average rental rates which agencies pay for GSA motor pool automobiles, it has been determined that the average mileage cost for use of a Government-furnished automobile for travel in the continental United States is \$0.18. Therefore, the mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be most advantageous to the Government will be \$0.18. Exceptions to the above limitation may be authorized if the Department of Defense component concerned determines that, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than \$0.18. In such instances, the Department of Defense component may allow reimbursement at such higher rate within the rate stated in subpar. 2a(1) for advantageous use that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. In addition to mileage for the authorized distance allowed, the employee may be reimbursed for expenses authorized under par. C4654 which would have been incurred if a Government-furnished vehicle had been used.

(b) Partial Reimbursement When Government Automobile Is Available. When an employee requests that he be permitted to use a privately owned automobile for temporary duty travel under the provisions of par. C2158, even though a Government-furnished automobile is available, mileage reimbursement will be at the rate of 9.5 cents a mile in or outside the United States. The mileage rate prescribed herein represents the approximate additional cost (excluding fixed costs) incurred by Government agencies for operating a Government-furnished automobile already in their possession.

(c) Reimbursement When Transportation in a Government-Furnished Automobile as Passenger or Driver Is Available. When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other

employees, but uses his privately owned conveyance instead, the employee is not entitled to any reimbursement for use of the privately owned conveyance if the Government-furnished automobile made the trip without him (21 Comp. Gen. 116). If the Government-furnished automobile did not make the trip, the employee is entitled to reimbursement as prescribed for the circumstances concerned in par. C2158-1.

C4652 PARKING FEES

1. GENERAL. Employees will be reimbursed, as provided in this paragraph, for necessary parking fees incurred as a transportation expense in the use of a privately owned automobile or a Government-furnished vehicle in the conduct of official business.

2. PRIVATELY OWNED AUTOMOBILES

a. Fees at Carrier Terminals. A parking fee at a common carrier terminal or other parking area from which an employee departs on official business and to which he returns may be reimbursed for the period between departure and return when the privately owned automobile is used for transportation from and return to employee's place of abode or place of business, provided the parking fee plus allowable mileage to and from the terminal does not exceed the cost of taxi fares to and from the terminal as provided in par. C4701.

b. Determined To Be Advantageous to Government. When the use of privately owned automobile is determined to be advantageous to the Government, the actual costs of necessary parking will be reimbursed unless the travel order or other administrative determination restricts such allowance. When official travel is performed on the basis of verbal travel orders, parking fees are reimbursable upon approval of the claim by an official authorized to approve travel claims. Reimbursement will not be made for parking fees incurred outside official duty hours unless the official necessity therefor is explained and specifically approved on the voucher or authorized in the travel order. Parking fees will not be allowed in connection with permanent duty travel.

3. GOVERNMENT-FURNISHED VEHICLES. The cost of necessary parking fees, incurred while driving a Government-furnished vehicle in the conduct of official business, will be reimbursable. Parking

Travel of Employees

fees for which reimbursement is authorized include, but are not limited to:

1. parking fees in private facilities, if street parking (including meter) or other free parking is not available;
2. parking fees (including meter fees) in a municipally owned off-the-street parking facility, if street parking (including meter or other free parking) is not available within a reasonable distance from place of business;
3. parking meter fee incident to parking a Government-furnished vehicle on a public street.

C4653 LOCAL TRAVEL

1. GENERAL. A mileage allowance of \$0.20 a mile is prescribed for the use of a privately owned motorcycle and 21 cents a mile for the use of a privately owned automobile for travel within or in the immediate vicinity of an employee's permanent duty station when such use of a vehicle is determined as more advantageous to the Government than other modes. Authorization or approval and method of reimbursement for such travel will be in accordance with applicable regulations of the separate departments.

2. TRAVEL BY SAN ANTONIO REAL PROPERTY MAINTENANCE AGENCY (SARPMA) EMPLOYEES. Mileage reimbursement is not authorized for travel by privately owned vehicle by SARPMA employees between their residences and designated work sites within and in the immediate vicinity of San Antonio, Texas. Mileage reimbursement for travel by privately owned vehicle between the designated work sites, when authorized or approved as more advantageous to the Government than other modes, will be at the applicable rate prescribed in subpar. 1.

C4654 OTHER ALLOWABLE COSTS

In addition to mileage allowance, ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to the performance of official business only) are allowable. Travel orders may include an administrative restriction precluding or limiting such amounts (32 Comp. Gen. 438; 35 Comp. Gen. 92). These allowances are not separately reimbursable except when a determination of advantage to the Government is made. Airplane landing, parking, and tiedown fees are also allowable.

C4655 NOT USED

C4656 EMPLOYEES TRAVELING TOGETHER

When two or more employees travel together in the same vehicle, mileage reimbursement for travel by privately owned conveyance may be paid only to the employee responsible for payment of the operating expenses thereof. However, no deduction will be made from the mileage otherwise payable to the entitled employee by reason of the fact that other passengers, whether or not they are Government employees, travel with him and contribute in defraying operating expenses.

C4657 MILEAGE WHEN PRIVATELY OWNED AUTOMOBILE IS USED FOR TRAVEL TO AND FROM TERMINAL

1. GENERAL. When a privately owned automobile is used in lieu of a taxicab incident to the travel of an employee to or from a terminal, payment on a mileage basis is authorized at the rate of 21 cents per mile in addition to the ferry fares, tolls, and parking fees authorized in par. C4654 for the travel as described in subpar. 2.

2. REIMBURSEMENT ON A MILEAGE BASIS. Mileage for the use of a privately owned automobile will be payable to an employee for the distance the

• vehicle is actually driven incident to delivering the employee to or returning the employee from a terminal from which he departed and/or to which he returned from temporary duty, plus parking fees, ferry fares, road, bridge and/or tunnel tolls actually paid, provided that the total payment does not exceed the cost of the related one-way cab fares between the points involved.

3. PRIVATELY OWNED CONVEYANCE USED TO TRANSPORT OTHER EMPLOYEES BETWEEN RESIDENCE, OFFICE, AND COMMON CARRIER TERMINAL. Reimbursement under subpar. 2 may be made without the taxicab fare limitation when the privately owned conveyance used by the employee for official travel is also used to pick up and transport one or more additional employees traveling between home, office, and common carrier terminals incident to a temporary duty assignment. Employee participation under this provision is voluntary. The names of the additional employees and their employing offices/DOD component will be stated on the travel voucher.

C4658 DETERMINATION OF MILEAGE

1. PRIVATELY OWNED AUTOMOBILE OR MOTORCYCLE. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled will be as determined from odometer readings. Such distances will be used as a basis for reimbursement unless there is a substantial and unexplained deviation from the Official Table of Distances (AR 55-60/AFM 177-135/NAVSO P-2471) (AR 55-61/AFM 177-136/NAVSO P-2472 for distances in foreign countries). Whenever the deviation exceeds 3 percent of the distance shown in the Official Table of Distances or 10 miles, whichever is the greater, an explanation will be required together with the approval of the travel-approving official.

2. PRIVATELY OWNED AIRPLANE. Statute miles shown on airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, will be used to determine mileage for travel by a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual

conditions, the additional mileage may be included on the voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that the airway charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determination.

C4659 ALLOWABLE PER DIEM INCIDENT TO TRAVEL BY PRIVATELY OWNED CONVEYANCE

1. USE OF PRIVATELY OWNED CONVEYANCE ADVANTAGEOUS TO THE GOVERNMENT. When the use of a privately owned conveyance is authorized as advantageous to the Government in connection with temporary duty travel, per diem at the applicable rate will be computed as prescribed in par. C4300-1 in the same manner as for travel by privately owned conveyance on permanent change-of-station travel.

2. USE OF PRIVATELY OWNED CONVEYANCE NOT ADVANTAGEOUS TO THE GOVERNMENT. When a privately owned conveyance is used in connection with temporary duty travel and such use is not considered to be advantageous to the Government, per diem allowance reimbursement will be limited as prescribed in par. C4661-2 except for travel under par. C2158. When a privately owned automobile is used under the conditions set forth in par. C2158, per diem will be reimbursed as prescribed in subpar. 1 and par. C4661.

C4660 ALLOWABLE TRAVEL TIME

When temporary duty travel is performed by privately owned conveyance, travel time will be allowed as follows:

1. actual time necessary to perform the travel when the use of a privately owned conveyance is determined to be advantageous to the Government (see par. C4659-1);
2. constructive scheduled travel time of the common carrier used in computing per diem when temporary duty travel by privately owned conveyance is not determined to be advantageous to the Government, except for travel under par. C2158.

C4661 COMPUTING REIMBURSEMENT FOR PRIVATELY OWNED CONVEYANCE TRAVEL

★1. **ADVANTAGEOUS TO THE GOVERNMENT.** When travel by a privately owned conveyance is advantageous to the Government, reimbursement will be computed at the authorized mileage rate for the authorized highway distance, and per diem will be computed for the actual travel time as provided by par. C4659. Reimbursement for the cost of automobile parking fees, related to the performance of official business only (except those incident to permanent duty travel); ferry fares; and bridge, road, and tunnel tolls will be allowed unless the travel order or other administrative determination restricts their allowance. Unfavorable travel conditions caused by weather, traffic, and impassable roads will not serve as the basis for denying reimbursement under a proper travel order or approved voucher. Reasonable limitations will be observed by administrative officials before approval is given in such cases.

2. **NOT ADVANTAGEOUS TO THE GOVERNMENT**

a. **Limitation.** Whenever a privately owned conveyance is used for official travel as a matter of personal preference in lieu of common carrier transportation, payment for such travel will be made on the basis of the actual travel performed, computed at the mileage rate prescribed in par. C4651 plus the per diem allowable for the actual travel. The total allowable will be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. The provisions of this paragraph do not apply to travel performed under par. C2158 (MS Comp. Gen. B-183480, 4 September 1975).

★ b. **Computation of Mileage and Per Diem.** Mileage allowance will be computed at the authorized rate for the distance between authorized points. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to the performance of official business only) will be added to this amount. The rate of per diem authorized under the travel order will be used for computing per diem.

c. **Computation of Constructive Transportation Cost and Per Diem.** The constructive transportation cost to the Government will be computed on the basis of fares or charges for the most direct, least costly common carrier transportation, as provided by par. C2152, between authorized points. The constructive cost of air transportation includes any Federal tax the Government would pay if a transportation request had been issued. Taxi fares and any excess baggage costs which would have been allowed had the traveler used the carrier upon which the transportation costs are determined will be included. The constructive transportation cost will include the transportation expense for the traveler claiming mileage and, where applicable, the transportation expense for persons performing official travel as passengers in the same conveyance exclusive of military personnel and military personnel dependents.

d. **Comparison.** The total amount of mileage and per diem, computed on the basis of travel by privately owned conveyance under subpar. b, will be compared with the total constructive travel cost including per diem by common carrier, and reimbursement will be made in the lesser amount. Guidance in determining the constructive cost of common carrier is contained in par. C2152.

e. **Passengers.** Civilian passengers accompanying the traveler claiming mileage are not entitled to any reimbursement for mileage. If the employee passenger is eligible for per diem, it will be computed on the basis of a comparison of the total per diem payable for the actual travel performed and the total amount of per diem payable in connection with the constructive travel by appropriate common carrier. Reimbursement will be limited to an amount not in excess of the amount of per diem payable on a constructive travel basis.

EXAMPLE

An employee is authorized temporary duty in Jacksonville, FL, from a permanent duty station in Boston, MA. He elects to travel by privately owned automobile, not advantageous to the Government.

C4662

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Maximum Per Diem Rate (MPDR) for Jacksonville, FL at the time of the TDY assignment was \$71; M&IE rate was \$25 and the maximum lodging amount (MLA) \$46. Actual lodging cost in Jacksonville, FL was \$40.

Total Constructive Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL):

1 Air coach ticket (round trip) (including federal tax on air ticket paid by Government	\$163.27
Taxicab expense at origin and destination point	9.00
Day of Travel to Jacksonville, FL 2/4 of M&IE rate for Jackson- ville, FL plus lodging cost. \$12.50 (2/4 × \$25) plus \$40 lodging cost	\$52.50
Day of Return to Boston, MA 2/4 of M&IE rate for Jackson- ville, FL. \$12.50 (2/4 × \$25)	\$12.50
Total Constructive Cost	<u>\$237.27</u>

Total Cost of Actual Travel by Automobile:

Mileage and Tolls 2325 Miles @ 21 cents per mile (round trip)	\$488.25
Tolls	12.00
Total Transportation Cost	<u>\$500.25</u>

Per diem for travel to Jacksonville, FL

Day of Departure (1st Day) 2/4 of M&IE rate applicable to location of lodging on 1st day plus lodging cost. \$12.50 (2/4 × \$25) plus \$35 lodg- ing cost, (Total NTE MPDR for location of lodging \$65)	\$47.50
Second Day M&IE rate for location of lodging on 2nd day plus lodging cost. \$25 plus \$39 lodging cost (Total NTE MPDR for location of lodging \$70)	\$64.00

Third Day (Day of arrival at Jacksonville, FL) M&IE rate for Jacksonville plus lodging cost) \$25 + 40 lodging cost (Total NTE MPDR for Jacksonville, FL \$71)	\$65.00
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Per Diem for Travel from Jacksonville
to Boston

Day of Departure from Jacksonville, FL (1st Day) M&IE rate applicable to lodging location on 1st day plus lodg- ing cost. \$25 + \$39 lodging cost (Total NTE MPDR for location of lodging \$70)	\$64.00
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Second Day M&IE rate applicable to lodging location on 2nd day plus lodg- ing cost. \$25 + \$35 lodging cost (Total NTE MPDR for location of lodging \$65)	\$60.00
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Third Day (Day of return to perma- nent duty station) 2/4 of M&IE (Same as rate for en route stopover point on 2nd day. \$12.50 (2/4 × \$25)	12.50
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Total Per Diem Cost	<u>\$313.00</u>
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Total Cost of Actual Travel by Automobile	<u>\$813.25</u>
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Since the cost on the basis of the actual travel performed, i.e., mileage and per diem for the actual travel, exceeds the total constructive cost, the total allowable is limited to the total constructive cost of the common carrier transportation, including constructive per diem common carrier. In this example, the total amount due is \$237.27, in addition to per diem payable for the period of temporary duty at Jacksonville, FL. The 10-hour prohibition does not affect the time en route because the combined per diem for travel and temporary duty assignment exceeds 10 hours.

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C4662 RETURN TO PERMANENT DUTY STATION DURING PERIOD OF TEMPORARY DUTY

1. **GENERAL.** Whether an employee is required to return to his permanent duty station on non-workdays occurring during a period of temporary duty at Government expense or authorized to return to his permanent duty station during extended temporary duty at Government expense is a matter to be determined by the official directing travel and stated in the related travel order. No specific authorization is required to be stated in the travel order to permit an employee to return voluntarily to his permanent duty station on nonworkdays or workdays after the close of business subject to a limitation on the payment of per diem.

2. **RETURN TO PERMANENT DUTY STATION DIRECTED DURING NONWORKDAYS.** When temporary duty assignment does not require an employee to remain at a place of temporary duty on nonworkdays (including holidays), officials directing travel may require such employees to return to their permanent duty stations for non-workdays, provided that:

1. the expense for round trip transportation and per diem allowance or actual expense allowance en route is less than the per diem allowance or actual expense allowance that would have been payable had the employee remained at the temporary duty point,
2. availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected,
3. the travel order indicates the employee is required to return to the permanent duty station.

3. **VOLUNTARY RETURN TO PERMANENT DUTY STATION.** When an employee performing temporary duty travel voluntarily and for personal reasons returns on nonworkdays or on workdays after the close of business to the permanent duty station, or place of abode from which the employee commutes daily to the permanent duty station, the maximum reimbursement allowable for the round trip transportation by any mode and per diem, or actual expense allowances en route, will be the per diem or actual expense allowances which

would have been allowable had the employee remained at the temporary duty station. The following examples show per diem and actual expense computations involving voluntary return to permanent duty station:

EXAMPLE 1

Lodgings-Plus Computation of Per Diem

Wed 10/20	departs PDS	1030
Wed 10/20	arrive TDY	1830
Fri 10/22	depart TDY	1700
Fri 10/22	arrive PDS	2300
Sun 10/24	depart PDS	1300
Sun 10/24	arrive TDY	1900
Wed 10/27	depart TDY	1700
Wed 10/27	arrive PDS	2300

Employee's daily lodging cost at the TDY location was \$40, which, when added to the applicable meal and incidental expense rate of \$25, gives the resultant amount of \$65 (does not exceed the \$70 per diem prescribed for the TDY location concerned). Applying the \$65 per diem, which would have been allowable had the employee remained at the temporary duty location, the employee would be entitled to a total per diem of \$195 for Friday, Saturday and Sunday. For voluntary return to the permanent duty station, the employee is entitled to per diem for the day of return to the PDS (4/4 of the M&IE rate), the cost of transportation (mileage or common carrier) from the TDY location to the PDS and return, and per diem for the day of travel to the TDY location (2/4 of the M&IE rate plus the cost of lodging) not to exceed \$195, the per diem entitlement had the employee remained at the TDY location on Friday, Saturday, and Sunday.

Per Diem for day of return to the PDS

on Friday 4/4 of \$25	=	\$25.00
Cost of round trip transportation ...	=	140.00
Per diem for day of travel to TDY location 2/4 of \$25 + \$40	=	52.50
Total	=	\$217.50

Since per diem and cost of transportation (\$217.50) for travel to the PDS and return exceeds the per diem (\$195) that the employee would have been entitled to had he remained at the TDY location, the employee may be reimbursed only \$195.

Using the same example, in a situation where an employee accompanies another employee who is driving his privately owned automobile, and assuming the same conditions apply, the employee driving his POV may be paid his round trip mileage and per diem in the amount of \$217.50. This payment is based on per diem which normally could have been claimed by the accompanying passenger employee had he remained at the TDY station. (Note: It must be borne in mind that the passenger is not entitled to mileage. See par. C4661-2e.) When the employee traveled alone, his maximum

reimbursement, based on the amount of per diem he would have received had he stayed at the temporary duty station, was \$195. If each employee's per diem is taken into account, however, the maximum amount of per diem payable would be \$390. Thus, if the cost of the round trip travel for the two employees is \$140, for example, the complete cost of travel (i.e., per diem and round trip mileage for the driver employee and per diem for the passenger employee) is payable. It will be noted that there is also a saving of \$120 to the Government.

★ EXAMPLE 2

Employee assigned to TDY. His travel orders did not require that he return to headquarters daily. Employee performed voluntary travel to place of abode each workday. Government quarters were not available. No lodging costs were incurred at the TDY station. One-way distance between the permanent and temporary duty station is 45 miles. Employee traveled by POV. Had he remained at the TDY station, the employee would have incurred lodging costs of \$35 per day and would have been entitled to a per diem of \$60 (\$25 + \$35), which is within the maximum rate of \$65 prescribed for the TDY location. \$60 is therefore used as the maximum constructive amount that can be reimbursed for the round trip travel between the TDY and permanent station. To determine the proper amount of per diem payable, a cost comparison may be made as follows:

ITINERARY

Mon	10/15	depart PDS	0615
Mon	10/15	return PDS	1745
Tues	10/16	depart PDS	0615
Tues	10/16	return PDS	1745
Wed	10/17	depart PDS	0615
Wed	10/17	return PDS	1745
Thur	10/18	depart PDS	0615
Thur	10/18	return PDS	1745

PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED

Mon	10/15	2/4 of \$25 (M&IE Rate) (Par. C4558-2)	= \$12.50
Tue	10/16	2/4 of \$25 (M&IE Rate)	= 12.50
Wed	10/17	2/4 of \$25 (M&IE Rate)	= 12.50
Thur	10/18	2/4 of \$25 (M&IE Rate)	= 12.50
Four round trips of 90 miles each @ 21 cents per mile			= <u>75.60</u>
Total Per Diem & Mileage for Actual Travel			\$125.60

CONSTRUCTIVE COST TO THE GOVERNMENT

Mon	10/15	3/4 of \$25 (M&IE Rate) plus \$35 (Lodging cost)	= \$53.75
Tue	10/16	\$25 plus \$35 (Lodging cost)	= 60.00
Wed	10/17	\$25 plus \$35 (Lodging cost)	= 60.00
Thur	10/18	3/4 of \$25 (M&IE Rate)	= 18.75
One round trip of 90 miles @ 21 cents per mile			= <u>18.90</u>
Total Constructive Cost			\$211.40

The employee is entitled to \$125.60 since it is the lesser amount.

★ EXAMPLE 3

Actual Expense Allowance Comparison

Sun 10/7	arrive TDY (Actual Expense Reimbursement Authorized NTE \$70)	1640
Fri 10/12	depart TDY (voluntary return to PDS)	1700
Fri 10/12	arrive PDS	1930
Sun 10/14	depart PDS	1900
Sun 10/14	arrive TDY (same TDY station)	2130
Fri 10/19	depart TDY (TDY completed)	1700
Fri 10/19	arrive PDS	1930

The maximum actual expense allowance payable at the employee's temporary duty station is \$70 a day. This maximum will be used in comparing the actual expenses for the round trip travel and what would have been payable had the employee remained at the temporary duty station. Accordingly (see itinerary), assuming transportation costs plus actual expenses both en route to and from the permanent duty station and while at the temporary duty station on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging) amounted to more than the employee would have received had he stayed at the temporary duty station, reimbursement is limited to \$210, i.e., what he could have been paid had he remained at the temporary duty station. If, however, the actual expenses incurred in connection with the voluntary return travel is less than the maximum payable, the reimbursement will be the lesser amount.

4. RETURN TO PERMANENT DUTY STATION DURING EXTENDED TEMPORARY DUTY

a. General. For the purpose of this paragraph, "extended temporary duty" means directed travel of 3 weeks or more duration. An employee on extended temporary duty may be authorized to return to his permanent duty station periodically on weekends in an official travel status. Reimbursement for transportation and per diem will be on the same basis as temporary duty travel, and is not limited to the expenses otherwise payable had the employee remained at the temporary duty station.

b. Cost Analysis. Prior to authorizing travel under this paragraph, the Department of Defense

component concerned must determine, through a cost analysis, that the costs of periodic weekend return travel are outweighed by savings in terms of increased efficiency and productivity, as well as reduced costs of recruitment resulting from increased retention of employees subject to frequent and extended temporary duty. The cost analysis will be conducted no less frequently than every other year. The analysis should show that the costs of return travel are at least offset by:

1. a reduction in employee separations thus saving both on-the-job and formal training time investments;
2. an increase in employee morale resulting in increased production permitting earlier completion of the temporary duty assignment through saving related per diem costs; and
3. an attraction of better qualified personnel when recruiting, thus reducing training time both informal and on-the-job.

c. Authorized Return. The authorization for return travel as contemplated herein is for those employees whose conditions of employment require regularly recurring and extended travel assignments away from their permanent duty stations, such as an employee assigned to travel on a "regional" or "district" basis. An employee on extended temporary duty may be authorized by the travel approving/directing official to return to his permanent duty station as frequently as every other weekend provided the travel approving/directing official determines that the round trip cost of such travel does not exceed the cost, by a substantial amount, of remaining at the temporary duty station. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. The travel authorized herein constitutes an exception to the policy of scheduling travel during regular hours of duty. Accordingly, the authorized return should be performed outside the employee's regular duty hours or during periods of authorized leave. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling of travel during regular duty hours where necessary (55 Comp. Gen. 1291).

PART O: REIMBURSABLE TRAVEL EXPENSES

C4700 GENERAL

To the extent such expenses are actually incurred, reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items covered in this Part. Each item claimed should be identified on the reimbursement voucher by date, quantity, service, unit, price, or other particular needed for a clear understanding of the charge. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the travel-approving official will constitute authority for payment. Receipts, passenger coupons, or other appropriate evidence, when practical to obtain, will be furnished for:

1. all items of expense in excess of \$25 plus any applicable tax;
2. passenger transportation service procured by cash payment in all cases except for the use of local transit systems, taxicabs, and airport limousine services, when the cost for the use of such services does not exceed \$25 plus any applicable tax;
3. items of expense of \$25 plus any applicable tax or less when specifically required.

Failure to furnish receipts must be fully explained on the reimbursement voucher. Any reimbursable item in excess of \$25 will be denied in its entirety when an employee's voucher is not supported by a receipt or a statement as to why one was not furnished.

C4701 TAXICAB AND AIRPORT LIMOUSINE FARES AND TIPS

1. FARES. The usual taxicab and/or airport limousine fares will be allowed in accordance with Chapter 2, Part C, between the points authorized therein. If available limousine service is not utilized, reimbursement for use of taxicab will not be allowed in excess of the amount which would have been

allowed for combined limousine and taxicab fares unless a statement is furnished by the traveler that the use of such limousine service was impracticable.

2. TIPS. Reimbursement for tips may be allowed in the amount of \$0.15 when the fare is \$1.00 or less, or 15% of the fare when it exceeds \$1.00. If the 15% is not a multiple of 5, it may be increased to the next multiple of 5. An employee who uses transportation furnished without charge by a hotel, motel, or similar facility for travel between a common carrier terminal and such hotel, motel, or similar facility may be reimbursed for tips given to drivers operating such transportation, not to exceed \$0.50 for each one-way trip.

C4702 SPECIAL CONVEYANCES

1. GENERAL. When special conveyances are authorized as provided in Chapter 2, Part C, reimbursement will be allowed as in accordance with this paragraph. When taxicabs are used as a special conveyance (i.e., when they are utilized outside the official duty station for transportation between place of lodging and place of business or between places of business), reimbursement may be made for the actual taxicab fare plus tips as provided in par. C4701.

2. METHOD OF PAYMENT. When the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, garage rent, hanger or boathouse rent, subsistence of operators, or tolls, such expenses will be itemized on the paid bill. The traveler will include the bill with his voucher. When a hired car is used as a special conveyance, reimbursement may be made for necessary parking fees incurred in the conduct of official business. When a personal credit is used for rental of an automobile, the traveler is responsible for the total charge authorized on the agreement at the time the automobile is checked in upon return. A personal credit card cannot be used to charge the rental of an automobile of the

Government. Reimbursement to the traveler for the expenses incurred for a rental automobile, which was authorized or approved for official use, will be made at the time of settlement of the travel claim voucher.

3. TWO OR MORE EMPLOYEES TRAVELING TOGETHER. If two or more employees travel together by means of a special conveyance, each travel voucher will state that fact and the name of the accompanying employee.

4. SPECIAL CONVEYANCE OWNED BY FAMILY MEMBERS OR OTHER GOVERNMENT EMPLOYEES. Charges for the hire of a special conveyance owned by another Government employee or a member of the family of a Government employee will not be allowed in the absence of a satisfactory explanation that the conveyance was not hired because of personal or official relationship. It also will be stated on the expense voucher that other special conveyance were not available and that the

family member is in no way dependent upon the traveler.

C4703 GOVERNMENT CONVEYANCE

1. **GENERAL.** Except as indicated in subpar. 2, expenses of operation of a Government conveyance, such as cost of gasoline, oil, any necessary parking fees, repairs, nonpersonal services, guards, and storage are reimbursable when such expenses are necessary and Government facilities are not available.

2. **USE OF AERO CLUB AIRCRAFT.** When the use of such aircraft is authorized for official duty travel, reimbursement will be the lesser of actual necessary expenses or the cost to the Government for commercial transportation. When a group of two or more travelers are authorized to accomplish official duty travel in Aero Club aircraft, reimbursement to the traveler, who is responsible for the aircraft, will be the lesser of actual necessary expenses or the aggregate equivalent commercial transportation costs to the Government for the group. Other members of the group shall receive no payments for the transportation in the Aero Club aircraft. Necessary expenses incurred include the hourly fee imposed by the Aero Club, fuel charges if not reimbursable by the Aero Club, landing and tie down fees (to include hanging of aircraft under severe weather conditions) charged at en route and destination airports. Per diem is payable to all individuals using this mode of transportation for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used. For authorization of travel by this mode, see par. C2053.

C4704 COMMERCIAL PASSENGER TRANSPORTATION

1. WHEN COST OF COMMERCIAL TRANSPORTATION IS \$100 OR LESS

a. **General.** When the cost of commercial passenger transportation is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash for such transportation or be issued a transportation request in accordance with the provisions contained in subpars. b and c. Cash payment will be made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

b. **Purchasing Transportation.** In purchasing commercial transportation the traveler will be re-

quired to observe the provisions of Chapter 2 governing the use of less than first-class accommodations. When such accommodations are not available or will not fulfill the requirements of the mission, the lowest first-class accommodations by the usual direct route common carrier will be used. Reimbursement will be so limited unless otherwise authorized or approved, including a determination of advantage to the Government, when applicable.

c. **Reimbursement.** Reimbursement will be allowed for the cash purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The claim voucher will show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government his right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

2. **WHEN TRANSPORTATION REQUESTS ARE NOT AVAILABLE.** When transportation requests are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized transportation of dependents. Purchase of accommodations will be subject to the same conditions as those specified in subpar. 1 except that receipts are required. In the event that sleeping-car, parlor-car, or stateroom fares are paid for in cash, coupons or checks therefor will accompany the travel voucher unless it is stated in the voucher that coupons or checks are not given by the company or they have been lost. In such instances, reimbursement will be made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor-car, or sleeping accommodations on trains, or berth on an airplane. If transportation is purchased from personal funds outside the continental United States, reimbursement will be made for the actual cost of transportation, including cost of separate compartment for night railway travel in foreign countries

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where the type of accommodations otherwise available are not similar to those used in the continental United States and/or cost of staterooms for night water travel when extra charge is made therefor.

3. **WHEN TRANSPORTATION REQUESTS ARE AVAILABLE BUT NOT USED AND TRANSPORTATION COSTS EXCEED \$100.** When transportation requests are available but due to conditions beyond the control of the traveler they were not utilized, reimbursement of the actual cost of authorized travel and accommodations is authorized. In all other cases, when transportation requests are available but not used and the cost of commercial transportation purchased by the traveler exceeds \$100, reimbursement will be allowed not to exceed the cost to the Government for authorized transportation and accommodations had a transportation request been used.

4. **STREETCAR AND BUS TRANSPORTATION.** Reimbursement will be allowed when claimed for expenses for transportation by bus or streetcar under the conditions in Chapter 2, Part C. Reimbursement authorized in this paragraph includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the temporary duty station. A statement of the necessity for daily travel involving bus or streetcar will accompany the travel voucher.

C4705 BAGGAGE EXPENSES

1. **EXCESS BAGGAGE.** If transportation of excess baggage is not authorized in the travel order, explanation of the official necessity therefor must be included in the body of, or accompany, the travel voucher. All claims for excess baggage charges for each leg of a trip must be supported by receipts showing the weight or number of pieces and points between which transported. Any item of expense for excess baggage charges will be denied in its entirety when an employee's voucher is not supported by a receipt or a statement as to why one was not obtained. A leg of a trip is considered to be the distance between permanent duty stations, from a permanent to a temporary duty station, from a temporary to a permanent duty station, between temporary duty stations, and from or to a port in the United States. Administrative approval on a travel voucher containing a claim for reimbursement for

shipment of excess baggage will constitute sufficient proof of the necessity therefor.

2. **TRANSFER OF BAGGAGE.** Necessary charges for the transfer of baggage will be allowed, not to exceed the customary local rates. Necessity for the transfer of hand baggage must be explained.

3. **STORAGE OF BAGGAGE.** Charges for storage of baggage will be allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

4. **CHECKING BAGGAGE.** Charges for the checking of baggage will be allowed, not to exceed the customary local rates.

5. **REDCAP AND SKYCAP CHARGES.** Redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler will be allowed for separate reimbursement. When dependents are not authorized per diem while traveling at Government expense, redcap and skycap charges may be allowed for handling their personal baggage when travel is unaccompanied by the sponsor. When dependents are traveling with the sponsor under such circumstances, redcap and skycap charges may be allowed for handling that portion of dependents' personal baggage which cannot be handled by the sponsor.

6. **CHARGES FOR HANDLING GOVERNMENT PROPERTY AT HOTELS/MOTELS.** When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense.

C4706 TELEGRAPH, CABLE, AND RADIO SERVICE

1. **GENERAL.** Expenses incurred for the use of telegraph, cable, and radio services which are necessary in the interest of official business will be allowed as provided in this paragraph.

2. **METHOD AND TIME OF TRANSMISSION.** Government-owned facilities will be used for the dispatch of official telegrams and radiograms, if practicable. If Government-owned means of communication are not available, the cheapest practicable

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class of commercial service will be employed. The time required to transmit and deliver messages, the differences in time between cities, and the probable closing time of offices will be considered in determining the method of communication.

3. **PERSONNEL COMMUNICATIONS.** Communications by telegraph, cable, or radio services used in applying for leave of absence, for an extension of leave, or inquiry as to payment of salary or expense vouchers, and the answers thereto, are considered personal communications. Such messages will not be sent at Government expense or over Government-owned facilities. The fact that official titles may be used in answering such messages does not constitute proof that they are official.

4. **COMMUNICATIONS RESERVING ACCOMMODATIONS**

a. **Carrier Accommodations.** Telegrams sent to reserve airplane, train, or steamer accommodations in connection with official travel will be considered official messages if their necessity is satisfactorily explained.

b. **Hotel Accommodations.** Charges for telegrams sent by the traveler to reserve hotel accommodations will be considered a personal expense and will not be charged to appropriated funds. The mention of hotel reservations in telegrams relating to official travel between administrative officials and/or employees may be considered as merely incidental to the official business involved, and the costs of such telegrams may be considered as reimbursable rather than personal expenses.

5. **OFFICIAL MESSAGES.** Charges for official telegrams, cablegrams, and radiograms will be allowed, provided a statement is furnished indicating the points between which service was rendered, the date, the amount paid for such telegram, cablegram, or radiogram, and that they were necessary for official business.

C4707 TELEPHONE SERVICE

1. **OFFICIAL LOCAL CALLS.** Charges for local telephone calls on official business will be allowed. The reimbursement voucher will show the number of such calls, rate for each call, total amount expended each day, and bear the statement that the calls were on official business.

2. **OFFICIAL LONG-DISTANCE CALLS.** Charges for official long-distance telephone calls will be allowed provided they are certified as necessary in the interest of the Government by an approving officer who has been authorized in writing by the head of the Department of Defense component concerned to so certify (31 U.S. Code 1348(b)). The voucher should show the following for each long-distance call made, except that the points in item 1 may be omitted and stated in confidence to the administrative official if of a classified nature:

1. points between which conversation was held,
2. date the call was made,
3. amount paid for each call,
4. statement that the call was on official business.

Government-owned or leased equipment will be used to the maximum extent practicable for making official long-distance calls.

3. **PERSONAL TELEPHONE CALLS.** Personal calls, calls reserving hotel accommodations, calls applying for leave of absence or extension thereof, or inquiry concerning payment of salary or expense vouchers, and answers thereto, will not be allowed at Government expense. The mention of hotel reservations in telephone calls relating to official travel between administrative officials and/or employees may be considered as merely incidental to the official business involved, and the costs of such calls may be considered as reimbursable rather than personal expense.

C4708 REGISTRATION FEES AND OTHER EXPENSES IN CONNECTION WITH ATTENDANCE AT MEETINGS

1. **GENERAL.** Only those expenses necessary to accomplish the purpose of the attendance may be authorized or approved for reimbursement. Registration fees or similar fees, which are a condition precedent to attendance at such meeting, are reimbursable expenses (26 Comp. Gen. 53). Fees and dues required for membership of officers and employees of the Government in societies and associations are not payable from appropriated funds unless such payment is authorized by specific legislation. This prohibition does not preclude a Federal agency or activity from paying membership fees or dues from

appropriated funds when the membership in a society or an association is determined to be in the interest of the Government and the membership is in the name of the agency or activity and not in the name of an officer or employee (31 Comp. Gen. 398; 33 Comp. Gen. 126). Expenses for entertainment, social events, and other personal items of expense in connection with attendance at meetings are not reimbursable except when they are inseparable from attendance at the functions of the meeting.

2. LUNCHEON AND BANQUET CHARGES. Registration fees for attendance at meetings sponsored by Federal agencies and private organizations which include a charge for luncheons or banquets are considered expenses incident to the performance of official travel whether or not travel is involved (38 Comp. Gen. 134). The luncheon or banquet charge is not to be excluded from the total registration fee if such charge is an integral part of such fee. When a luncheon or banquet cost is a separate item of expense, reimbursement may be allowed if formal business of a conference or meeting is continued through such a meal or full participation in the purpose of a conference or meeting requires attendance at such a meal at which there are scheduled formal discussions, lectures, or speeches and an employee is not free to partake of meals elsewhere without being absent from essential conference or meeting business. If official travel is involved, an appropriate deduction will be made from the per diem as provided in par. C4552-2d and 3e. Reimbursement is not allowed for a separate charge for a meal that is primarily social in nature or an entertainment interlude.

★ **3. WHEN TRAVEL IS INVOLVED.** When travel is involved, reimbursement is allowed for registration fees authorized in the travel order or approved on a travel claim voucher. Claim will be made on a Travel Voucher or Subvoucher (DD Form 1351-2). Authorized per diem allowance will be reduced on the basis of meals furnished without cost in accordance with par. C4552 for each meal included in the registration fee. A statement will be included on the voucher as to whether or not the registration fee includes charges for luncheons or banquets, and if so, the number of meals and the dates on which furnished and the specific meals furnished. When the registration fee includes lodgings without charge, the per diem will be the applicable

M&IE rate prescribed in Appendix E for the locality concerned within the continental United States. Outside the continental United States the per diem rate will be 46% of applicable overseas per diem locality rate for the area.

4. WHEN NO TRAVEL IS INVOLVED. When authorized attendance at meetings or conferences does not involve travel and per diem because the meeting is in the local area and travel order is not issued, Public Voucher for Purchases and Services Other Than Personal (Standard Form 1034) will be used for reimbursement of registration fees. The form will be approved in the same manner as required for reimbursements on DD Form 1351-2. In the event such attendance is authorized on a travel order, reimbursement will be effected on DD Form 1351-2.

C4709 MISCELLANEOUS EXPENSES

1. GENERAL. Reimbursement will be allowed for necessary miscellaneous expenses incurred by a traveler in connection with the transaction of official business. Such expenses include but are not limited to:

1. necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence;
2. clerical assistance;
3. services of guides, interpreters, packers, drivers of vehicles;
4. storage of property used on official business;
5. rental of rooms at a hotel or other place in order to transact official business;
6. fees in connection with issuance of passports and visas for travel outside the continental United States;
7. costs of photographs for passports and visas for travel outside the continental United States;
8. costs of certificates of birth, health, and identity, and of affidavits for travel outside the continental United States;
9. charges for inoculations which cannot be obtained through a Federal dispensary for travel outside the continental United States, but not including any travel expenses which

- may be incurred on obtaining required inoculations;
10. steamer chairs, steamer cushions, and rugs;
 11. commissions for conversion of currency in foreign countries;
 12. charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries, but not including exchange fees incurred in cashing checks or drafts issued in payment of salary;
 13. costs of traveler's checks, money orders, or certified checks purchased in connection with official travel inside or outside the continental United States for the safe transportation of personal funds necessary for normal expenses incurred, provided that the total value of such instruments is not more than the per diem or actual expense allowances and travel expenses administratively estimated for the authorized travel;
 14. cost of airport taxes, landing fees, port taxes, embarkation or debarkation fees, boarding taxes, airport fees or service charges, or other similar mandatory charges or fees assessed against travelers on departure from carrier terminals inside or outside the United States; or arrival at carrier terminals outside the United States.

2. CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES

a. General. Any employee who is officially required to obtain a change of status or renew passports or visas for himself and his dependents will be reimbursed the expense incurred for obtaining a change of status and the expense for issuance or renewal of passports or visas, notwithstanding that actual travel may not occur. Such expenses will not include any fees or charges for legal services even though local laws or custom may require the use of lawyers in processing applications for passports, visas, or changes in status. This authority for reimbursement includes an employee, whether hired locally or transported to the overseas area at Government expense, who is a United States citizen serving under a transportation or renewal agreement and is required to renew his passport and/or those

of his dependents as a result of continued employment in an overseas area. It also includes the type of employee described in subpar. b. Public Voucher for Purchases and Services Other Than Personal (Standard Form 1034) may be used for such reimbursement claims. Supporting authority will be included or attached. The appropriation citation will be that current at the time the expense is incurred. Prior fund citation approval is required.

b. Passport and Visa for Emergency Technical Support Personnel. When an activity is required to have emergency technical support personnel available for official travel on short notice, and such personnel are directed in writing by the responsible commanding officer to maintain current passports or visas in contemplation of such travel, claims for fees paid are allowable whether or not actual future travel is performed.

3. PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES

a. General. Many states require payment of an ownership tax and license fee on a privately owned motor vehicle brought into and used in the state over 30 days. In some states, a Federal employee assigned to temporary duty can apply for an exemption certificate upon first coming into the state.

b. Reimbursement for Charges Paid by Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which he is assigned to temporary duty, charges paid by an employee for privately owned motor vehicle taxes and license fees imposed by state law will be reimbursed if all of the following conditions are met:

1. when the use of a privately owned motor vehicle is authorized as advantageous to the Government in connection with a temporary duty assignment as provided in par. C2151,
2. when the employee's permanent duty station is outside the state in which the temporary duty assignment is performed,
3. when the period of the temporary duty assignment is in excess of the allowable period of time that the employee would be

exempt from state imposed ownership taxes and license fees on a privately owned motor vehicle,

4. when the claim for reimbursement is supported by a receipt or documentation evidencing payment by the employee of charges imposed by the state in which the temporary duty was performed.

4. **CATEGORY Z SURCHARGE.** Reimbursement is authorized for any surcharge levied by an air carrier to upgrade Category Z travelers to full-fare coach accommodations whenever such accommodations are required to make possible adjacent seating and the in-flight conduct of business. Claims for reimbursement will be supported by a statement from the employee concerned that:

1. the employee was traveling with representatives of other U.S. Government agencies, industry representatives or foreign nationals not entitled to use Category Z fares, or with other Department of Defense personnel and that;
2. upgrading to full-fare status was necessary in order to make possible the in-flight conduct of business.

★ 5. **REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

a. Per Diem Computations When Temporary Duty is Curtailed, Cancelled or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging with reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the temporary duty assignment is curtailed, cancelled, or interrupted for official purposes, or for other reasons beyond the employee's control that are acceptable to the DoD component concerned, lodging costs may be calculated and paid as indicated herein or in subpars. b or c (See 59 Comp. Gen. 609 (1980), 59 Comp. Gen. 612 (1980), 60 Comp. Gen. 630 (1981) and cases cited therein).

(1) Travel Assignment Curtailed or Interrupted. When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the employee's control and the employee is unable to

obtain a refund of prepaid rent, expenses incurred for unused lodging may be reimbursed under the conditions in subpars. (2) and (3).

(2) Determination of Reasonableness. The DOD component must determine that the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to temporary duty travel orders. Included in this determination should be a consideration of whether the employee sought to obtain a refund of the prepaid lodging cost or otherwise took steps to minimize the cost once the temporary duty was officially curtailed or interrupted.

(3) Adjusted Calculation and Reimbursement of Lodging Costs. If the DOD component determines that the employee acted reasonably, the unused portion of the prepaid lodging cost may be reimbursed as follows:

1. the daily lodging costs for the period covered by the voucher shall be calculated by dividing the total cost for the rental period by the number of days of actual occupancy and the total of the lodging costs thus calculated plus the appropriate daily amount authorized for meals and incidental expenses may be reimbursed not to exceed the per diem rate authorized in the employee's travel orders for the days that the lodging was occupied;
2. if the authorized per diem rate is insufficient for the days of occupancy, the daily lodging costs calculated in item 1 plus the amount authorized for meals and incidental expenses may be reimbursed on an actual expense basis not to exceed appropriate maximum daily rates authorized or approved under provisions of Part M;
3. the excess amount (if any) of the non-refunded lodging cost not reimbursed under item 2, above, may be paid as a miscellaneous travel expense incident to the travel assignment, if otherwise proper;
4. in instances where the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform temporary duty at another location), allowable subsistence expenses (if any) incurred during the interruption may be

reimbursed separately from those reimbursements outlined in items 1 and 2, above, if otherwise proper, and in conformance with the provisions of this Part.

b. Travel Assignment Canceled. When the employee incurs lodging expenses in reasonable expectation of a travel assignment being completed as ordered or directed, and due to a change in travel orders the travel assignment is canceled prior to its commencement, the prepaid lodging expenses may be reimbursed as a miscellaneous travel expense provided the amounts are reasonable and the conditions in subpar. (a)(2) are met.

c. Forfeited Rental Deposits. If, in situations described in subpars. a and b, above, the employee was required by the terms of a lease or rental agreement to pay a rental deposit and all or part of the deposit is forfeited to cover unpaid lodging costs, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense provided the conditions in subpar. (a)(2), above, are

met. Reimbursement for deposits forfeited for damages to lodging accommodations shall not be allowed.

Effective 1 April 1986

C4710 **REIMBURSEMENT OF
PREPARATORY TRAVEL
EXPENSES WHEN ORDERS
ARE CANCELLED, MODIFIED
OR REVOKED**

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa fees, and communications services, etc.) reasonably incurred pursuant to travel orders prior to such orders being cancelled, modified, or revoked are reimbursable to the same extent that such expenses would have been reimbursed if the travel had been completed provided that a refund of such expenses is not obtainable and that the travel orders were cancelled, modified or revoked for the benefit of the Government or because of conditions beyond the control of the employee.

*B
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file Relocation
PCS*

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	SECRETARY
	ADMIN
	HUMAN RESOURCES DIV
	MILITARY PERSONNEL DIV
	CIVILIAN PERSONNEL DIV
	PLANS & PROFICIENCY DIV
	EQUAL EMPLOYMENT OPP DIV

UNCLAS
SUBJECT: CIVILIAN PERSONNEL ADVISORY

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE ANSWERS TO SOME QUESTIONS WHICH HAVE BEEN RECEIVED RECENTLY CONCERNING A NUMBER OF ISSUES RELATING TO TRAVEL AND TRANSPORTATION.
2. REAL ESTATE EXPENSES IN CONNECTION WITH RETURN FROM OVERSEAS. TO DATE THE GENERAL SERVICES ADMINISTRATION (GSA) HAS PROVIDED NO INFORMATION CONCERNING THE NEW REAL ESTATE ENTITLEMENT FOR EMPLOYEES WHO RETURN FROM AN OVERSEA AREA TO A U.S. DUTY STATION OTHER THAN THE ONE FROM WHICH THEY DEPARTED OVERSEAS. FURTHER INFORMATION ON THIS SUBJECT WILL BE DISSEMINATED WHEN IT IS ISSUED BY GSA.
3. PROVIDING INFORMATION TO EMPLOYEES PREPARING TO TRAVEL. ALL ADDRESSEES ARE ASKED TO BE CERTAIN THAT CORRECT INFORMATION IS PROVIDED TO EMPLOYEES WHEN THEY SEEK ASSISTANCE OF ANY KIND FROM THE SERVICING CIVILIAN PERSONNEL OFFICE. WE ARE ESPECIALLY CONCERNED

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ABOUT THE MISINFORMATION WHICH IS OCCASIONALLY GIVEN CONCERNING OVERSEAS ALLOWANCES AND PCS ENTITLEMENTS AND THE IMPACT SUCH MISTAKES CAN HAVE ON THE LIVES OF THE EMPLOYEES WHO MAY RECEIVE INCORRECT INFORMATION. WE TRUST THAT IN THE FUTURE BETTER EFFORTS WILL BE MADE TO AVOID WHAT COULD PROVE TO BE COSTLY MISTAKES BOTH TO THE ARMY AND TO THE EMPLOYEE CONCERNED.

4. RELOCATION INCOME TAX ALLOWANCE (RITA). EMPLOYEES WHO ARE FILING A CLAIM FOR THE RITA SHOULD BE ADVISED THAT, DEPENDING ON THE TIMING OF THEIR FILING, THEY MAY BE FACED WITH THE PROSPECT OF HAVING TO PAY THE RELOCATION RELATED TAXES OUT OF THEIR POCKET WHILE AWAITING THE AUTHORIZED REIMBURSEMENT. WE HAVE CONTACTED GSA CONCERNING THIS PROBLEM AND HAVE GONE ON RECORD FAVORING RETURNING TO THE PROVISION IN EXISTENCE PRIOR TO THE 1983 LEGISLATION WHICH BROUGHT THE RITA INTO EXISTENCE. PRIOR TO THAT TIME, RELOCATION COSTS WERE NOT REPORTABLE FOR INCOME TAX PURPOSES. AS OF THIS DATE NO LEGISLATIVE PROPOSAL HAS BEEN INITIATED ADDRESSING THIS PROBLEM.

5. AGENCY OPTION TO PAY PCS EXPENSES. THE CHANGES IN PARAGRAPH 04100 OF THE JTR, EFFECTIVE 1 FEB 88, WERE ESTABLISHED TO ALLOW

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MANAGEMENT MORE FLEXIBILITY IN DETERMINING WHEN IT WOULD AND WOULD NOT PAY PCS EXPENSES. THE PRINCIPAL CONCERN IS THAT A MANAGER

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DETERMINE AS SOON AS POSSIBLE IF SUCH EXPENSES ARE GOING TO BE PAID AND THEN PROVIDE THAT INFORMATION TO ALL APPLICANTS FOR A POSITION WELL IN ADVANCE OF THE FINAL SELECTION PROCESS. THE OBJECT IS TO MAKE SURE THAT APPLICANTS ARE AWARE AT THE TIME THEY APPLY IF SUCH EXPENSES WILL BE PAID. IF THE INFORMATION IS NOT AVAILABLE AT THE TIME OF APPLICATION IT IS ACCEPTABLE TO INFORM ALL APPLICANTS PRIOR TO INTERVIEWS THAT PCS EXPENSES WILL NOT BE PAID AND PERMIT ALL WHO SO DESIRE TO WITHDRAW THEIR APPLICATIONS. THIS MUST BE DONE IN WRITING AND THOSE APPLICANTS WHO WISH TO CONTINUE TO BE CONSIDERED FOR THE POSITION SHOULD INDICATE IN WRITING THAT THEY UNDERSTAND THAT NO PCS EXPENSES WILL BE PAID AND THAT THEY ARE WILLING TO ACCEPT THE POSITION UNDER THOSE CONDITIONS. IT IS NOT ACCEPTABLE TO INFORM AN EMPLOYEE AFTER SELECTION THAT NO PCS EXPENSES WILL BE PAID AND ACCEPT THAT EMPLOYEE'S WORD THAT NO CLAIM WILL BE FILED FOR SUCH EXPENSES AT A LATER DATE.

6. CLARIFICATION OF TERMS. WE REGRET ANY CONFUSION CAUSED BY THE USE OF THE TERMS RELOCATION EXPENSES AND RELOCATION SERVICES IN THE REVISED PARAGRAPH CITED ABOVE. RELOCATION EXPENSES ARE PCS RELATED EXPENSES. RELOCATION SERVICES ARE THOSE SERVICES AVAILABLE UNDER THE DA RELOCATION SERVICES CONTRACT WITH THE HOMEQUITY COMPANY.

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7. PCS ARE MARK ELLICOTT AND DON COCHRAN, AV 221-2228.

BT

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BT
UNCLAS
SUBJECT: REVISION OF PARA. C4100 JTR VOL. 2

1. THE PER DIEM COMMITTEE HAS APPROVED A REVISION OF PARA. C4100
JTR. VOL. 2 WHICH INCLUDES A LIMITATION ON GOVERNMENT SPONSERED PCS
MOVES, TO NOT MORE THAN ONE IN ANY 12 MONTH PERIOD. THE PROPOSAL IS
CURRENTLY BEING STAFFED BY THE DOD WITH APPROPRIATE UNIONS PRIOR TO
INCLUSION IN THE JTR.

2. POC FOR THIS MESSAGE IS MR. ELLICOTT AUTOVON 221-9337.

BT
#3422

AVI	DCSPER DISTRIBUTION	INFO
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	CIVILIAN PERSONNEL DIV	
	PLANS & LOGISTICS DIV	
	EQUAL EMPLOYMENT OPP DIV	

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Handwritten signature: Ellis

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