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CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART A: INVITATION TO TRAVEL

Effective 1 July 1988

**C6000 WHEN AND TO WHOM
APPLICABLE**

- ★ Invitational travel is the term applied to travel which may be authorized (under 5 U.S.C. 5703) for individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense. Travel allowances authorized for such persons are limited to those normally authorized for employees in connection with temporary duty. Invitational travel may be authorized in cases such as when:
1. it is considered in the interest of a department to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;
 2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a Department of Defense operation or program;
 - ★ 3. an individual, singly or as part of a group, confers on an official Department of Defense matter with Department of Defense officials and thereby performs a direct service to the Department of Defense, such as providing advice or guidance. (Invitational Travel Orders are not authorized for individuals merely to attend a meeting or conference, even if hosted by the Department of Defense component concerned on a matter related to the component's official business (see 55 Comp. Gen. 750));
 4. attendance of an individual at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134)(see par. C6001, item 4, concerning restrictions on travel and transportation for dependents and relatives of award recipients);
 5. an individual is an attendant for a handicapped employee or member of the Uniformed Services who is to be given an

Office of Personnel Management award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony if no attendant accompanied him (55 Comp. Gen. 800);

6. attendance of an individual is for the purpose of serving as a sponsor or in a similar official ceremony which is directly related to Department of Defense interests;
7. an individual has been selected as a member of the Executive Reserve under governing regulations relating to Executive Reserve training;
8. an individual is authorized preemployment interview travel under par. C6200;
9. travel is by individuals serving without compensation on Boards of Visitors as provided for in governing regulations of the separate departments consistent with statutory authority;
10. it is determined by the appropriate Department of Defense component to be in the best interest of the Department of Defense, travel of representatives and employees of contractors under contracts with the Department of Defense, including contractor technicians and field service representatives, with orders containing appropriate accounting classification and approval of the administrative contracting officer provided that the travel involved is not the financial responsibility of the contractor;
11. a witness is called to testify in administrative proceedings directed against a civilian employee or member of the Uniformed Services in adverse action type cases, whether on behalf of the Government or on behalf of the civilian employee or member of the Uniformed Services concerned, provided that the presiding hearing officer determines that the employee or member reasonably can show that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness will not adequately accomplish the same objective;

C6001**DOD Civilian Personnel**

12. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. 832;
13. attendance as a complainant at an administrative hearing when the complaint related to the Federal employment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at his own expense (MS Comp. Gen. B-180469, 28 Feb 1974);
14. when an individual is an attendant for a handicapped employee on an official travel assignment and it has been determined that the handicapped employee is incapable of traveling alone (56 Comp. Gen. 661).

C6001 RESTRICTIONS

Invitational travel at Government expense will not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. C6000, item 10);
3. dependents and/or movement of household goods or other property of individuals for whom invitational travel orders are issued;
4. dependents and relatives of award recipients to attend awards ceremonies except attendants for handicapped employees or handicapped members of the Uniformed Services as authorized in par. C6000, item 5 (54 Comp. Gen. 1054 and 55 Comp. Gen. 1332);
5. Federal Government employees or members of the Uniformed Services (these individuals are given regular temporary duty orders).

C6002 ALLOWANCE EXPENSE

1. GENERAL. Invitational travel orders will provide for travel and transportation of an in-

dividual from place of business or home to place where services are required and returned to point of origin.

2. **MODES OF TRANSPORTATION.** Authorization of modes of transportation routing and accommodations will be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

★3. **PER DIEM, ACTUAL EXPENSE, AND MILEAGE ALLOWANCES.** Per diem, actual expense, and mileage allowances while traveling and at the place services or interview is required will be in accordance with the applicable provisions in par. C4552-4 and Chapter 4, Part N. This paragraph does not apply to a nonemployee civilian traveling under invitational travel orders as an attendant to a member of the Uniformed Services, members' dependents, or members on the temporary disability retired list (see JFTR, Volume 1, pars. U7251-D4, U7252-B4, and U7553).

4. **SHIP SPONSORS.** Travel expenses incurred by ship sponsors will be included as expenses of launching ceremonies which will be borne by the building shipyard as part of the construction costs as provided in the instructions contained in the Navy Comptroller Manual, par. 035384.

5. **PERSONS NOT IN GOVERNMENT EMPLOY TRAVELING INCIDENT TO BEING CALLED AS A WITNESS AT A MILITARY COURT-MARTIAL.** A person not in the Government employ, when called as a witness before a military court-martial (except those called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. 832; see par. C6000, item 12), will be entitled to travel and transportation allowances in accordance with administrative regulations of Services concerned.

6. **PARTICIPANTS IN THE ANNUAL NATIONAL MATCHES SPONSORED BY THE NATIONAL BOARD FOR THE PROMOTION**

Travel Under Special Circumstances**C6003**

OF RIFLE PRACTICE UNDER TITLE 10 U.S. CODE 4312. Title 10 U.S. Code Section 4313 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the national matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are prescribed by AR 920-30. The invitational travel orders also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances will be set by the director for civilian marksmanship and stated in the invitational travel orders issued to each competitor.

C6003 INVITATIONAL TRAVEL ORDER

The sample format contained herein may be used as a guide in the preparation of an invitational travel order in all Services except the Department of the Navy, where Invitational Travel Order (NAVSO Form 4650/10) is used. The use of the sample format is not mandatory. When travel involves reimbursement on an actual expense basis or travel outside continental United States, the wording of the same format should be changed accordingly.

SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER

NAME _____ TRAVEL ORDER NUMBER _____
 ADDRESS _____ DATE APPROVED _____

You are invited to proceed from _____
 in sufficient time to arrive at _____ by _____
 for the purpose of _____
 for approximately _____ days. Upon completion of the mission you will return to the
 point of origin.

Travel by rail, commercial or military aircraft, bus, and privately owned automobile is authorized. You are advised that the Department of Defense policy requires that in using regularly scheduled air transportation, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

If practicable, you will be provided a Government transportation request to exchange for carrier tickets. If a transportation request is not used and travel is performed by common carrier at personal expense, reimbursement for the cost of transportation will be limited to:

- a. the least costly regularly scheduled air service between the points involved, or the lowest cost class of accommodations available at the time reservations were made;
- b. the cost of the rail fare and a lower berth, or the lowest first-class rail accommodation available at the time reservations were made;
- c. actual cost of commercial bus fare.

If you travel by privately owned automobile, reimbursement will be authorized at the rate of 20.5 cents per mile, plus the cost of necessary parking fees, bridge, ferry, and other highway tolls incurred while in travel status under this travel order. The total reimbursement will be limited to the cost of travel by the usual mode of common carrier, including per diem. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$25.

Normally, you will be entitled to a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and performing the mission within the continental United States, you will be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the maximum amount prescribed in the JTR, Vol. 2, Appendix E for the locality concerned. If the resulting amount is more than the maximum per diem rate prescribed in Appendix E, then only the maximum per diem rate will be authorized. Receipts are required for lodging. The per diem allowance for travel overseas is based on rates established by the Department of State or by the Department of Defense. Accordingly, you will be authorized the amount specified for the particular overseas area involved.

An actual expense allowance may be authorized or approved by the Per Diem, Travel and Transportation Allowance Committee when, because of the unusual nature of the conditions encountered on the

assignment, the actual and necessary meal and lodging costs exceed the maximum per diem allowance by 10% or more, or when you have no alternative but to incur lodging costs which absorb all or nearly all of the maximum per diem allowance. The allowance covers the same type of expenses normally covered by the per diem allowance. You will be reimbursed for the actual expenses incurred, but not to exceed the maximum amount prescribed for the locality concerned. The expenses may include lodgings; meals; fees and tips to waiters, bellboys, maids, porters, personal laundry, pressing, and drycleaning; local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. For travel within the continental United States, the maximum actual expense allowance payable under unusual circumstances is 150 percent of the applicable maximum per diem rate (rounded to the next higher dollar) prescribed in the JTR, Vol. 2, Appendix E for the locality concerned. For travel outside the continental United States, the actual expense allowance is 150 percent of the applicable per diem rate prescribed in the JTR, Vol. 2, Appendix A for the area involved or the applicable per diem plus \$50, whichever is greater. Itemization of your expenses and receipts for lodging are required.

Address any inquiries regarding this travel order to _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to _____

PART B: DEATH CASES, ALLOWABLE EXPENSES

★ C6050 GENERAL

Authority is provided under this Part for payment of expenses incurred for:

1. the preparation and transportation of the remains of an employee who dies (a) while traveling on official business or on a temporary duty assignment within or outside the continental United States, (b) while assigned at a permanent duty station outside the 50 states and the District of Columbia or traveling to or from such station (for employees stationed in Alaska or Hawaii see par. C6059-2);
2. transportation of the remains of a dependent who dies while residing at an employee's permanent duty station outside the continental United States or while traveling to or from such station;
3. transportation of the surviving dependents and household goods of a deceased employee assigned to a duty station outside the 50 states and District of Columbia (for employees stationed in Alaska and Hawaii see par. C6059-2).

Effective 10 July 1985

The provisions of this Part apply to employees serving under a transportation agreement as well as employees serving without a transportation agreement, including locally hired employees at an overseas duty station.

C6051 RESPONSIBILITY

The commander, or his designated representative, having jurisdiction over the activity where a decedent was employed or the area in which death occurs, will be responsible for:

1. informing the decedent's next of kin or legal representative of the provisions of this Part;
2. rendering every reasonable assistance in arranging for preparation and transportation of the remains of the decedent when death occurs during travel status, temporary duty assignment, or at an official station out-

side the 50 states and the District of Columbia; and

3. providing necessary assistance for the return of the decedent's dependents and household goods to the actual place of residence when the decedent's official station was outside the continental United States.

The regulations of the separate departments apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while the employee was actually performing official duty, the expenses for preparation and transportation of the remains are properly payable under the provisions of regulations issued by the Secretary of Labor under authority contained in 5 U.S. Code 8134.

C6053 DEATH DURING PERIOD OF ABSENCE FROM DUTY

The provisions of this Part also apply when an employee dies while temporarily away from his temporary duty station or official station outside the 50 states and the District of Columbia (during a period of travel within or outside the 50 states and the District of Columbia or while stationed outside the 50 states and the District of Columbia). If the temporary absence from a temporary duty station occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the temporary duty station. If the temporary absence from an official duty station outside the 50 states and the District of Columbia occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the official station. If the employee was on reemployment leave at the time of his death, his dependents may return to the

overseas duty station under the employee's original renewal agreement travel orders to settle personal affairs before returning under the authority of this Part to the actual place of residence specified in the employee's transportation agreement (34 Comp. Gen. 538).

C6054 PREPARATION OF EMPLOYEE REMAINS

The amount allowed for preparing the remains of an employee who dies while traveling on official business or during a temporary duty assignment within the continental United States is limited to \$250. When death occurs while an employee is traveling on official business or during a temporary duty assignment outside the continental United States, or while at his official station outside the 50 states and the District of Columbia, actual costs for preparation of the remains of the employee will be allowed. The allowable costs for preparation of employee's remains are as follows:

1. costs of embalming or cremation,
2. necessary clothing,
3. casket or container suitable for shipment to place of interment, and
4. expenses necessarily incurred in complying with local laws at the port of entry in the 50 States and the District of Columbia applicable to the preparation of remains for transportation and burial.

C6055 PREPARATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with an employee stationed outside the continental United States or while in transit thereto or therefrom, the activity concerned may furnish mortuary services and supplies on a reimbursable basis when:

1. local commercial mortuary facilities and supplies are not available; or
2. in the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph will be

collected and credited to current appropriations available for the payment of these costs.

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

1. DEATH DURING TRAVEL STATUS OR TEMPORARY DUTY WITHIN THE 50 STATES AND THE DISTRICT OF COLUMBIA. Transportation of remains is authorized to the decedent's place of actual residence, official station, or place of interment. The cost of transportation may not exceed the cost to the place of actual residence or official station, whichever is more distant.

2. DEATH DURING TRAVEL STATUS, OR WHILE ON TEMPORARY DUTY OR STATIONED OUTSIDE THE 50 STATES AND THE DISTRICT OF COLUMBIA. Transportation of the remains is authorized to the decedent's actual place of residence, official station, or place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of residence, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with the employee stationed outside the continental United States or while in transit thereto or therefrom, transportation of the dependent's remains is authorized to the employee's place of actual residence, official station, or to a place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of actual residence, whichever is more distant.

C6058 ALLOWABLE COSTS FOR TRANSPORTATION OF EMPLOYEE OR DEPENDENT REMAINS

1. BY COMMON CARRIER. The allowable costs for transportation of remains by common carrier include the costs of:

1. movement from place of death to mortuary,
2. shipping permits,

Travel Under Special Circumstances**C6060**

3. outside case for shipment of remains (including the sealing of the shipping case when necessary),
4. removal to common carrier,
5. transportation of the remains by common carrier, and
6. one removal from the common carrier.

2. **BY HEARSE OR MEANS OTHER THAN COMMON CARRIER.** Charges for transportation of remains overland by hearse or means other than common carrier will not exceed the cost of common carrier transportation. Reimbursable costs include the cost of hearse or means other than common carrier plus ferry fares, bridge tolls, and similar charges. An allowance for an outside shipping case is not authorized for this conveyance.

C6059 TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD GOODS**1. WHILE STATIONED OUTSIDE THE CONTINENTAL UNITED STATES**

a. **General.** The cost of return transportation of the dependents, baggage, and household goods of the decedent and his dependents will be allowed when an employee dies while he is stationed at a post outside the continental United States or while he is in transit to or from such post. Such cost will be allowed even though the remains of the decedent are not shipped from the overseas area. Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and household goods from the post of duty by the most direct route to the decedent's place of actual residence or to any other place in the 50 states and the District of Columbia not more distant than the actual place of residence, as the commander concerned or his designated representative may specify.

b. **Time Limitation.** Travel of the dependents and shipment of household goods must be undertaken within 1 year from the date of death of the employee, except that an extension of the time for shipment of household goods may be granted by the commander concerned or his designated representative of requested prior to the expiration of the 1-year limit.

c. **Transportation of Dependents.** Except for the limitation imposed in subpar. b, transportation

for dependents under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from overseas duty.

d. **Transportation of Household Goods.** Except for the limitation imposed in subpar. b, transportation for household goods under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for the household goods of an employee eligible for separation travel and transportation from overseas duty.

2. **WHILE STATIONED IN ALASKA OR HAWAII.** When an employee stationed in Alaska or Hawaii dies, his dependents and household goods may be returned to his actual place of residence in the continental United States (40 Comp. Gen. 196). There is no authority for paying the costs of preparing and transporting the remains of a deceased employee who dies while stationed in Alaska or Hawaii (who was not in a travel status at time of death) to his place of actual residence or place of interment in the continental United States.

3. **WHILE STATIONED IN THE CONTINENTAL UNITED STATES.** When an employee stationed in the continental United States dies while on temporary duty, transportation expenses may not be authorized for his dependents or household goods. The deceased employee's baggage at the temporary duty point will be transported at Government expense to his official station or place of actual residence.

C6060 TRANSPORTATION OF BAGGAGE

The allowable cost for transportation of personal baggage other than household goods will include the expenses actually and necessarily incurred in transporting personal baggage as prescribed in Chapter 2. Expenses in connection with the transportation of baggage by a privately owned conveyance which would not have been incurred if the baggage had been transported by common carrier will not be allowed. Reimbursement for loss or damage to baggage during transit will not be allowed, nor will charges for marine and other insurance be allowed.

**C6061 TRANSPORTATION OF A
PRIVATELY OWNED MOTOR
VEHICLE**

Transportation of a privately owned motor vehicle, as provided herein, will be authorized when an employee dies while stationed at a permanent duty station outside the continental United States or while he is in transit to or from such permanent duty station. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the permanent duty station of the employee outside the continental United States to the actual place of residence. In any case when transportation is authorized, a determination must be made that it was in the interest of the Government for the employee to have a privately owned vehicle at the overseas permanent duty station.

C6062 TERMINATION OF PER DIEM

Authorized per diem allowance terminates at the end of the calendar day that an employee dies. Any travel expense advance in excess of earned entitlement is subject to collection.

C6063 ESCORT FOR REMAINS

Travel expenses of an escort for the decedent's remains are not allowable.

C6064 METHODS OF PAYMENT

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement will be supported by receipts. When the remains are transported by common carrier via express service through the use of U.S. Government Bill of Lading (Standard Form 1103), or through the use of the U.S. Government Transportation Request (Standard Form 1169), payment will be made on the appropriate voucher forms.

**C6065 PROHIBITION OF PAYMENT
WHEN OTHER LAWS APPLY**

Payment of allowances provided by this Part will not be made if payment is authorized by any other law of the United States. However, the allowances provided by this Part will not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.

PART C: TRANSPORTATION, MISSING PERSONS CASES

C6100 GENERAL

Transportation at Government expense is authorized for dependents, household goods, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 days or more, interned in a foreign country, or captured by a hostile force, provided such employee:

1. is a citizen or national of the United States or an alien who has been admitted to the United States for permanent residence therein,
2. is not part-time or intermittently employed or in a category of native labor casually hired on an hourly or per diem basis,
3. has residence at or in the vicinity of his place of employment in the United States or in a foreign country and is not living there solely as a result of his employment (5 U.S. Code 5564).

C6101 CONDITIONS

1. **DEPENDENT DEFINED.** For the purpose of this paragraph, the term "dependent" includes a lawful wife and unmarried child under 21 years of age. It includes also a dependent mother, father, or unmarried dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or an individual deter-

mined to be dependent by the head of the department concerned, or subordinate designated by him.

2. **SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS.** Household goods and personal effects, within the allowable weight limits prescribed in Chapter 8, may be shipped at Government expense. In addition, one privately owned motor vehicle may be shipped if such vehicle is located outside continental United States.

3. **TRAVEL AND TRANSPORTATION ALLOWED.** Travel and transportation is allowed to an employee's place of actual residence or such other place as provided therein.

4. **EMPLOYEE IN INJURED STATUS.** When an employee is in an "injured" status, the movement of dependents and household goods and personal effects may be authorized only in those cases where the anticipated period of hospitalization or treatment will be of long duration.

C6102 RESPONSIBILITY

The commander of an activity having jurisdiction over the employee concerned will be responsible for taking necessary action, including making administrative determinations, obtaining approvals as prescribed in applicable regulations of the separate departments, and issuing travel orders.

PART D: CIVILIAN ESCORTS AND ATTENDANTS**C6150 ESCORTS FOR MILITARY DEPENDENTS**

Civilian employees who perform authorized travel under competent orders as escorts for dependents of members of the Uniformed Services who are authorized transportation under authority of par. M7153 will be entitled to round trip transportation and travel allowances provided that the travel is performed not later than 1 year after the member:

1. dies,
2. is missing, or
3. is otherwise unable to accompany his/her dependents.

Travel as an escort will be authorized only when a determination is made by the activity commanding officer or his/her designee that travel by the dependents is necessary and that dependents are incapable of traveling alone because of age, physical, or mental incapacity, or other extraordinary circumstances which require that dependents be accompanied by an escort. When the need for escort has been established, orders authorizing escorts to perform necessary travel will cite this paragraph as authority. Employees will be under temporary duty travel orders. The mode and routing of travel will be in accordance with Chapter 2. Other civilians will be under invitational travel orders.

★ C6151 ATTENDANTS FOR MILITARY DEPENDENTS

Civilian employees who perform authorized travel under competent orders as attendants for dependents of members of the Uniformed Services who are authorized transportation to or from a medical facility under authority of par. M7108 will be entitled to round trip transportation and travel allowances. Employees will be under temporary duty orders. The mode and routing of travel will be in accordance with Chapter 2. Travel as an attendant will be authorized only when a determination is made by the activity commanding officer or his/her designee that travel by the dependents is necessary and that dependents are incapable of traveling alone because of age, physical, or mental incapacity, or other extraordinary circumstances

which require that dependents be accompanied by an attendant. When the need for an attendant has been established, orders authorizing attendants to perform necessary travel will cite this paragraph as authority. Other civilians will be under invitational travel orders. The travel and transportation allowances authorized by this paragraph may be paid in advance.

C6152 ATTENDANTS FOR MEMBERS ON TEMPORARY DISABILITY RETIRED LIST REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

Civilian employees of the Department of Defense who perform authorized travel under competent orders as attendants for members of the Uniformed Services on the temporary disability retired list required to submit to periodic physical examinations (see par. M5200) will be entitled to round trip transportation and travel allowances. Employees will be under temporary duty orders. The mode and routing of travel will be in accordance with Chapter 2. The travel directing organization will fund for travel of DOD employees. Non-Department of Defense employees of the United States Government assigned to temporary duty as an attendant will be entitled to the allowances prescribed in regulations issued by his agency or department for temporary duty. Other civilians will travel under invitational travel orders on an actual expense basis (see par. M5203-4). Payment of per diem to a civilian attendant who is not a Government employee is not authorized.

C6153 ATTENDANTS FOR ACTIVE DUTY MEMBERS OF THE UNIFORMED SERVICES (PATIENTS)

Civilian employees of the Department of Defense who perform authorized travel under competent orders as attendants for active duty members of the Uniformed Services (patients) who are not physically capable of traveling without attendants (see par. M6150) will be entitled to round trip transportation and travel allowances. Employees will be under temporary duty orders. Non-Department of Defense

C6153

DOD Civilian Personnel

employees of the United States Government assigned to temporary duty as an attendant will be entitled to the allowances prescribed in regulations issued by his agency or department for temporary duty. Other

civilians will travel under invitational travel orders on an actual expense basis (see par. M6151-4). Payment of per diem to a civilian attendant who is not a Government employee is not authorized.

PART E: INTERVIEW TRAVEL AND ALLOWANCES**C6200 INTERVIEW TRAVEL**

1. **PROSPECTIVE EMPLOYMENT.** Transportation of a person who is not a Federal Government employee will not be authorized for the purpose of interview related to prospective employment by the Government or to determine qualifications for appointment as a Government employee except for:

1. interviewing prospective appointees for the purpose of determining qualifications to positions established by the Secretary of Defense to carry out research and development relating to national defense, military medicine, and other activities of the Department of Defense that require the services of specially qualified scientists or professional personnel (10 U.S. Code 1581, 41 Comp. Gen. 482);
2. interviewing for the purpose of determining qualifications of prospective appointees to established positions excepted from the competitive service (conditions and limitations are prescribed in Federal Personnel Manual, Chapter 571-A);
- ★ 3. interviewing prospective employees for positions in the competitive service that the Office of Personnel Management has ruled are of such high level or have such peculiar characteristics that they could only be properly filled after the applicants have had a preemployment interview with the employing agency (54 Comp. Gen. 554);
4. interviewing candidates for career or career-conditional appointments in the following shortage situations:
 - (a) the position is one for which the Office of Personnel Management (OPM) has authorized special salary rates under 5 U.S. Code 5303; or
 - (b) the position is one for which OPM or the agency concerned has determined that a manpower shortage exists for purposes of
 - paying travel expenses to the first post of duty under 5 U.S. Code 5723. (Agencies may make a shortage determination under 5 CFR 572.101 or by delegation agreement with OPM); or
 - (c) the position is covered by a direct hire authority issued or approved by OPM for shortage occupations (see FPM Chapter 332, Appendixes D and E); or
 - (d) the position is one for which the agency concerned maintains a special examining unit or has been delegated examining authority under 5 U.S. Code 1104, and a recruiting problem exists but shortages have not been established under item (a), (b) or (c); (in such situations, OPM may determine a shortage exists on a case basis or may delegate the shortage determination authority to agencies. A shortage may be found to exist when, despite extensive recruitment efforts by the agency: (1) there are insufficient eligibles to issue a certificate, and the examination is currently open to receipt of applications; or (2) there is an extensive pattern of declinations or failure to respond by eligibles on a register, and the examination is currently open to receipt of applications); or
 - (e) OPM otherwise has determined that applications are in short supply (MS Comp. Gen. B-198553 of 3 February 1981).

2. **INVITATIONAL TRAVEL.** Invitational travel for the purpose of interview will be in accordance with Part A.

3. **ALLOWANCES.** 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. C4603 (40 Comp. Gen. 221). Mileage for interview travel is payable in accordance with the applicable provisions in Chapter 4, Part N.

PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT**C6250 GENERAL**

While the policy in par. C1050-2 applies with regard to expenses incurred in connection with travel in the interest of the Department of Defense, there may be individual situations when exceptions are permitted. Such a situation may be when an employee agrees to pay his own expenses if travel at Government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization. It is a matter of administrative determi-

nation as to whether the employee in such circumstances is to be carried in a duty or leave status. If it is determined that the employee will be in a duty status, a temporary duty travel order will be issued. The travel order will include appropriate statements indicating that attendance is in the interest of the Department of Defense but that the travel is at no expense to the Government and that no per diem or other reimbursement is authorized. The travel order also will indicate that the travel is at the employee's request and no accounting citation is involved.

PART G: REPATRIATION TRANSPORTATION

C6300 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL

1. **CONDITIONS UNDER WHICH FURNISHED.** An employee assigned at an overseas duty station who loses eligibility for transportation at Government expense through violation of an agreement may be authorized transportation by Government facility for himself and members of family if all of the following conditions exist:

1. he was transported to the overseas duty station at Government expense,
2. his place of actual residence is in the United States,
3. the travel begins at the overseas duty station where eligibility is lost for transportation at Government expense and destination is in the United States,
4. not in excess of 90 days has elapsed since loss of transportation eligibility,
5. commercial transportation facilities are not available from the overseas duty station within 30 days after loss of transportation eligibility,
6. Government transportation facilities (Military Airlift Command or Military Sealift Command) are available to the United States,
7. repatriation is considered necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the interests of the United States.

2. **REIMBURSEMENT REQUIREMENT.** The employee concerned will be required to pay the prescribed transportation charges from personal funds at the time of booking passage. The cost of this transportation will be the International Rate Book Tariff rate for travel by airlift service (MAC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

C6301 FOR ARMY CIVILIAN MARINE PERSONNEL

1. **COVERAGE.** This paragraph applies to the repatriation of United States citizen civilian marine

personnel of the Department of the Army who have been left ashore in an outport in the course of their employment with no advance arrangements for their return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover normal temporary duty, permanent change of station, or other travel conditions under an agreement. These provisions do not apply to local marine personnel in overseas areas employed under labor contracts or civilian marine personnel paid under native wage scales. The overseas command concerned will repatriate such employees in accordance with local law and local prevailing maritime practice.

2. CLASSES I AND II REPATRIATES

a. **General.** Repatriates will be designated class I or II by the repatriating authority (normally the Army Port Commander) in accordance with the definitions contained in subpars. b and c.

b. **Class I Repatriate.** A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employer action not based on the employee's misconduct or negligence, such as employees left ashore as a result of a sudden, unannounced change in the ship's schedule, employees hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and employees put ashore as a result of shipwreck.

c. **Class II Repatriate.** A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of his own negligence, misconduct, or desire to leave employment, such as employees hospitalized as a result of misconduct disability, employees who have deserted the ship, and employees detained by police authorities.

3. ASSISTANCE FURNISHED

a. **General.** Civilian marine personnel designated as class I or II repatriates may be furnished assistance as provided in subpars. b and c to rejoin their ship or another Army civil service manned ship,

to return to their home port, or return to a continental United States port, as appropriate.

b. Class I Repatriate. If a United States civil service manned vessel is not available for the transportation of a class I repatriate, travel orders may be issued providing travel and transportation at Government expense.

c. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. As a workaway does not fill a vacancy on a manning scale, he

receives no wages. He is required, however, to perform duties assigned to him consistent with his physical condition. Normally, workaways are assigned day work in the department of their rating and are subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished workaways are considered to be at no cost to the Government even if the workaway is disabled and cannot perform work. If the employee cannot be repatriated as a workaway, Government funds may not be expended for travel and transportation unless the individual is destitute. In such cases, all Government funds expended will be recovered through appropriate collection procedures, including deductions from compensation due.

PART H: TRAVEL OF AUXILIARY CHAPLAINS**C6350 GENERAL**

Auxiliary chaplains who are employed for intermittent duty to provide religious services or emergency ministrations outside the immediate areas in which they reside may be authorized travel expenses and per

diem allowances while away from their places of residence. In such cases, the same conditions and limitations relating to modes of transportation, routing, allowances, and reimbursable expense for employees on temporary duty assignments will apply.

PART I: PAYMENT OF SUBSISTENCE AND TRANSPORTATION EXPENSES FOR THREATENED LAW ENFORCEMENT OFFICERS

Effective 1 July 1986
C6400 GENERAL

Heads of DOD components may approve payment of subsistence and certain transportation expenses for threatened individuals (as provided in par. C6401) whose lives are in jeopardy as a result of the employee's assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the official station within or outside CONUS.

C6401 ELIGIBLE INDIVIDUALS

Employees (as defined in Appendix D) who serve in a law enforcement, investigative, or similar capacity and members of their immediate families (as defined in Appendix D) are eligible for the allowances under this Part when, because of the employee's assigned duties, they find themselves in life-threatening situations. For the purpose of this part "employee" also includes Federal employees and other persons cross-designated as employees for specific investigational purposes. Members of such employees' immediate families also are eligible. The employing DOD component shall be deemed to be the DOD component to whom the employee was assigned at the time of the threat.

C6402 POLICY

The authority in par. C6400 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, normally 30 to 60 days or less and the only feasible alternative is to transfer the employee to a new duty station. Heads of DOD components must make the final decision as to how long such payments should continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a permanent change of station.

C6403 DELEGATION OF AUTHORITY

The heads of DOD components may delegate the authority to approve payment of allowable subsistence and transportation expenses for the use of

temporary living accommodations by eligible individuals as provided herein. The delegation of authority shall be held to as high an administrative level as practical to ensure proper review of the circumstances surrounding the need to take protective action by moving eligible individuals from their homes.

C6404 PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS

When a situation occurs that appears to be life-threatening, the first responsibility of the head of the DOD component is to take any appropriate action necessary to protect the eligible individual(s), including removal from the home. The head of the DOD component shall immediately inform the Criminal Division of the Department of Justice (DOJ), in accordance with DOJ regulations, of the threat and shall furnish the name of each person involved and other pertinent details that will enable DOJ to assist the DOD component in determining the degree and seriousness of the threat. The DOJ will promptly investigate the situation, and within 7 days advise the head of the DOD component of the seriousness of the threat and recommend a course of action. The head of the DOD component, however, ultimately is responsible for deciding in each individual case, based on his/her own assessment of the situation and the advice of the Justice Department, whether protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that will be approved. At 30-day intervals the head of the DOD component will apprise DOJ of the situation for reevaluation and will consider Justice's recommendation in approving any further extensions of the time period.

C6405 ELIGIBILITY CONDITIONS AND LIMITATIONS

1. **LIMITS ON DURATION OF TEMPORARY LIVING ACCOMMODATIONS.** Subsistence payments may begin as soon as the head of the DOD component determines that the

provisions of this part should be invoked in a particular situation. Normally subsistence payment may be allowed for a period of 30 to 60 days or less; the DOD component may, however, approve extensions of the time period as provided in par. C6404. If the threatened individuals were directed to move into temporary accommodations during the Justice Department's initial 7-day evaluation period, subsistence payments for this period may be allowed, even when Justice advises that the threat is not serious or no longer exists and the head of the DOD component decides to return the individuals to their home environment. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DOD component should consider whether permanently relocating the employee would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a permanent change of station.

2. LOCATION OF TEMPORARY LIVING ACCOMMODATIONS. The temporary living accommodations may be located in the vicinity of the employee's official station or at an alternate location away from the official station as circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DOD component will designate the appropriate location.

C6406 ALLOWABLE SUBSISTENCE PAYMENTS

1. EXPENSES COVERED. Payment under the authority in this Part are intended to cover only reasonable and necessary subsistence expenses actually incurred incident to the occupancy of temporary living accommodations. Subsistence payments under this part generally will be limited to the cost of lodgings. However, subsistence payments may also include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing; but since these expenses are incurred in day-to-day living, they are normally considered the responsibility of the employee. Subsistence payments for expenses other than lodging shall be held to the minimum necessary to cover excess costs.

2. DETERMINING ALLOWABLE LODGING COSTS

a. Allowable Costs for Daily Rentals. The same costs allowed in par. C4552-2t for lodging facilities obtained in connection with temporary duty travel may be allowed for temporary living accommodations under this Part.

b. Allowable Types Of Costs for Other-Than-Daily Rentals. When an eligible individual rents lodgings on an other-than-daily basis for temporary occupancy under this Part, the allowable costs shall be converted to a daily basis using the general guidelines which apply to lodgings obtained in connection with temporary duty travel.

3. DETERMINING ALLOWABLE MEAL EXPENSES. Under the criteria in subpar. 1, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities generally are not allowable. When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

4. MAXIMUM ALLOWABLE AMOUNT

a. Method of Computation. The head of the DOD component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under subpar. b below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized under subpar. 5, below, will be totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period as prescribed under subpar. b, below.

b. Daily Limitations. The maximum amount of subsistence payments for each 30-day period (or fraction thereof) will be based on daily limitations calculated as provided in subpars. (1) through (5), below. If subsistence payments are authorized only for lodging costs, the daily limitations shall be reduced to appropriate amounts.

(1) For the Employee or Unaccompanied Spouse. For the employee, or for the unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the (employee) the daily limitation shall be an amount prescribed by the head of the DOD component but not in excess of the applicable maximum per diem rate prescribed in Appendix A or E for the location in which the temporary living accommodations are located.

(2) For the Spouse. For the spouse accompanied by the employee, the daily limitation shall not exceed three fourths of the employee's daily limitation established in subpar. 1, above.

(3) For Each Family Member 12 Years of Age or Older. For each other member of the employee's immediate family who is 12 years of age or older, the daily limitation shall not exceed three-fourths of the daily limitation established in subpar. 1, above, for the employee or the unaccompanied spouse, as appropriate.

(4) For Each Family Member Under 12 Years of Age. For each member of the employee's immediate family who is under 12 years of age, the daily limitation shall not exceed one-half of the daily limitation established in subpar. 1, above, for the employee or the unaccompanied spouse, as appropriate.

(5) For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DOD component may, when the limitations stated in subpars. 3 and 4, above, are inadequate, establish an appropriate higher daily limitation, justified by the circumstances, that is within the limitation prescribed in subpar. 1, above.

5. **ITEMIZATION AND RECEIPTS.** The actual expenses shall be itemized in a manner prescribed by the head of the DOD component which will permit at a minimum a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses (see sub-

par. 1, above). Receipts shall be required at least for lodging and for any other allowable expenses as required by the head of the DOD component.

**C6407 TRANSPORTATION TO AND FROM
A LOCATION AWAY FROM THE
EMPLOYEE'S DESIGNATED POST
OF DUTY**

The head of the DOD component may approve the payment of transportation expenses when a situation described in par. C6400 requires the employee and/or members of his/her immediate family to be temporarily relocated to a place away from the employee's designated post of duty. Transportation to and from such location shall be in accordance with the governing provisions of Chapter 2 unless the head of the DOD component specifically approves a deviation from the rules for security reasons (see par. C2252 regarding use of cash to procure transportation services in emergency circumstances). The documentation provisions in par. C6408 govern in such instances.

**C6408 AUTHORIZATIONS AND
PAYMENTS OF CLAIMS**

Due to the unique nature of the situations covered under this Part, heads of DOD components shall establish specific administrative procedures for issuing appropriate authorizations and for payment of claims. In instances when documentation might compromise the security of the individuals involved, the head of the DOD component may waive all but absolutely essential documentation requirements.

C6409 ADVANCE OF FUNDS

Funds may be advanced for subsistence and transportation expenses covered under this part under policies and procedures prescribed by the head of the DOD component in accordance with the provisions of Chapter 1, part C. The advance of funds will be at intervals as prescribed by the head of the DOD component but for no more than a 30-day period at a time. The amount of the advance shall not exceed an amount based on the daily limitations established by the DOD component under par. C4606-4b.

PART J: EMERGENCY TRAVEL OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WITHIN OR OUTSIDE CONUS

Effective 1 July 1986
C6450 GENERAL

Transportation and subsistence expenses may be allowed to the extent provided herein when an employee discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury or a personal emergency situation.

C6451 RESPONSIBILITY OF DOD COMPONENT/DELEGATION OF AUTHORITY

DOD components may authorize or approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the mission of the component. Heads of DOD components may delegate their authority under this Part. Such delegation shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation which necessitates discontinuance or interruption of the temporary duty travel assignment, he/she should attempt to contact the travel-approving official for instructions. In the event that such contact cannot be made on a timely basis, payments may be approved after the travel has been performed.

C6453 DEFINITIONS

As used in this Part, the definitions in subpars. 1 through 7 apply.

1. OFFICIAL STATION. The term "official station" also refers to the home or regular place of business as it pertains to experts and consultants described in 5 U.S.C. 5703.

2. ALTERNATE LOCATION. An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is not considered to be an alternate location.

3. INCAPACITATING ILLNESS OR INJURY OR EMPLOYEE. For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a temporary duty location.

4. FAMILY. Family means those dependents defined in Appendix D who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, when warranted by the circumstances of a particular emergency situation, a DOD component may on an individual case basis expand this definition to encompass other members of the extended family of an employee and employee's spouse, such as the individuals named in Appendix D who are not dependents of the employee or members of the employee's immediate household. In using this authority and deciding each case, DOD components shall evaluate the extent of the emergency and the employee's relationship to, the degree of responsibility for, the individual(s) involved in the emergency situation.

5. PERSONAL EMERGENCY SITUATION. Personal emergency situation means the death or serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as a fire, flood, or act of God which directly affects the employee's home

at the official station or the family and occurs while the employee is at, or en route to or from, a temporary duty location.

6. SERIOUS ILLNESS OR INJURY OR FAMILY MEMBER. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury; a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life-threatening, based on the best assessment available; or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

7. FIRE, FLOOD, OR ACT OF GOD. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C6454 INCAPACITATING ILLNESS OR INJURY OF EMPLOYEE

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C6453-3), transportation expenses and per diem may be allowed to the extent provided below.

1. CONTINUATION OF PER DIEM AT POINT OF INTERRUPTION. An employee who interrupts the temporary duty assignment because of an incapacitating illness or injury and takes leave of any kind shall be allowed a per diem allowance under the provisions of Chapter 4, Part L, as appropriate, not to exceed the maximum rates prescribed in Appendix A or E for the location where the interruption occurs. Such per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, a longer period may be approved by the DOD component for the employee if justified by the circumstances of a particular case. The point of interruption may include the nearest hospital or medical facility capable of treating the employee's

illness or injury. Per diem shall not be allowed while an employee is confined to a hospital or medical facility that is within proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station.

a. Receipt of Payments from Other Federal Sources. If, while in a travel status under circumstances described in subpar. 1, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Veterans Administration or military hospital) other than 5 U.S.C. 8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.

b. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DOD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

2. RETURN TO OFFICIAL STATION OR HOME. When an employee discontinues a temporary duty assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Such return travel may be from the point of interruption or other point where the per diem allowance was continued as provided in subpar. 1, above. If, when the employee's health has been restored, the DOD component decides that it is in the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at Government expense.

3. TRAVEL TO AN ALTERNATE LOCATION AND RETURN TO THE TEMPORARY DUTY ASSIGNMENT

Conditions and Allowable Expenses. When an employee, with the approval of an appropriate official of the DOD component concerned interrupts a temporary duty assignment because of an incapacitating illness or injury and takes leave

Travel Under Special Circumstances**C6456**

of absence for travel to an alternate location to obtain medical services and returns to the temporary duty assignment, reimbursement for certain excess travel costs may be allowed as provided in subpar. b, below. The nearest hospital or medical facility capable of treating the employee's illness or injury will not be considered an alternate location (par. C4653-2).

b. Calculation of Excess Costs. The reimbursement that may be authorized or approved under subpar. a, above, shall be the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the temporary duty assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the temporary duty assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive cost of travel is the sum of transportation expenses the employee would reasonable have incurred for round-trip travel between the official station and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

C6455 PERSONAL EMERGENCY SITUATION

1. **RETURN TO OFFICIAL STATION OR HOME.** When an employee discontinues a temporary duty assignment before its completion because of a personal emergency situation as defined in par. C6453-5, expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate official, for return travel from the point of interruption to the official station. If, when the personal emergency situation has been resolved, the DOD component decides that it is in the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at Government expense.

2. **TRAVEL TO AN ALTERNATE LOCATION AND RETURN TO THE TEMPORARY**

DUTY ASSIGNMENT. When an employee, with the approval of an appropriate official, interrupts a temporary duty assignment because of a personal emergency situation as defined in par. C6453-5, and takes leave of absence for travel to an alternate location where the personal emergency exists, and returns to the temporary duty assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in par. C6454-3 for incapacitating illness or injury of the employee.

C6456 PROCUREMENT OF TRANSPORTATION

1. **USE OF DISCOUNT FARES.** The discount fares offered by contract air carriers in certain city pairs, as well as other reduced fares available to Federal travelers on official business, should be used to the extent possible for travel authorized or approved under this Part.

2. **RETURN TO OFFICIAL STATION.** When the employee is authorized emergency return travel, from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by the DOD component or the employee. The unused return portion of round-trip transportation tickets procured by the agency for the travel assignment shall be used if appropriate for the mode of transportation required for the emergency travel. If not used, the agency and the employee shall ensure that all unused tickets are properly accounted for.

3. **TRAVEL TO ALTERNATE LOCATION.** A DOD component may require employees to use personal funds for emergency travel to an alternate location and return to the temporary duty assignment. A Government contractor-issued charge card also may be used for this purpose. However, if the employee does not have sufficient personal funds available and is not a Government charge card holder, the DOD component may procure (or provide an advance of funds for the employee to procure) appropriate transportation. The employee, upon completion of the emergency travel, shall reimburse the Government for any cost of such transportation or travel advance that is above the amount of allowable reimbursement that may be authorized or approved under this Part.

★ Effective 18 March 1988

PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

C6500 GENERAL

The provisions of this Part apply to travel of DOD employees accompanying Members of Congress and/or congressional staff under the authority in 31 U.S.C. 1108(g). A DOD employee accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 U.S.C. 1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee that the DOD employee is accompanying, and
2. per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee that the DOD employee is accompanying;

provided, travel of the DOD employee is in support of congressional travel directed or approved by the Secretary concerned.

C6501 DEFINITIONS OF TERMS

1. **MEMBER OF CONGRESS.** The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of

Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

2. **CONGRESSIONAL EMPLOYEE.** The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

3. **SECRETARY CONCERNED.** The term "Secretary concerned" for the purpose of this Part includes the Secretary of Defense with respect to civilian employees of the Department of Defense other than a military department.

C6502 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 U.S.C. 1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) authorizes a specified per diem rate, such as the GSA schedule (FTR Appendix 1-A/JTR, Vol. 2, Appendix E) for travel within CONUS; State Department schedule (Standardized Regulations (Government Civilians, Foreign Areas) Section 925/JTR, Vol. 2, Appendix A) for travel outside CONUS; or actual expense reimbursement without regard to any established per diem schedule.

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SUBJECT: ADVISORY FOR ALL CIVILIAN PERSONNEL OFFICES

A. JOINT TRAVEL REGULATIONS, VOLUME 2, PARA C1055.

B. JOINT TRAVEL REGULATIONS, VOLUME 2, CHAPTER 6

1. OFFICIALS RESPONSIBLE FOR DIRECTING TDY TRAVEL SHOULD BE ADVISED TO TAKE APPROPRIATE ACTION TO INSURE VERIFICATION OF GOVERNMENT QUARTERS AVAILABILITY PRIOR TO TRAVEL BY EMPLOYEES AND OR CONTRACTORS (REF A).

2. INVITATIONAL TRAVEL ORDERS SHOULD BE PREPARED IN ACCORDANCE WITH THE PROVISIONS OF REFERENCE B FOR CONTRACTORS TRAVELING ON DA BUSINESS.

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	MILITARY PERSONNEL DIV	
	CIVILIAN PERSONNEL DIV	
	PLANS & LOGISTICS DIV	
	EQUAL EMPLOYMENT OPP DIV	

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