

6F0510, Module 5: Official Travel

Lesson 1 – Military and Dependent Permanent Change of Station, Retirement and Separation Travel and Transportation

- Given a scenario, without reference compute leave and allowable travel time and travel and transportation allowances in accordance with prescribed guidance and publications
- Without reference identify basic facts and terms about official travel in accordance with prescribed guidance and publications
- Without reference determine procedures for processing dislocation allowance and computing travel lodging expenses in accordance with prescribed guidance and

OVERVIEW

- Compute Leave and Allowable Travel Time
- Compute Travel and Transportation Allowances
- In-Place Consecutive Overseas Tour (IPCOT)/Consecutive Overseas Tour (COT)
- Transportation of Student Dependent
- Determine Dislocation Allowance (DLA)
- POV Shipment/Storage
- Compute Travel Lodging Expense (TLE)

Leave and Allowable Travel Time

Travel time dictates how long a traveler has to complete a trip when on official orders. This (in turn) will drive the amount of reimbursement.

Privately Owned Vehicle (POV)

When traveling by POV, the distance is calculated using the shortest possible distance. You can find this through the Defense Table of Official Distances (DTOD) website or through the distance calculator that can be found in the Defense Travel System (DTS). If a member is ordered to travel for 400 miles or less, only 1 day of travel is authorized.

If a member is ordered to travel greater than 400 miles, then one of travel is authorized for every 350 miles. Also, one day is added for a remainder of 51 miles or more (.145 if using a calculator). See below for a breakdown on how to compute allowable travel time.



NOTE If the member **ACTUALLY** took less days than authorized, the lesser amount is the **ALLOWABLE**

Government Conveyance

If the travel mode is government plane (GP) or centrally billed account (CBA) Plane (TP), the allowable travel time is the actual time needed for the direct route NTE delays for personal convenience. Delays due to mechanical problems, weather or reasons beyond the member's control- authorized as many days as possible

Travel by Common Carrier

This type of travel includes commercial plane (CP), commercial rail (CR), commercial bus (CB) and is purchased at personal expense. Members are only authorized one travel day for this type of travel.

Travel by Mixed Modes

Mixed mode travel is when a member uses two or more types of travel during a leg of the journey (i.e. PA and CP).

Use the following steps to determine allowable travel time: *click the plus signs to view the content.*



Step 1 —

Determine the constructed travel time based on using a POV for the entire trip
-Divide official distance by 350

Step 2 —

Determine the mixed modes travel time based on the modes of travel actually used.

- Divide the actual distance driven by 350
- If the actual distance driven is less than the official distance add 1 day for common carrier

Step 3 —

The lesser of the constructed travel time and the mixed modes will be the authorized travel time

Overseas Travel

Members traveling overseas are required to pass through a POE and POD.

- Travel to and from ports are ordered travel points and are considered separate legs of a journey.
- Members are authorized to stay the night at the POE and/or the POD
- Necessary delays at the port are considered authorized delays and must be factored into allowable travel time.

Example: A member traveling from Langley AFB to Ramstein Air Base (AB), Germany (GE) would have three legs of travel:

- First: Travel from Langley AFB to the departure port [BWI]
- Second: Travel from departure port to the arrival port (Frankfurt)
- Third: Travel from arrival port to new PDS (Ramstein AB)

PCS with Temporary Duty (TDY) Enroute

Members may be ordered to complete one or more TDYs before reporting to the PDS.

- Travel from the old PDS, to the TDY, and from the TDY to the new PDS are considered separate legs of travel

Example- Member is traveling from Patrick AFB to Buckley Space Force Base (SFB) with a TDY enroute to Keesler:

- First: Travel from Patrick AFB to Keesler AFB
- Second: Travel from Keesler AFB to Buckley AFB

Proceed Time

Members are authorized 4 consecutive days of absence during a PCS when they meet the following criteria:

- PCS involves travel to or from an unaccompanied overseas area.
- Member ships unaccompanied baggage or household goods and/or relocates dependents to a designated location.
- Proceed time is specifically authorized on orders.

Proceed time is not authorized during the member's first PCS or separation/retirement travel

Chargeable Leave

Travel days in excess of allowable travel time must be accounted for:

- Begin by determining the date arrived station (DAS) which is always a duty day.
- Count backwards the number of allowable travel days.
- Factor in proceed time, if applicable
- The remaining are chargeable leave.

Example: A member out-processes with their base on 12 Aug. The member departs Travis AFB after out-processing on 12 Aug and arrives at Joint Base Lewis-McChord on 20 Aug by POV.

DTOD is 721 miles. Compute allowable travel time and leave:

$721 \text{ miles} / 350 = 2.06$; 2 days authorized

Actual travel of 8 days is greater, so allowable travel time is 2 days

DAS= 20 Aug (duty day)

Allowable travel= 18-19 Aug (2 days)

Chargeable leave= 13-17 Aug (5 days)

Out-Processing day= 12 Aug (duty day)

Click the circles below to learn more.

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Privacy Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRE-55 HARRIS. No other use pencil. If more space is needed, continue in reverse.	
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPECIFY DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) cardholder the portion of your reimbursement representable by the travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to advance a payment that exceeds the limit of their outstanding government travel card balance to the GTCC cardholder. <i>NOTE: A split-disbursement is only necessary where a GTCC is used while on official travel for the Government.</i> <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____	
2. NAME (Last, First, Middle initial) 3. GRADE <div style="text-align: center; width: 100px; height: 100px; background-color: #f0f0f0; border-radius: 50%; margin: auto; position: relative;"> + </div>		4. SSN a. ADDRESS & NUMBER AND STREET b. CITY c. STATE d. ZIP CODE	
e. E-MAIL ADDRESS f. DAYTIME TELEPHONE NUMBER & AREA CODE		5. TYPE OF PAYMENT (if as applicable) <input type="checkbox"/> TYP <input type="checkbox"/> Member Employee <input type="checkbox"/> PCB <input type="checkbox"/> Other (Dependent(s)) 6. FOR D.O.D. USE ONLY <input type="checkbox"/> D.O. VOUCHER NUMBER	
7. ORGANIZATION AND STATION		8. TRAVEL CREDIT AUTHORIZATION NUMBER 9. PREVIOUS GOVERNMENT PAYMENTS TO ADVANCEE g. SUBVOUCHER NUMBER	
10. DEPENDENTS (if and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDER'S (Include Zip Code) d. PAID BY	
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (if one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks) 16. COMPUTATIONS	
DEP _____ ARR _____ ARR _____ ARR _____ DEP _____ ARR _____ ARR _____ ARR _____ DEP _____ ARR _____ ARR _____ ARR _____ DEP _____		17. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Descentant Travel (5) GSA (6) Remunerable Expenses (7) Taxi (8) Less Advance (9) Amount Owed (10) Amount Due	
18. FOR TRAVEL (if one) <input type="checkbox"/> NONOPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> MORE THAN 12 HOURS <input type="checkbox"/> BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS	
19. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		15. GOVERNMENT-DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
20. a. CLAIMANT SIGNATURE		b. DATE	
6. REVIEWER'S PRINTED NAME		7. REVIEWER SIGNATURE	
14. APPROVING OFFICIAL'S PRINTED NAME		8. SIGNATURE	
9. TELEPHONE NUMBER		f. DATE	
22. ACCOUNTING CLASSIFICATION		g. TELEPHONE NUMBER	
23. COLLECTION DATA		24. AMOUNT PAID	
24. COMPUTED BY		25. AUDITED BY	
26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) cardholder the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to elect a payment that equals the total of their substantiated government travel and benefits to the GTCC cardholder. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input type="checkbox"/> [X] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$			
2. NAME (Last, First, Middle Initial) (Print)		3. GRADE		4. SSN	
4. ADDRESS a. NUMBER AND STREET b. CITY c. STATE d. ZIP CODE		5. TYPE OF PAYMENT (if as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Government <input type="checkbox"/> SLA			
6. E-MAIL ADDRESS		7. DAYTIME TELEPHONE NUMBER a. AREA CODE b. NUMBER		8. TRAVEL ORDER AUTHORIZATION NUMBER	
9. PREVIOUS GOVERNMENT PAYMENT ADVANCES		10. FOR D.D. USE ONLY			
11. ORGANIZATION AND STATION		12. SUBVOUCHER NUMBER		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDER#3 (Include Zip Code)	
14. DEPENDENT(S) (if and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		15. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
16. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES		17. SUMMARY OF PAYMENT <input type="checkbox"/> Per Diem <input type="checkbox"/> Actual Expense Allowance <input type="checkbox"/> Mileage <input type="checkbox"/> Dependent Travel <input type="checkbox"/> SLA <input type="checkbox"/> Reimbursable Expenses <input type="checkbox"/> Time <input type="checkbox"/> Lease Allowance <input type="checkbox"/> Amount Owed <input type="checkbox"/> Amount Due			
18. POC TRAVEL (if one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		19. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS			
20. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		21. GOVERNMENT DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS			
22. CLAIMANT SIGNATURE		23. DATE			
24. REVIEWER'S PRINTED NAME		25. REVIEWER SIGNATURE		26. TELEPHONE NUMBER	
27. APPROVING OFFICIAL'S PRINTED NAME		28. SIGNATURE		29. TELEPHONE NUMBER	
30. ACCOUNTING CLASSIFICATION					
31. COLLECTION DATA					
32. COMPUTED BY		33. AUDITED BY		34. TRAVEL ORDER AUTHORIZATION POSTED BY	
35. RECEIVED (Payee Signature and Date or Check No.)		36. AMOUNT PAID			

Personal Information

The member’s personal information must be complete and accurate. **These blocks are required.**



TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD! DO NOT use pencil. If more space is needed, continue in remarks.			
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2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN	5. TYPE OF PAYMENT (Check as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Government <input type="checkbox"/> SLA <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other	
6. ADDRESS a. NUMBER AND STREET b. CITY c. STATE d. ZIP CODE		16. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENT ADVANCES		10. D.O. VOUCHER NUMBER
11. ORGANIZATION AND STATION		12. SUBVOUCHER NUMBER			
13. DEPENDENT(S) (Check and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (Check) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		15. COMPUTATIONS	
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. PCS MILES		16. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) SLA (6) Reimbursable Expenses (7) Time (8) Local Allowance (9) Amount Owed (10) Amount Due			
17. PCS TRAVEL (Check one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		18. DURATION OF TRAVEL a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED e. MORE THAN 12 HOURS f. NOT 24 HOURS OR LESS g. MORE THAN 24 HOURS			
19. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED e. MORE THAN 12 HOURS f. NOT 24 HOURS OR LESS g. MORE THAN 24 HOURS		20. GOVERNMENT DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS			
21. CLAIMANT SIGNATURE		22. DATE			
23. REVIEWER'S PRINTED NAME		24. REVIEWER SIGNATURE		25. TELEPHONE NUMBER	26. DATE
27. APPROVING OFFICIAL'S PRINTED NAME		28. SIGNATURE		29. TELEPHONE NUMBER	30. DATE
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32. COLLECTION DATA					
33. COMPUTED BY		34. AUDITED BY	35. TRAVEL ORDER AUTHORIZATION POSTED BY	36. RECEIVED (Payee Signature and Date or Check No.)	
37. AMOUNT PAID					

Itinerary

Some itineraries are simpler than others. This example shows the member drove their POV from Langley AFB to Keesler AFB. The member departed their last duty station on 24 July and arrived 28 July. NOTE: Members solely driving their POV do not need to show every stop they made on their PCS voucher



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6. ADDRESS a. NUMBER AND STREET b. CITY c. STATE d. ZIP CODE		7. FOR D.O. USE ONLY			
8. E-MAIL ADDRESS		9. PREVIOUS GOVERNMENT PAYMENT ADVANCES		10. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION		12. DEPENDENT'S ADDRESS ON RECEIPT OF ORDER#3 (Include Zip Code)		13. SUBVOUCHER NUMBER	
14. DEPENDENT(S) (if and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		15. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (if one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		16. COMPUTATIONS	
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20. CLAIMANT SIGNATURE		21. REVIEWER'S PRINTED NAME		22. APPROVING OFFICIAL'S PRINTED NAME	
23. REVIEWER'S SIGNATURE		24. SIGNATURE		25. DATE	
26. ACCOUNTING CLASSIFICATION		27. COLLECTION DATA		28. AMOUNT PAID	
29. COMPUTED BY		30. AUDITED BY		31. TRAVEL ORDER AUTHORIZATION POSTED BY	
32. RECEIVED (Payee Signature and Date or Check No.)		33. RECEIVED (Payee Signature and Date or Check No.)		34. RECEIVED (Payee Signature and Date or Check No.)	

Payment/Split Disbursement

Payment by electronic funds transfer (EFT) is required (unless extenuating circumstances exist). Additionally, members must indicate how much they would like sent to their government travel card.



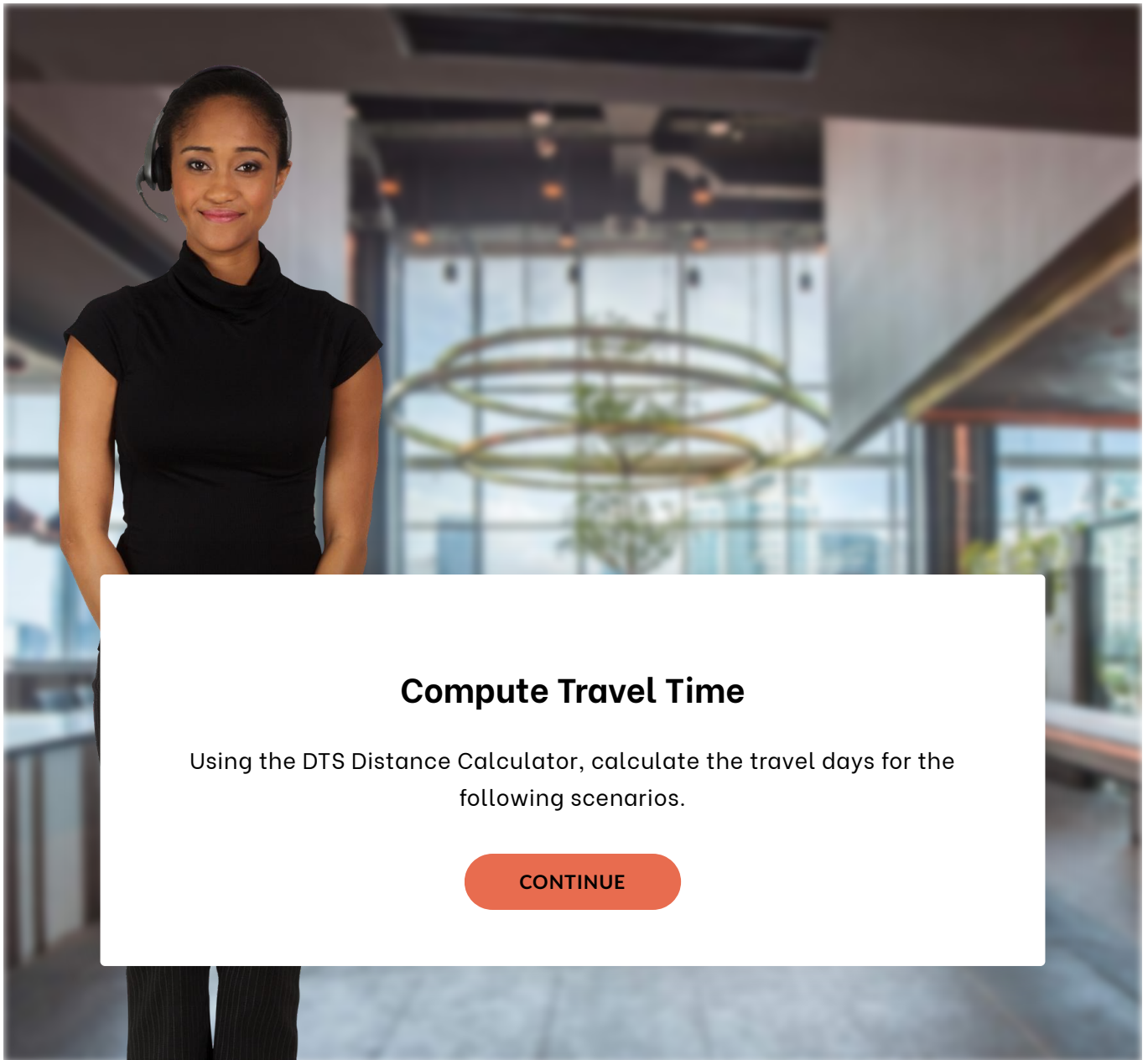
TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD! DO NOT use pencil. If more space is needed, continue in remarks.			
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6. ADDRESS a. NUMBER AND STREET b. CITY c. STATE d. ZIP CODE		16. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENT ADVANCES		10. D.O. VOUCHER NUMBER
11. ORGANIZATION AND STATION		12. SUBVOUCHER NUMBER			
13. DEPENDENT(S) (if and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR BIRTHDATE		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (if one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		15. COMPUTATIONS	
16. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES		17. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) SLA (6) Reimbursement Expenses (7) Time (8) Leave Allowance (9) Amount Owed (10) Amount Due			
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20. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		21. GOVERNMENT DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS			
22. CLAIMANT SIGNATURE		23. DATE			
24. REVIEWER'S PRINTED NAME		25. REVIEWER SIGNATURE	26. TELEPHONE NUMBER	27. DATE	
28. APPROVING OFFICIAL'S PRINTED NAME		29. SIGNATURE	30. TELEPHONE NUMBER	31. DATE	
32. ACCOUNTING CLASSIFICATION					
33. COLLECTION DATA					
34. COMPUTED BY		35. AUDITED BY	36. TRAVEL ORDER AUTHORIZATION POSTED BY	37. RECEIVED (Payee Signature and Date or Check No.)	
38. AMOUNT PAID					

Dependents

Dependent information will go here. The member must annotate if the travel was Accompanied (member and dependents traveled concurrently) or Unaccompanied (member and dependents traveled separately).



Make sure the member claims dislocation allowance (DLA) if applicable.



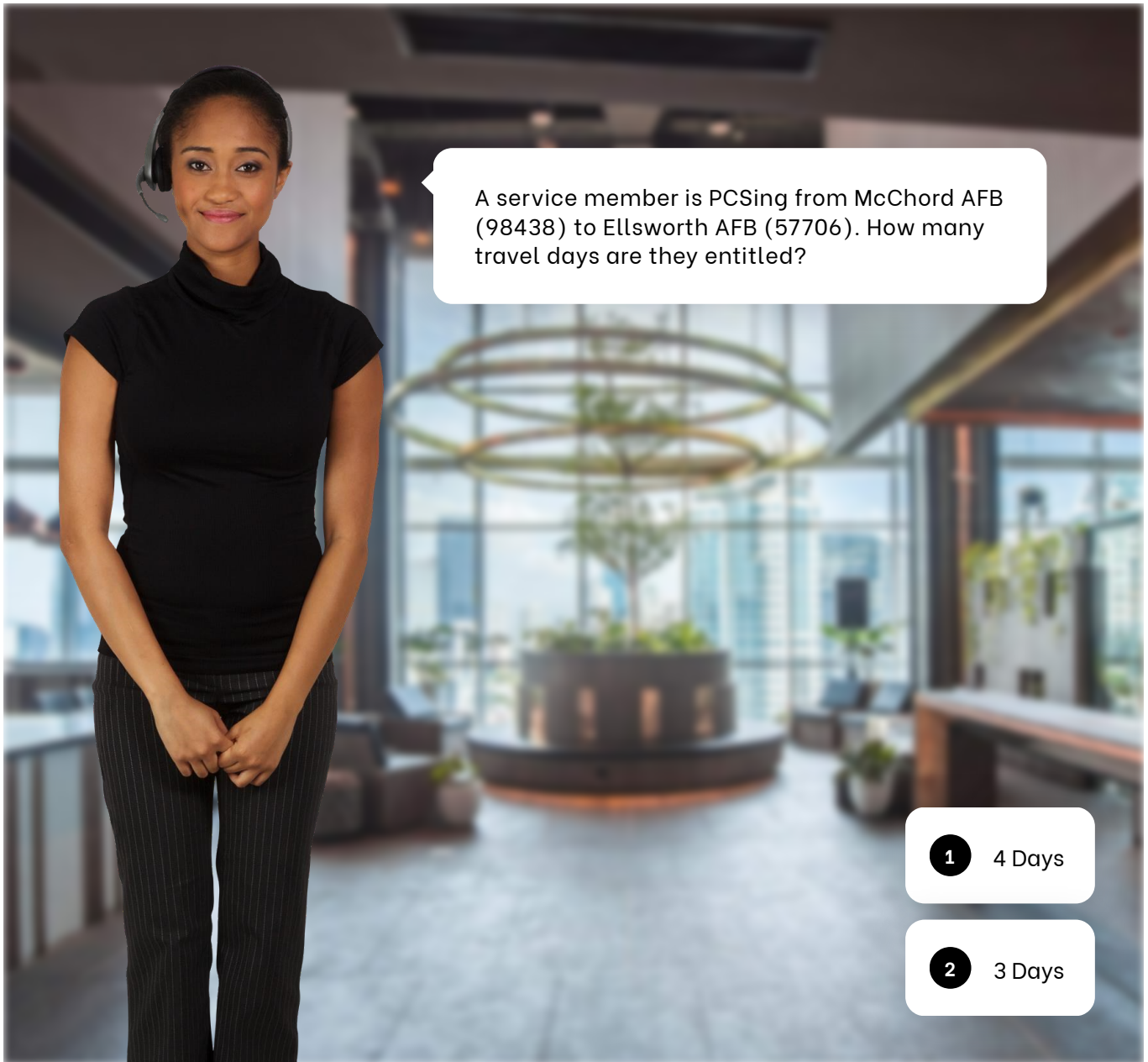
Compute Travel Time

Using the DTS Distance Calculator, calculate the travel days for the following scenarios.

CONTINUE

Scene 1 Slide 1

Continue → Next Slide



A service member is PCSing from McChord AFB (98438) to Ellsworth AFB (57706). How many travel days are they entitled to?

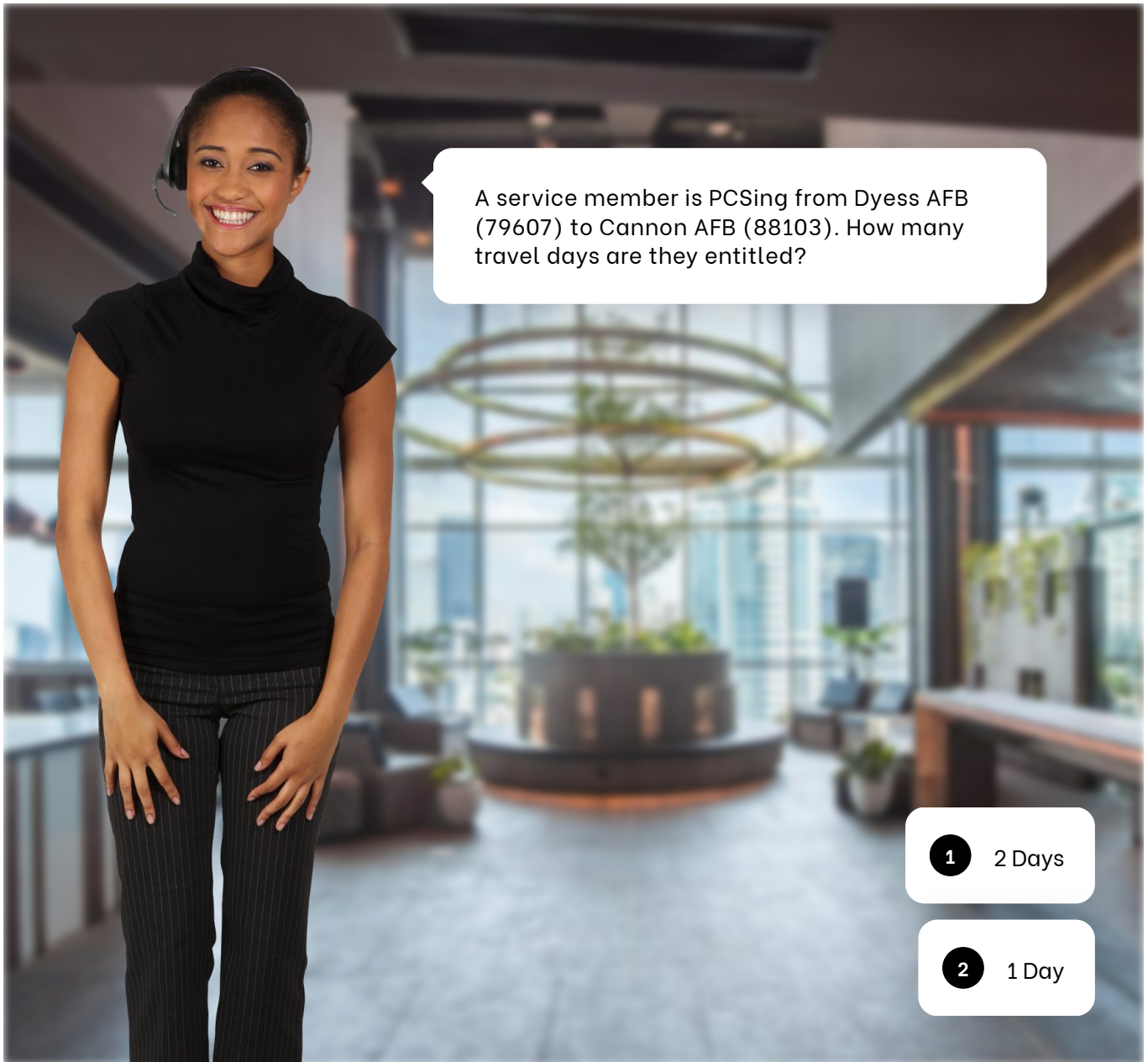
1 4 Days

2 3 Days

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



A service member is PCSing from Dyess AFB (79607) to Cannon AFB (88103). How many travel days are they entitled to?

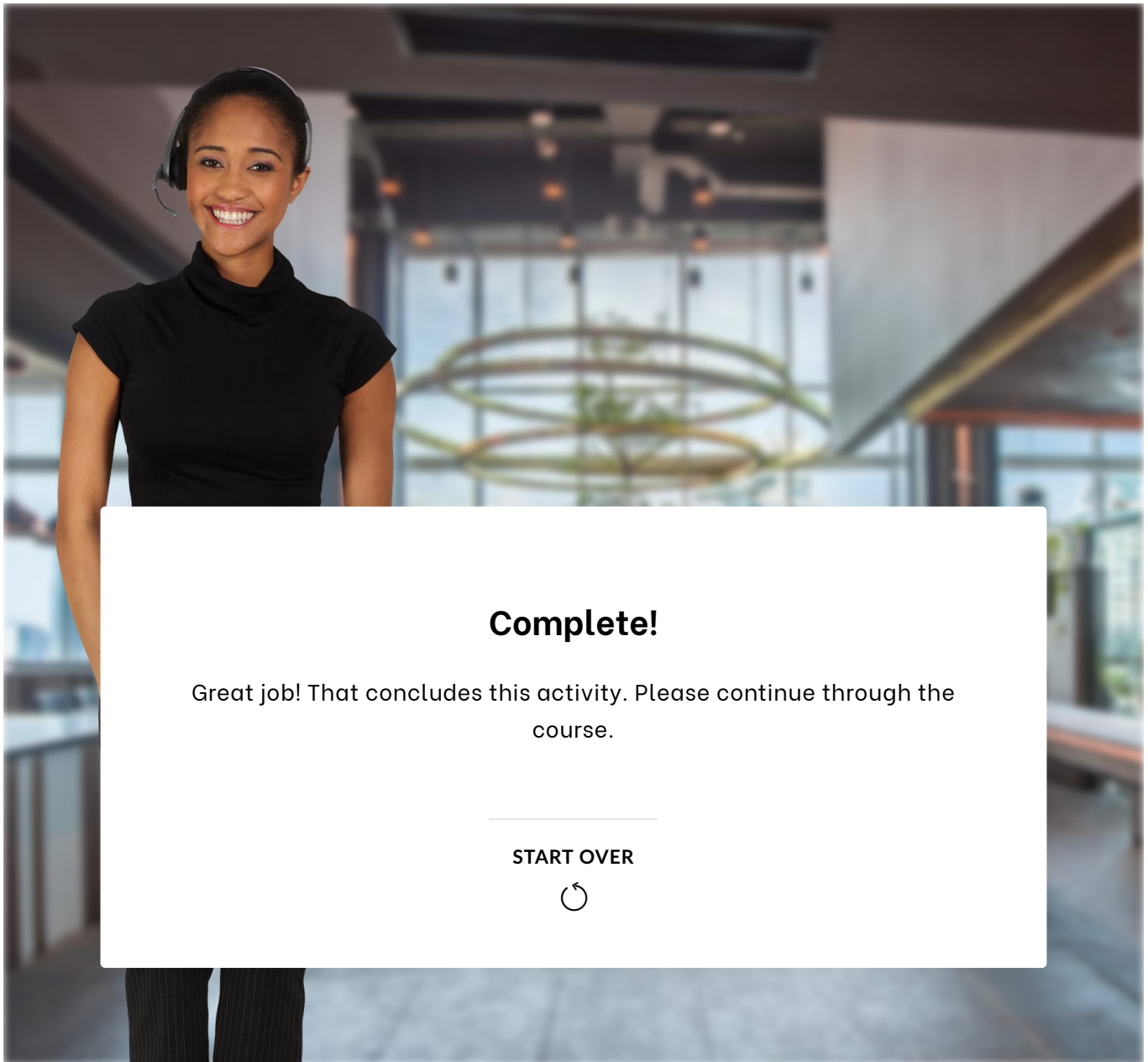
1 2 Days

2 1 Day

Scene 1 Slide 3

0 → Next Slide

1 → Next Slide



Scene 1 Slide 4

Continue → End of Scenario

Travel and Transportation Allowances

Computing settlement vouchers is a basic skill we should all have. You may want to take some detailed notes while reviewing the information below to help you when it comes time to complete the scenarios.

Mileage and per diem rates are subject to change each year. Please note that the following rates are from 2023.

Privately Owned Vehicle (POV) —

When utilizing a POV, the authorized reimbursement for members and/or dependents is monetary allowance in-lieu of transportation (MALT) Plus

- MALT Plus is mileage + per diem
 - a. Mileage based on official distance (\$0.22/mile)
 - b. Standard CONUS Per Diem Rate (\$166/day)
 - This is for meals and lodging.
- Official distance is calculated using the Defense Table of Official Distances between authorized points of travel.
 - a. Odometer readings and actual distance traveled are NOT a factor.

Example

- Member travels by POV
 - a. Allowable travel time: 3 days
 - b. Mileage according to DTOD 1,050 miles
 - c. Per Diem: $\$166 \times 3 \text{ days} = \498.00
 - d. $1,050 \times \$0.22 = \231.00
- 1. Total reimbursement for MALT Plus:
 $\$498.00 + \$231.00 = \$729.00$
OCONUS Means of Travel

Overseas Commercial Plane (CP) —

Computation for overseas travel by plane is made using three legs of travel:

- From the old PDS to the departure port
 - Members are paid 75% of the meals and incidentals rate (M&IE) of the port of embarkation (POE) and actual costs of lodging NTE the locality rates.
- From the departure port (POE) to the arrival port (POD)
 - Members are paid 100% M&IE plus actual lodging NTE the locality rate based on the location at 2400 hrs.
 - If the member is traveling at 2400 hours (hrs), use the port of debarkation (POD) for per diem computation.
 - If the member arrives at the new PDS the same day, use 75% of the new PDS locality rate.
- From the arrival port (POD) to the new PDS.
 - Members are paid 75% M&IE of the new PDS.

Example

A member departs and arrives at the port of embarkation.

- (POE) Baltimore–Washington International Airport, MD (BWI) on 6 January (Jan). The member leaves the port late that evening and arrives to the port of debarkation in Frankfurt, Germany on 7 Jan. The member leaves the POD and arrives at Ramstein AB on 7 Jan.

Compute the member's per diem:

- 6 Jan: $75\% \times \text{BWI locality} - \$66.00 \times 75\% = \$49.50$
- 7 Jan: $75\% \times \text{Ramstein AB locality} - \$97.00 \times 75\% = \$72.75$

$\$49.50 + \$72.75 = \$122.25$ total per diem

Multiple POVs —

- Members with dependents may be authorized mileage reimbursement for 2 POVs.
- Dependents must be on the orders and authorized to travel.
- Travel does not need to be concurrent.

Example: A member with 3 dependents travels using 2 POVs with an official distance of 1,321 miles

- Mileage: $1,321 \times \$0.22 = \290.62
- $\$290.62 \times 2 \text{ POVs} = \581.24

Commercial Plane (CP) —

- When utilizing transportation by commercial air, the authorized allowance for members is a cost reimbursement not to exceed (NTE) the constructed cost (TR cost)
- Per diem is calculated at 75% of the locality rate of the new permanent duty station (NPDS)
- Member (and dependents, if applicable) is authorized 1 travel day.
- Government will only calculate reimbursement for airfare between authorized points of travel (old PDS and new PDS)
- Reimbursement requires two computations:
 - TR cost: government procured
 - Government contracted airfare expense + 75% M&IE at NPDS + commercial transportation (taxi) to/from the terminal
 - Compare the two and reimburse the lesser of the two

Example

A member travels by air from Sheppard AFB, Texas to Andrews AFB, Maryland.

- Actual Airfare: \$351.00
- Actual taxi expense: \$25.00
- Constructed airfare: \$297.00
- Constructed taxi: \$50.00
- M&IE: \$76.00
- Actual: $\$351.00 + \$25.00 = \$376.00 + (\$76 \times 75\%) = \$433.00$
- TR cost: $\$297.00 + \$50.00 = \$347.00 + (76 \times 75\%) = \404.00

Member is entitled to the lesser amount of \$404.00.

Mixed Modes (MM) —

- When more than one mode of transportation is used during a PCS
- Entitlement computation requires a 3-step process:
 - Step 1- MALT Plus cost: compute the member's entitlement as if they had driven the entire trip.
 - Compute per diem using authorized travel time base on DTOD

- Step 2- Actual cost: compute the cost of CP and add the actual MALT for what the member drove.
 - Compute per diem using authorized travel time based on DTOD
- Step 3- Compare Step 1 and 2
 - Member entitlement is the lesser of the two.

Example

A member travels via CP from Sheppard AFB to their leave location in Omaha, Nebraska (NE). The member then drives a POV in 2 days from Omaha, NE to Hill AFB, Utah (UT). The total authorized travel days from Sheppard AFB to Hill AFB is 4 days.

- Official distance: Sheppard AFB to Hill AFB - 1,328 miles
- Omaha to Hill AFB - 923 miles
- Commercial plane ticket: \$327.00
- Taxi: \$9.00
- M&IE for Hill AFB: \$55.00
- Step 1: Calculate the constructed cost
 - Official distance: Sheppard AFB, TX - Hill AFB, UT: 1,328 miles $1,328 \text{ miles} \times \$0.22 = \$292.16$
 - $\$166.00 \times 4 \text{ days} = \664.00
 - Total MALT Plus constructed cost: \$956.16
- Step 2: Calculate the actual cost
 - First leg of travel (MALT Plus):
 - Official distance: Omaha, NE to Hill AFB, UT: 923 miles
 - Subtotal: $923 \text{ miles} \times \$0.22 + \$166.00 = \369.06
 - Second leg of travel (CP):
 - TR Cost: \$327.00
 - Taxi to Wichita Falls, TX Airport: \$9.00 M&IE for Hill AFB: $(\$55.00 \times 75\%)$
 - Subtotal: \$377.25
 - Actual cost: $\$352.06 + \$377.25 = \$729.21$
- Step 3: Compare the constructed cost with the actual cost
 - Constructed: \$888.16
 - Actual: \$ 729.31

Member is authorized to be reimbursed **\$729.31** for their actual cost of travel.

Note: Taxes are not included in airfare costs listed on the City Pairs website for flights that include foreign travel. Transportation Request (TR) Cost annotated by a technician must include actual tax rate applied to the cost of transportation to the closest port of entry.

Overseas with Mixed Modes —

When a member uses a POV to travel to/from the POE/POD, use the MALT Plus computation method.

From the old PDS to the POE:

- Use MALT Plus for allowable travel time using DTOD.
- If the member uses overnight lodging at the port, pay 100% M&IE and actual lodging for the POE.

From the POE to the POD:

- Members are paid 100% M&IE plus actual lodging based on the location at 2400 hrs.
- If the member is traveling at 2400 hrs use the POD for per diem computation.
- If the member departs the old PDS and arrives to the new PDS the same day, use 75% of the new PDS locality rate.

From the POD to the new PDS:

- Members are paid 75% M&IE of the new PDS.

Example

Member departs Cannon AFB, New Mexico (NM) on 2 Jan by POV and arrives to the POE at John F. Kennedy International Airport, New York (NY) (JFK) on 6 Jan (1,867 miles). On 6 Jan, the member uses overnight lodging at JFK (\$95). The member leaves the POE on 7 Jan and arrives in Ramstein AB the same day. Compute the member's per diem and mileage:

- 2 – 5 Jan: MALT Plus method - $\$166.00 \times 4 = \664.00
- Mileage: $1,867 \text{ miles} \times \$0.22 = \$410.74$
- 6 Jan: Lodging Plus method - $\$76.00 \text{ M\&IE} + \$95.00 \text{ lodging} = \171.00
- 7 Jan: 75% Ramstein locality - $\$97.00 \times 75\% = \72.75
- Per diem: $\$664.00 + \$171.00 + \$72.75 = \907.75
- Mileage: $\$410.74$
- Total entitlement: $\$907.75 + \$410.74 = \$1,318.49$

Overseas with POV shipment or storage —

When a member is authorized POV shipment or storage at government expense, the Vehicle Processing Center (VPC) becomes a designated location.

Travel involving the VPC must be done concurrently with PCS to be considered a separate leg of travel.

Example

A member returning to CONUS may fly into the arrival port and then fly to the VPC to pick up their vehicle under Lodging Plus rules. The member may then drive from the VPC to the new PDS under the MALT Plus rules.

Dependent Per Diem —

Consider the following factors while computing per diem for dependent travel:

- Concurrent travel- member and dependents travel together for the entire trip.
- Non-concurrent travel- member and dependents travel separate for all or a portion of the trip.
- Age of the dependent children
 - 12 and up will generally receive 75% of the member or primary dependents per diem.
 - Under age 12 will receive 50% of the member or primary dependents per diem

If multiple dependents travel without the member, only the primary dependent entitlements are equal to 100% of the members entitlement.

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order			
Conditions		12 Years of Age* and Older	Less Than 12 Years of Age
1	Dependent Travels with the Service Member	a. Per diem is calculated at 75 percent of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay locations.	b. Per diem is calculated at 50 percent of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.
2	One Dependent Travels Separately from the Service Member	100 percent of what the Service member would have received.	
3	Two or More Dependents Travel Separately from the Service Member**	a. Per diem is calculated at 100 percent for the first dependent and 75 percent for each of the remaining dependents traveling with the first dependent.	b. Per diem is calculated at 50 percent for each dependent traveling with the first dependent for direct travel between the old and new PDS.

Overseas with Mixed Modes —

When a member uses a POV to travel to/from the POE/POD, use the MALT plus computation method.
From the old PDS to the POE:

- Use MALT Plus for allowable travel time using DTOD.
- If the member uses overnight lodging at the port, pay 100% M&IE and actual lodging for the POE.

From the POE to the POD:

- Members are paid 100% M&IE plus actual lodging based on the location at 2400 hrs.

- If the member is traveling at 2400 hrs, use the port of debarkation (POD) for per diem computation.
- If the member departs the old PDS and arrives to the new PDS the same day, use 75% of the new PDS locality rate.

From the POD to the new PDS:

- Members are paid 75% M&IE of the new PDS.

Example

Member departs Cannon AFB, NM on 2 Jan by POV and arrives to the POE at John F. Kennedy International Airport, NY (JFK) on 6 Jan (1,867 miles). On 6 Jan, the member uses overnight lodging at JFK (\$95). The member leaves POE on 7 Jan and arrives in Ramstein AB the same day. Compute the member's per diem and mileage:

- 2 – 5 Jan: MALT Plus method – $\$166.00 \times 4 = \664.00
- Mileage: 1,867 miles $\times \$0.20 = \373.40
- 6 Jan: Lodging Plus method – $\$76.00 \text{ M\&IE} + \$95.00 \text{ lodging} = \171.00
- 7 Jan: 75% Ramstein locality – $\$97.00 \times 75\% = \72.75
- Per diem: $\$664.00 + \$171.00 + \$72.75 = \907.75
- Mileage: $\$373.40$
- Total entitlement: $\$907.75 + \$373.40 = \$1,281.15$

Overseas with POV shipment or storage —

When a member is authorized POV shipment or storage at government expense, the Vehicle Processing Center (VPC) becomes a designated location.

Travel involving the VPC must be done concurrently with PCS to be considered a separate leg of travel.

Example

A member returning to CONUS may fly into the arrival port and then fly to the VPC to pick up their vehicle under Lodging Plus rules. The member may then drive from the VPC to the new PDS under the MALT Plus rules.

Dependent Per Diem —

Consider the following factors while computing per diem for dependent travel:

- Concurrent travel- member and dependents travel together for the entire trip.
- Non-concurrent travel- member and dependents travel separate for all or a portion of the trip.
- Age of the dependent children

- 12 and up will generally receive 75% of the member or primary dependents per diem.
- Under age 12 will receive 50% of the member or primary dependents per diem.

If multiple dependents travel without the member, only the primary dependent entitlements are equal to 100% of the members entitlement.

Example

Dependent Per Diem POV

- Member travels concurrently with dependent spouse
- Allowable travel time: 3 days
- Member: $\$166.00 \times 3 \text{ days} = \498
- Spouse: $\$166 \times 75\% = \124.50
 - $\$124.50 \times 3 \text{ days} = \373.50
- Total per diem: $\$498 + \$373.50 = \$871.50$

Retiring Members —

A member and their dependent(s) are authorized PCS travel and transportation allowances when the member is on active duty and meets any of the following conditions:

- Retired for a physical disability or placed on the Temporary Disability Retired List (TDRL), regardless of the length of service.
- Retired with pay for any reason after serving 8 years of continuous active duty with no single break of more than 90 days.
- Separated with severance or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.
- Involuntarily released with readjustment or separation pay after serving at least 8 years with no single break of more than 90 days.

Member may elect to relocate to a home of selection (HOS)

- Location may be anywhere (CONUS or OCONUS)
 - If member relocates to OCONUS location reimbursement is limited to the PCS allowances for any location in the CONUS that the member selects

Members who complete less than 8 years of service or are retired without pay are limited to the PCS allowances to their home of record (HOR) or place of entry to active duty (PLEAD) and are not entitled to home of selection.

- Travel must be completed and claimed within 1 year.

- An extension can be requested through the Secretarial process.

Separating Members —

A member on active duty who separates or is released from service may be eligible for PCS travel and transportation allowances for his or herself and their dependents, if applicable. The member must have a break in service of at least 1 day and actually travel.

- A member is authorized travel from the last PDS to his or her HOR or PLEAD
- Entitlements are calculated the same as PCS (exceptions: no DLA or temporary lodging expense (TLE) entitlement)
- Members can relocate to a Home of Selection
 - Reimbursement is limited to the amount that would have been paid if the member had traveled from the last PDS to the HOR or PLEAD
- PCS entitlements are contingent on the following:
 - Separation under honorable or other than honorable conditions
 - Member must begin travel before 181 days following separation.
 - An extension can be requested through the Secretarial process.

Member must complete 90% or more of their enlistment or commitment to receive full PCS entitlement.

- Exceptions are made for situations beyond the member's control that include, but are not limited to:
 - Retirement due to physical disability
 - Placement on the TDRL regardless of the length of time served.

Members who do not complete 90% or more of their enlistment or commitment are entitled to the cost of the least expensive mode of travel (i.e bus ticket) and receive NO per diem.

CONTINUE



26.4 Voucher

1.1 Title Slide



1.2 Overview

This member is traveling concurrently with their dependents.

TRAVEL VOUCHER OR SUBVOUCHER									
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The paying office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for management, lodging, and meals and incidentals on a contract support travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.							
2. NAME (Last, First, Middle Initial (Phone or type)) Amm, Jared		3. GRADE E7	4. SSN 987-65-4321	5. TYPE OF PAYMENT (if applicable) <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Independent <input checked="" type="checkbox"/> DIA					
6. ADDRESS, a. NUMBER AND STREET 123 Avenue Street		b. CITY Elkhorn	c. STATE SD	d. ZIP CODE 55706	6. D.O. VOUCHER NUMBER				
7. DAYTIME TELEPHONE NUMBER & AREA CODE 253-867-5309		8. TRAVEL ORDER AUTHORIZATION NUMBER AA-1234		9. PREVIOUS GOVERNMENT PAYMENTS ADVANCES 0.00			10. SUBVOUCHER NUMBER		
11. ORGANIZATION AND STATION 28th Civil Engineering Squadron, Ellsworth AFB, SD		12. DEPENDENTS (if and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANYING a. NAME (Last, First, Middle Initial) Amm, Marie Mae Amm, Chels Amm, Cheryl		b. RELATIONSHIP Child Child Spouse	c. DATE OF BIRTH (DDMMYY) 20120817 20181222 20130619	13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code) 123 Amazing Street Farchild AFB, WA 99011			d. PAY BY
14. ITINERARY a. DATE 2024		b. PLACE (Name, Office, State, Address, City and State, City and County, etc.) Ellsworth AFB, SD	c. DEPART (DDMMYY) 2702	d. RETURN (DDMMYY) 2702	e. MODE OF TRANSPORT AIR	f. CLASS OF SERVICE E	g. LODGING CODE 922	15. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Lodging Allowance (3) Mileage (4) Dependent Travel (5) DIA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
16. PURPOSE OF TRIP a. DATE 20240228		b. NATURE OF EXPENSE Toll Bridge	c. AMOUNT \$17.00	d. ALLOWED \$17.00	17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS				

This member is

traveling concurrently with their dependents.

Per their orders, 3 travel days are authorized.

26.4 Voucher

Arms, Suzie Mae		Child	20220817	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS	
Arms, Cletus		Child	20181222				
Arms, Cheryl		Spouse	20130619				
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2702	DEP	Fairchild AFB, WA		PA			
2902	ARR	Ellsworth AFB, SD			MC		933
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER							
17. DURATION OF TRAVEL							
18. REIMBURSABLE EXPENSES				<input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS			
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED			
20240228	Toll Bridge		\$17.00	\$17.00			
e. SUMMARY OF PAYMENT							
				(1) Per Diem			
				(2) Actual Expense Allowance			
				(3) Mileage			
				(4) Dependent Travel			
				(5) DLA			
				(6) Reimbursable Expenses			
				(7) Total			
				(8) Less Advance			
				(9) Amount Owed			
				(10) Amount Due			

Let's break down the computation for this voucher.

1.3 Computation

12. DEPENDENT(S) (X one and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)				c. PAID BY				
<input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				123 Amazing Street Fairchild AFB, WA 99011								
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE									
Arms, Suzie Mae		Child	20220817									
Arms, Cletus		Child	20181222									
Arms, Cheryl		Spouse	20130619									
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)								d. COMPUTATIONS				
15. ITINERARY												
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES					
2702	DEP	Fairchild AFB, WA		PA								
2902	ARR	Ellsworth AFB, SD										
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER								17. DURATION OF TRAVEL				
18. REIMBURSABLE EXPENSES								<input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS				
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED								
20240228	Toll Bridge		\$17.00	\$17.00								
5. TYPE OF PAYMENT (X as applicable)												
<input type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Other <input checked="" type="checkbox"/> Dependent(s) <input checked="" type="checkbox"/> DLA												
10. FOR D.O. USE ONLY								e. SUMMARY OF PAYMENT				
								(1) Per Diem				
								(2) Actual Expense Allowance				
								(3) Mileage				
								(4) Dependent Travel				
								(5) DLA				
								(6) Reimbursable Expenses				
								(7) Total				
								(8) Less Advance				
								(9) Amount Owed				
								(10) Amount Due				
19. GOVERNMENT/DEDUCTIBLE MEALS												
a. DATE	b. NO. OF MEALS		c. DATE	d. NO. OF MEALS								

This member is claiming PCS entitlements for themselves and their dependents.

He took all three of his travel days, using his own vehicle.

The member will receive the full standard rate of \$166. The spouse will receive 75% of the standard rate and each child will receive 50% of the standard rate.

[illegible]

Mileage for the year of travel is 22 cents per mile. The mileage from the old duty station to the new duty station is 933 miles. The mileage reimbursement for this member is \$205.26.

[illegible]

All the current payable items thus far are \$1,591.76. We will revisit this voucher later in the course.

26.4 Voucher

1.4 Conclusion



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.



CONTINUE

In-Place Consecutive Overseas Tours and Consecutive Overseas Tours

IPCOT

An in-place consecutive overseas tour (IPCOT) is one in which on completion of an initial overseas tour, including voluntary extensions, a member agrees to serve another prescribed tour at the same permanent duty station. The effective date of an IPCOT order is the first day of

duty on the new tour. No PCS movement is involved. However, a member selected to serve an IPCOT is authorized some travel and transportation allowances which we'll cover in the slides.

COT

A consecutive overseas tour (COT) is one in which upon completion of an initial overseas tour, including voluntary extensions, a member agrees to serve another prescribed tour at a different permanent duty station. This tour also has travel and transportation allowances associated with it.

If these requests are approved, both the members and their dependents who accompanied them during the consecutive tours are entitled to PCS travel and transportation allowances between authorized locations. It's important to note that these travel and transportation expenses are reimbursable, with the reimbursement not exceeding the member's HOR. This policy aims to provide benefits to members and their families who commit to consecutive overseas assignments, making their transition between locations more manageable and financially supported.

Eligibility

To be eligible for COT leave entitlements, a member must complete consecutive tours at two different OCONUS locations. It's crucial to note that in both cases, for dependents to be eligible for IPCOT/COT travel and transportation entitlements, they must have command sponsorship during both tours. This policy ensures that members and their families are appropriately recognized and supported when they undertake consecutive overseas assignments.

Deferred COT

In cases where the member either does not travel through the CONUS or cannot make use of the COT leave entitlement en-route, it is permissible to defer this entitlement until after their arrival at the new PDS. However, it's essential to note that if the member exceeds 10 days of chargeable leave within CONUS, the COT entitlement is considered to have been utilized.

For service members whose HOR is located overseas, they have the option to postpone their COT leave travel until after the PCS process is completed. **These deferrals should be clearly documented on the PCS orders.** Importantly, when COT leave travel is deferred, it must be concluded before the tour at the new PDS concludes. In exceptional circumstances where a member was unable to use the entitlement due to contingency operations, a 12-month extension may be granted, ensuring fairness and flexibility in these situations.

Authorized Destinations

The authorized destination for IPCOT and COT travel is the member's Home of Record (HOR). This specific destination must be clearly indicated on official documentation such as Air Force (AF) Form 899 (PCS orders) or Department of Defense (DD) Form 1610 (temporary duty orders) in cases where IPCOT/COT travel is deferred.

Any transportation to a location other than the authorized HOR is subject to limitations, and the cost is restricted to what it would have been if the service member or dependent had traveled to the HOR. In special circumstances where additional costs are necessary, these may be authorized or approved through the Secretarial Process, ensuring proper oversight and management of travel expenses.

Travel and transportation allowances for IPCOT and COT leave encompass terminal transportation services. For instance, this may involve reimbursement for taxi services to and from the PDS and the airport or between the airport and the designated leave location. Additionally, members and their eligible dependents are entitled to receive per diem allowances during the authorized IPCOT/COT travel days.

This comprehensive support ensures that members and their families have the necessary financial assistance for smooth and comfortable travel between their duty stations and leave destinations.

Transportation of a Student Dependent

When a military member is stationed overseas and they have a dependent in formal education back in the states, the military allows for a transportation entitlement for those student dependents.

It's important to note that the transportation reimbursement provided under this program is capped at the actual cost incurred for travel between the school attended by the dependent student and the member's place of residence. This ensures that the reimbursement is commensurate with the actual expenses associated with the student's travel and maintains fiscal responsibility.

Per diem allowances are generally not granted as part of this program unless specified otherwise in exceptional circumstances. This helps streamline the reimbursement process while still addressing specific needs as required.

In cases where dependent lodging is deemed necessary due to exceptional circumstances, such arrangements can be considered for reimbursement on a case-by-case basis. However, such requests must be approved by the Authorizing Official (AO), who evaluates the need and appropriateness of lodging reimbursement.

This program is designed to provide essential financial support to members with dependent students, ensuring that the cost of student transportation is manageable while maintaining a balanced and responsible approach to resource allocation. It acknowledges the unique challenges military families face and aims to alleviate the financial burdens associated with education-related travel.

Dislocation Allowance

Dislocation Allowance (DLA) has some specific eligibility rules which we'll cover in this objective. It will typically be part of a member's PCS settlement voucher and you'll notice that it even has its own box to mark on the AF Form 1351-2 (Travel Voucher).

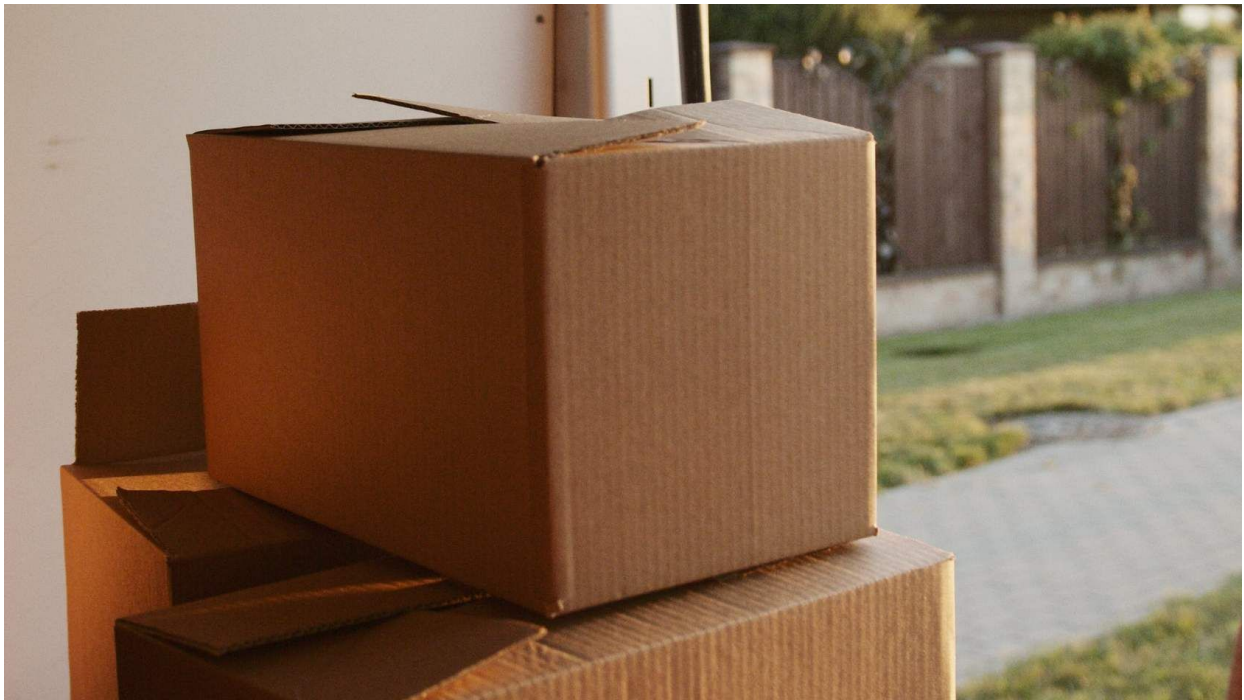
Purpose

Dislocation Allowance (DLA) is a financial benefit designed to provide partial reimbursement to a military member for the expenses incurred when relocating their household. This relocation can occur for various reasons, including PCS orders, evacuation procedures, or when moving dependents to a designated location at the government’s expense. DLA is an essential component of the military’s support system, helping to alleviate some of the financial burdens associated with frequent relocations.

The rates for DLA are determined based on the member’s rank and the number of dependents they have. These rates are regularly updated and can be accessed online through the official Department of Defense website, providing members with access to current and historical DLA rates.

DLA is available in three distinct types to address specific relocation scenarios:

PRIMARY DLA	SECONDARY DLA	PARTIAL DLA
<p>This type of DLA is typically associated with a member’s PCS move, where they are relocated to a new duty station as part of their military assignment.</p>		



PRIMARY DLA

SECONDARY DLA

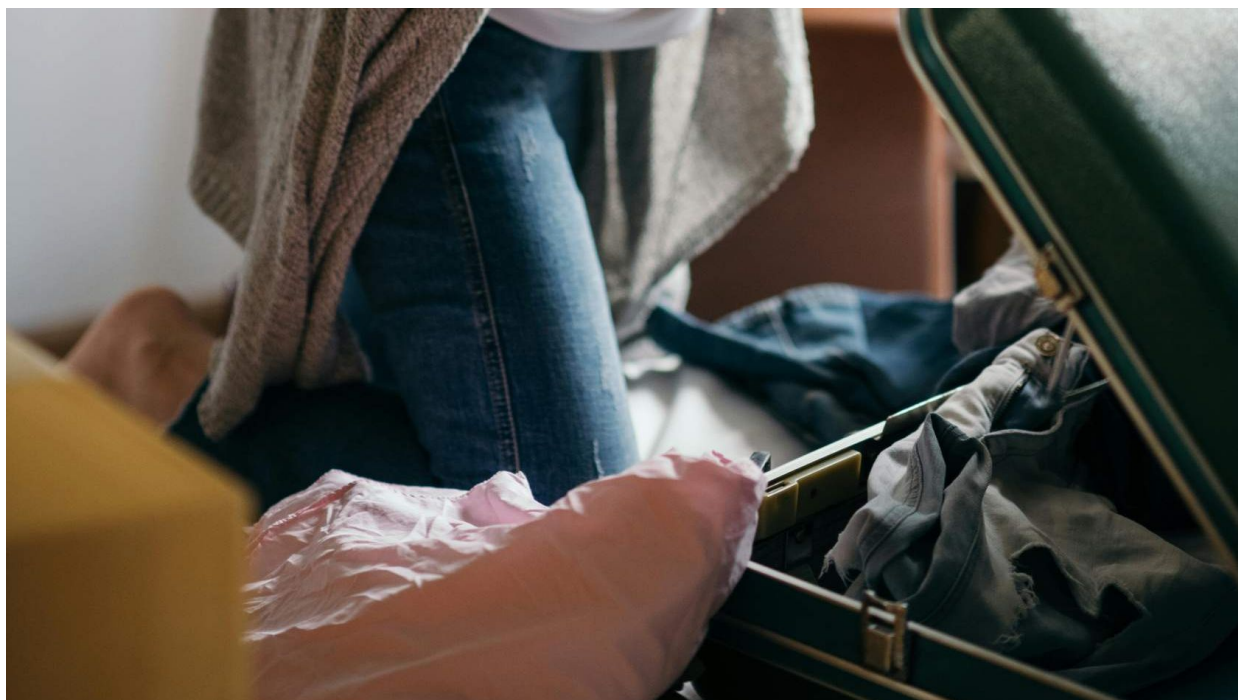
PARTIAL DLA

Secondary DLA is applicable when a member is required to relocate their household due to circumstances such as evacuation orders or other government-directed moves.



PRIMARY DLA	SECONDARY DLA	PARTIAL DLA

Partial DLA is designed to provide partial reimbursement for expenses incurred during certain types of relocations, offering a flexible approach to financial support.



These various forms of DLA help military members and their families during the often complex and costly process of relocation, recognizing the unique demands of military service. It ensures that members receive financial assistance tailored to their specific circumstances, ultimately easing the financial strains associated with frequent moves and ensuring their focus remains on their military duties.

Primary DLA —

Members have the option to request DLA in advance of their planned travel, providing a proactive approach to accessing this financial benefit. However, if this advance request is not submitted, members can still claim their entitlement when they process their PCS voucher after the relocation has taken place. This flexibility ensures that members have avenues to access DLA support regardless of their timing preferences.

It's important to note that DLA is not authorized in certain situations:

- First PCS: DLA is not typically granted during a member's first PCS move, with one notable exception: if the member has dependents who are relocating to the new Permanent Duty Station (PDS) as well.

- Separation/Retirement: DLA is not authorized for members during separation or retirement from the military.
- DLA is generally limited to one reimbursement per fiscal year, except in cases that qualify for exceptions as specified in Paragraph 050501 of the Joint Travel Regulations (JTR). These exceptions provide a framework for addressing unique circumstances that may warrant additional DLA reimbursements within a fiscal year.

This comprehensive approach to DLA eligibility and the availability of exceptions ensures that the benefit is accessible to members while also adhering to regulations and guidelines that govern its distribution. It recognizes the diverse needs of military personnel and their families during times of relocation and provides a system that accommodates those needs effectively.

Secondary DLA

Secondary DLA is a financial benefit granted under specific circumstances when a PCS order is amended, modified, cancelled, or revoked, necessitating the member's return to their original PDS. This provision acknowledges the dynamic nature of military assignments and the potential need for members to adapt to changes in their relocation plans.

To qualify for Secondary DLA, it is essential that either the member or their dependent has initiated the process of moving from their place of residence before the alteration of the PCS order. This prerequisite ensures that the benefit is provided to individuals who have already undertaken preparations for relocation in response to the initial order.

DLA, in this context, is applicable for each move related to these changes in PCS orders.

The type of DLA provided depends on the specific move:

Primary DLA: Primary DLA is payable for the first move necessitated by the amended or altered PCS orders within the same fiscal year (FY).

Secondary DLA: Subsequent moves within the same fiscal year, arising due to amended or altered PCS orders, qualify for Secondary DLA.

It is important to emphasize that, in accordance with regulations, no more than two DLAs are authorized per fiscal year under these circumstances. This limitation ensures that the financial assistance provided through DLA remains reasonable and fiscally responsible while still offering valuable support to members navigating the complexities of changing assignment directives.



Partial DLA —

Partial DLA is a financial benefit provided under specific circumstances when a member receives orders to either occupy or vacate government quarters for reasons such as privatization, renovation, or any other situation deemed necessary for the government's convenience. This benefit is designed to assist members in addressing the additional expenses associated with these types of moves, acknowledging the unique challenges they may face.

Partial DLA is provided as a one-time payment, disbursed at a flat rate. This simplifies the process and ensures that members have access to financial support when they need it most.

However, it's important to note that Partial DLA is not payable in certain situations:

- Change in Family Size
- Voluntary Move (meaning it's not directed by military orders)
- Divorce
- Member Misconduct
-

These stipulations ensure that Partial DLA is offered in situations where members are required to vacate or occupy government quarters for reasons beyond their control, offering financial assistance to help offset the costs associated with such moves. While it provides valuable support, it also adheres to specific criteria to maintain fiscal responsibility and fairness in its distribution.


DLA Computation

The DLA amount that a member is eligible to receive is determined based on their grade and dependency status, taking into account various scenarios to ensure equitable distribution of this financial benefit.



Member without Dependents —

A member who does not have any dependents is paid at the single rate. This acknowledges that their relocation expenses may differ from those of members with dependents.



Member with Dependents Whose Dependents Do Not Relocate —

In cases where a member has dependents, but those dependents do not relocate along with the member, the member is paid the single rate. This recognizes that the additional expenses associated with dependent relocation are not incurred in such situations.

Member with Dependents Whose Dependents Relocate —

If a member has dependents, and those dependents relocate in response to the PCS orders, the member is paid the “with dependent” rate. This reflects the increased expenses that typically accompany the relocation of dependents.

Military-Married-to-Military Couples Relocating from the Same PDS —

Members who are departing from or transferred to separate duty or household stations may be entitled to DLA in their own right. This acknowledges that they are subject to individual relocation expenses even if they are part of a military couple.

Table 5-11 in the JTR includes specific guidance for military-married-to-military PCS situations, providing clarity on the entitlements and rates applicable in these scenarios. This multifaceted approach to DLA ensures that members are fairly compensated based on their unique circumstances and the expenses associated with their particular relocation situations.

DLA Advance

Members have the option to proactively request DLA in advance of their scheduled PCS. This feature allows for better financial planning and preparation as members navigate the complexities of relocation.

To substantiate their request for DLA, members are required to provide specific supporting documents, including:

- DD Form 1351: This form serves as an official request for DLA and is used to document the member's eligibility and entitlement to the benefit.
- PCS Orders: The member's PCS orders provide the necessary official documentation of their impending relocation, outlining the details of the move.

Once the member has gathered and completed the required documents, the Financial Services Office (FSO) plays a critical role in the process. The FSO is responsible for scanning and forwarding these substantiating documents to Travel Pay Processing – Ellsworth (TPP-E).

It's important to note that payment of DLA in advance will not be disbursed any earlier than 10 days prior to the member's scheduled departure date from their current Permanent Duty Station (PDS). This timing ensures that members receive the financial support they need in a timely manner as they prepare for their PCS, helping to offset the expenses associated with their move and facilitating a smoother transition to their new duty station.

CONTINUE



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

26.4 Voucher Part 2

1.1 Title Slide



1.2 Overview

This member is traveling concurrently with their dependents.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball-point pen. PENCILS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Enclosed Fund Transfer (EFT) <input type="checkbox"/> Payment by Check				2. EMPLOYEE INFORMATION a. NAME (Last, First, Middle Initial (print or type)) Arms, Janet b. GRADE E7 c. SSN 987-65-4321 d. TYPE OF PAYMENT (if an employee) <input type="checkbox"/> Non-employee <input checked="" type="checkbox"/> Employee e. STATE SD f. ZIP CODE 55706 g. PAYMENT (if an employee) <input checked="" type="checkbox"/> Direct (to contractor) <input type="checkbox"/> Indirect (to contractor) NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.			
3. ADDRESS & NEARBY STREET 123 Awesome Street h. CITY Ellsworth i. STATE SD j. ZIP CODE 55706				4. D.O. VOUCHER NUMBER 0.00			
5. DAYTIME TELEPHONE NUMBER & AREA CODE 253-867-5309 k. ORGANIZATION AND STATION 29th Civil Engineering Squadron, Ellsworth AFB, SD				6. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 0.00			
7. DEPENDENTS (if and complete as necessary) a. NAME (Last, First, Middle Initial) Arms, Suzie Mae b. RELATIONSHIP Child c. DATE OF BIRTH (MM/DD/YYYY) 20200117 d. SOCIAL SECURITY NUMBER 20181222 e. DATE OF BIRTH (MM/DD/YYYY) 20130619 f. RELATIONSHIP Spouse				8. DEPENDENT'S ADDRESS ON RECEIPT OF ORDER (include ZIP Code) 123 Amazing Street Fairchild AFB, WA 99011			
9. TRAVEL a. DATE 2024 b. PLACE (Home, Office, Show, Activity, City and State, City and County, etc.) 2702 ULP Fairchild AFB, WA 2702 ULP Ellsworth AFB, SD				10. HAVE HOUSEHOLD GOODS BEEN SHIPPED? a. YES b. NO (If yes, in Remarks) YES c. FREIGHT RECEIPT NO. (if any) PA d. FREIGHT COST \$25			
11. ITINERARY a. DATE 2024 b. PLACE (Home, Office, Show, Activity, City and State, City and County, etc.) 2702 ULP Fairchild AFB, WA 2702 ULP Ellsworth AFB, SD				12. SUMMARY OF PAYMENT a. Per Diem b. Actual Expense Allowance c. Mileage d. Transportation Travel e. DLA f. Reimbursable Expenses g. Total h. Amount Owed i. Amount Due			
13. REIMBURSABLE EXPENSES a. DATE 20240228 b. NATURE OF EXPENSE Toll Bridge c. AMOUNT \$17.00 d. ALLOWED \$17.00				14. DURATION OF TRAVEL a. 12 HOURS OR LESS b. MORE THAN 12 HOURS BUT 24 HOURS OR LESS c. MORE THAN 24 HOURS X			

Now we will look back at MSgt Arms' voucher.

Based on the prior computation, you already know that the per diem, mileage, and reimbursable expenses amount to \$1,591.76.

1.3 Computation

[illegible]

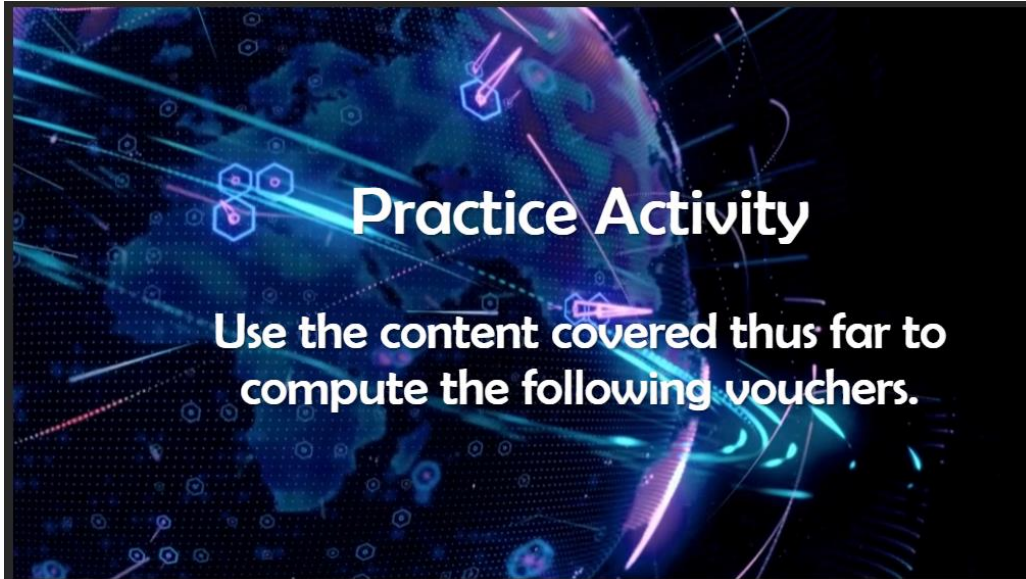
Take note of block 5. The traveler is claiming dislocation allowance.

12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE Arms, Suzie Mae Child 20220817 Arms, Cletus Child 20181222 Arms, Cheryl Spouse 20130619				13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 123 Amazing Street Fairchild AFB, WA 99011				c. PAID BY	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS $100\% * 166 = 166$ $75\% * 166 = 124.50$ $50\% * 166 = 83$ $+ 50\% * 166 = 83$ <hr/> $\$456.50$ $* 3 \text{ Days}$ $\$1,369.50$ $933 * 0.22 = \$205.26$					
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) 2024 DEP Fairchild AFB, WA 2702 ARR Ellsworth AFB, SD 2902 ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR				c. MEANS OF TRAVEL PA		d. REASON FOR STOP MC		e. LODGING COST POC MILES 933	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS					
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED 20240228 Toll Bridge \$17.00 \$17.00				19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS					

Fortunately, this voucher is fairly simple, so the last item to add to complete the computation is the service member's dislocation allowance. After adding the D.L.A. to the computation, the total amount owed to the member is \$4,865.73.

26.4 Voucher Part 2

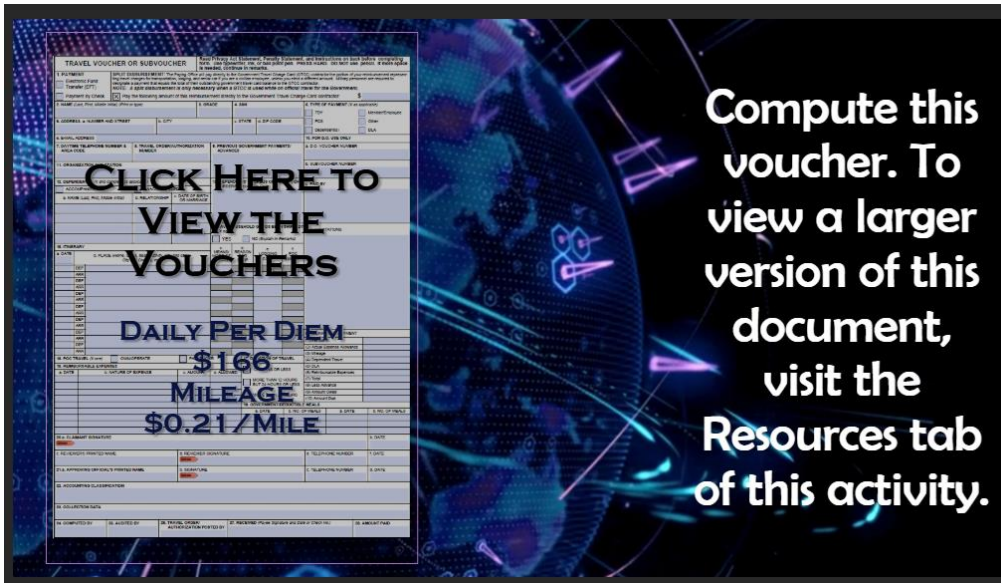
1.4 Activity Intro

A graphic with a dark blue background featuring a stylized globe and glowing blue and purple lines. The text "Practice Activity" is prominently displayed in white, followed by the instruction "Use the content covered thus far to compute the following vouchers." in a smaller white font.

Practice Activity

Use the content covered thus far to compute the following vouchers.

1.5 Voucher

A graphic showing a screenshot of a "TRAVEL VOUCHER OR SUBVOUCHER" form. The form includes fields for "DATE", "TO", "FROM", "PURPOSE", "MILEAGE", and "DAILY PER DIEM". A large text overlay reads "CLICK HERE TO VIEW THE VOUCHERS" and "DAILY PER DIEM \$166 MILEAGE \$0.21/MILE". To the right of the form, the text "Compute this voucher. To view a larger version of this document, visit the Resources tab of this activity." is displayed in white.

CLICK HERE TO VIEW THE VOUCHERS

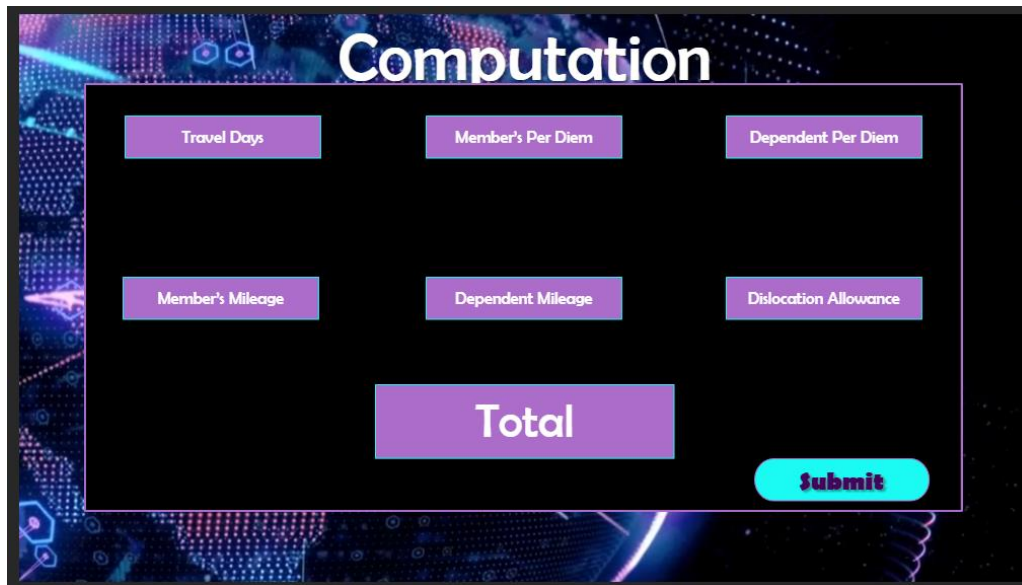
DAILY PER DIEM \$166

MILEAGE \$0.21/MILE

Compute this voucher. To view a larger version of this document, visit the Resources tab of this activity.

26.4 Voucher Part 2

1.6 Computation



The image shows a digital form titled "Computation" with a futuristic, dark blue and purple background featuring glowing lines and hexagonal patterns. The form is a white rectangular box containing several input fields and a submit button. The fields are arranged in a grid: "Travel Days", "Member's Per Diem", and "Dependent Per Diem" in the top row; "Member's Mileage", "Dependent Mileage", and "Dislocation Allowance" in the middle row; and a larger "Total" field in the bottom row. A red "Submit" button is located at the bottom right of the form.

Travel Days	Member's Per Diem	Dependent Per Diem
Member's Mileage	Dependent Mileage	Dislocation Allowance
Total		
Submit		

1.7 Activity Intro





CONTINUE

POV Shipment and Storage

CONUS POV Shipment

A Service member with dependents, relocating due to PCS orders within CONUS, may be eligible to transport a privately owned vehicle (POV). However, a Service member without dependents or with dependents ineligible for Government expense transportation, or not relocating due to the Service member's PCS, is not authorized reimbursement for POV shipment.

Table 5-63. Shipment of a POV by the Service Member	
1	<p>A Service member with eligible dependent are relocating between PDSs in the CONUS and must meet all of the following conditions:</p> <ul style="list-style-type: none"> a. The dependent is eligible for transportation at Government expense and relocates with the Service member. b. The Service member or his or her eligible dependent owns more than one POV that must be relocated. c. The Service member and all of his or her dependents travel at one time in one POV.
2	The Government's transportation cost to ship the second POV is limited to the remainder of the monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for driving two POVs to the new PDS.
3	The Service member is financially responsible for all excess costs and additional expenses associated with shipping the second POV.
4	MALT and cost reimbursement are separately authorized for the POV being driven.

A Service member shipping a POV (Personally Owned Vehicle) is ineligible for various allowances, including commercial travel at Government expense, Government-procured transportation, reimbursement for TDY mileage or MALT related to the POV, POV storage at Government expense, and transportation of a POV from CONUS to a new PDS in CONUS unless stored at Government expense due to transportation constraints.

A Service member driving one vehicle and shipping a second must obtain authorization through the Secretarial Process to drive any additional vehicles.

OCONUS POV Shipment and Storage

Authorization for the shipment of a POV at government expense to or from an OCONUS is granted to military members who are undergoing orders to or from such locations. This provision is designed to facilitate the relocation process for members and ensure they have the means to transport their vehicles to or from their overseas duty stations.

There are several key considerations and conditions associated with OCONUS POV shipment authorization:

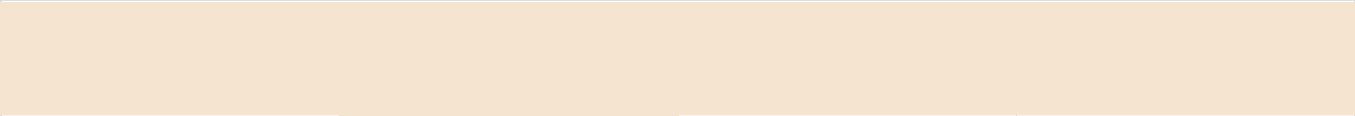
**ONE POV
AUTHORIZATION**

WEIGHT LIMIT

**EXCESS
TRANSPORTATION
COSTS**

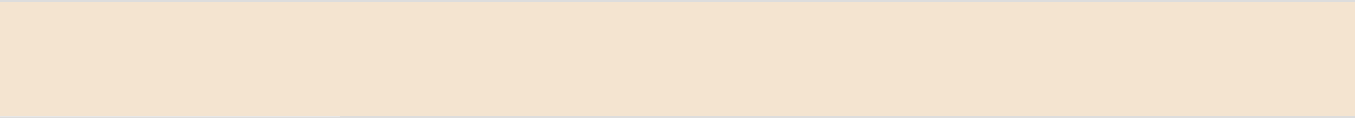
MIL-TO-MIL

A member who is ordered to or from an OCONUS location is entitled to ship one POV at government expense. This allowance enables members to have their personal vehicles with them during their overseas assignments, providing convenience and mobility.



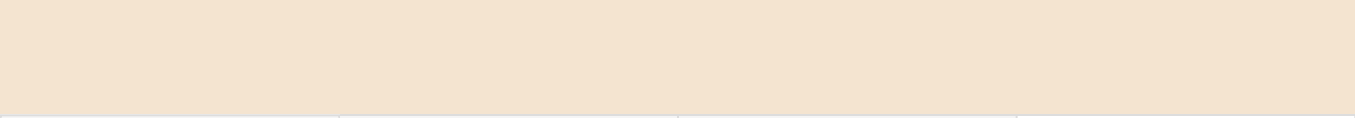
ONE POV AUTHORIZATION	WEIGHT LIMIT	EXCESS TRANSPORATION COSTS	MIL-TO-MIL
--------------------------	--------------	----------------------------------	------------

The weight of the POV being shipped must not exceed 20 tons. This weight limit is in place to ensure that the transportation of the POV is manageable and aligns with logistical capabilities.



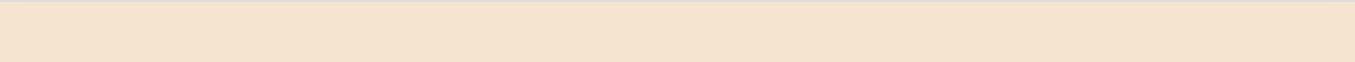
ONE POV AUTHORIZATION	WEIGHT LIMIT	EXCESS TRANSPORATION COSTS	MIL-TO-MIL
--------------------------	--------------	----------------------------------	------------

If the weight of the member’s POV exceeds the established 20-ton limit, the member is responsible for covering any excess transportation cost incurred. This emphasizes the importance of adhering to the weight limit to avoid additional expenses.



ONE POV AUTHORIZATION	WEIGHT LIMIT	EXCESS TRANSPORATION COSTS	MIL-TO-MIL
--------------------------	--------------	----------------------------------	------------

In Cases where both members of ta military-married-to-military couple are eligible for POV shipment (either due to individual orders or combining their weight allowance), they have the flexibility to decide how they wish to utilize this benefit. This accommodation recognizes the unique circumstances of dual military couples and offers them the ability to make decisions that best suit their needs during their overseas assignments.



Overall, the authorization for OCONUS POV shipment underscores the military's commitment to supporting its members during overseas assignments by facilitating the transportation of their personal vehicles. These guidelines and conditions are in place to ensure a fair and practical application of this benefit while maintaining fiscal responsibility.

The process of designating specific locations for the shipment and processing of POVs is a critical aspect of military relocation logistics. Several key locations are designated to facilitate the transportation of POVs, and the guidelines for these designations are as follows:

- **Vehicle Processing Center (VPC):** The Logistics Readiness Squadron (LRS) is responsible for designating the authorized ports or Vehicle Processing Centers (VPCs) where POVs can be processed and shipped. These designated VPCs play a crucial role in the efficient handling of POVs during the relocation process.
- **In the Absence of Designation:** In cases where a specific VPC has not been officially designated, the authorized loading and unloading points for a POV are determined based on the origin point and the new PDS. This includes the POD and any intermediate ports situated between the old and new PDS. These designated points ensure the smooth transportation of POVs.
- **Old PDS:** When considering POV transportation to the first PDS, the home of record (HOR) or place from which entered on active duty (PLEAD) is considered the old PDS. This designation is important for initiating the transportation process.
- **New PDS:** For POV transportation upon separation or retirement, the new PDS is determined based on several factors, including the HOR, PLEAD, or the authorized home of selection (HOS). These designations ensure that members' POVs are appropriately processed and shipped when they leave military service.

These designated locations and considerations help streamline the POV transportation process during military relocations, ensuring that POVs are handled efficiently and in accordance with the members’ orders and circumstances. They form an integral part of the broader logistical support provided to military personnel and their families during their transitions between duty stations.

Military members who choose to pick up or deliver their POV concurrently with their PCS travel are entitled to specific allowances and reimbursements to support this process. These allowances are designed to ensure that members have the necessary financial assistance to facilitate the transportation of their POV during their relocation.

Allowances and Reimbursements for POV Pickup and Delivery

The following allowances are authorized for members who are concurrently picking up or delivering their POV during PCS travel:

PCS ALLOWANCES FOR DIRECT TRAVEL	REIMBURSEMENT FOR TRANSPORTATION	PCS ALLOWANCES FOR DIRECT TRAVEL (PT.2)
Members are entitled to receive PCS allowances that cover the direct travel expenses from their old PDS to the designated POV loading port or VPC. This financial support helps members cover the costs associated with traveling to the location where they will retrieve or drop off their POV.		
PCS ALLOWANCES FOR DIRECT TRAVEL	REIMBURSEMENT FOR TRANSPORTATION	PCS ALLOWANCES FOR DIRECT TRAVEL (PT.2)
Members are eligible to receive reimbursement for the transportation costs incurred when traveling from the POV loading port or VPC to the passenger port. This reimbursement ensures that members can		

efficiently move between these key locations during their POV pickup or delivery process.

PCS ALLOWANCES FOR DIRECT TRAVEL

REIMBURSEMENT FOR TRANSPORTATION

PCS ALLOWANCES FOR DIRECT TRAVEL (PT.2)

After completing their business at the passenger port, members are entitled to PCS allowances for direct travel from the passenger port to the designated POV unloading port or VPC. From there, they can continue their journey to their new PDS. These allowances are provided to support the seamless completion of the relocation process.

However, if a member decides to pick up or drop off their POV at the VPC in a non-concurrent manner, meaning it does not align with their PCS move, they are authorized round-trip TDY mileage reimbursement from their old PDS to the port or VPC. This provision recognizes that members may choose to manage their POV transportation differently based on their specific circumstances.

Overall, these allowances and reimbursements are integral to facilitating the efficient and cost-effective transportation of members' POVs during their PCS moves, ensuring a smooth transition to their new duty stations.



Temporary Lodging Expense (TLE)

Several modules ago, you learned about Temporary Lodging Allowance (TLA) which helped offset expenses when overseas in a PCS status. Temporary Lodging Expense (TLE) is also intended to help offset such expenses, however, it's specific to being in a PCS status in the states.

Military lodging should always be our first stop to determine if space is available. This can be done in advance by visiting the Department of Defense Lodging website and selecting the applicable branch of service before selecting the property you're interested in. Although the look of each will vary, the room rates are always standardized across the board and can change periodically.

In this objective we'll learn the procedures for computing TLE as well as take a look at forms you can expect to see when processing this entitlement.

TLE is authorized to partially offset the added living expenses incurred within the CONUS when temporary lodgings are used during a PCS. It is authorized for members and dependents. Temporary lodgings can be classified as billeting, hotels, motels, and so forth. The lodging must be within the vicinity of the old or new PDS. There is no entitlement to TLE for a PCS move for retirement or separation. TLE is not paid for any day per diem is payable.

A member is authorized TLE reimbursement NTE the number of days authorized in the JTR, Chapter 5 under the following conditions:

- Before leaving the old CONUS PDS, designated place (see appendix A), a member's CONUS home of record (HOR), and/or technical school, if the member is reporting to the first PDS.
- After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school.
- When house hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS).
- For the elapsed time between PDSs when per diem is not payable.
- When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable.
- Upon initial arrival at a CONUS PDS and waiting for government quarters assignment or while completing arrangements for other permanent living accommodations when government quarters are not available.

NOTE: TLE is payable incidental to a move when entering active duty to the first PDS.

A member is **not** authorized TLE under the following conditions:

- When leaving active duty
- For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS).

- On behalf of dependent(s) acquired after the effective date of a PCS order.
- On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (see Chapter. 5, part J)
- On behalf of dependent(s) relocating for personal safety
- When ordered to indeterminate temporary duty

The number of days TLE is authorized is shown in the following table:

Table 5-13. Authorized TLE Locations and Time Limits	
If a Service member is...	Then TLE is authorized for 7 days...
1 moving to a PDS OCONUS from a prior PDS in the CONUS,	at the following locations if within the CONUS: a. Prior PDS. b. Designated place.
2 reporting to the first PDS OCONUS from a home of record or the initial technical school,	at the following locations if within the CONUS: a. Home of record. b. Initial technical school. c. Designated place.
If a Service member is...	Then TLE is authorized for 14 days...
3 reporting to a PDS in the CONUS,	at the following locations if within the CONUS: a. Prior or new PDS. b. Designated place.
4 reporting to the first PDS in the CONUS from the home of record or initial technical school,	at the following locations if within the CONUS: a. Home of record. b. Initial technical school. c. Designated place. d. First PDS.

Computation procedures

After determining the daily M&IE and ceiling for lodging, multiply the percentage in the following table below by the applicable M&IE and lodging locality per diem rates prescribed. Local per diem rates can be located in the Defense Travel Management Office (DTMO) website.

Step 1

Table 5-17. Daily Lodging Ceiling and M&IE Rate Percentages for TLE		
	Number of Eligible Persons Occupying Temporary Quarters	Applicable Percentage Rate
1	Service member or one dependent	65
2	Service member and one dependent, or two dependents only	100
3	For each additional dependent 12 years of age or older	35
4	For each additional dependent younger than 12 years of age	25

Determine the applicable percentage rate.

Step 2

Determine maximum locality rate and apply percentage.

Step 3

Compare actual lodging with the percentage rate in Step 2.

Step 4

Use the lower cost in Step 3 and add the M&E with the percentage rate.

Step 5

Multiply the amount in Step 4 by the number of authorized days.

Summary

Now it's time to apply this information to a scenario. Continue through the course to apply what you know.

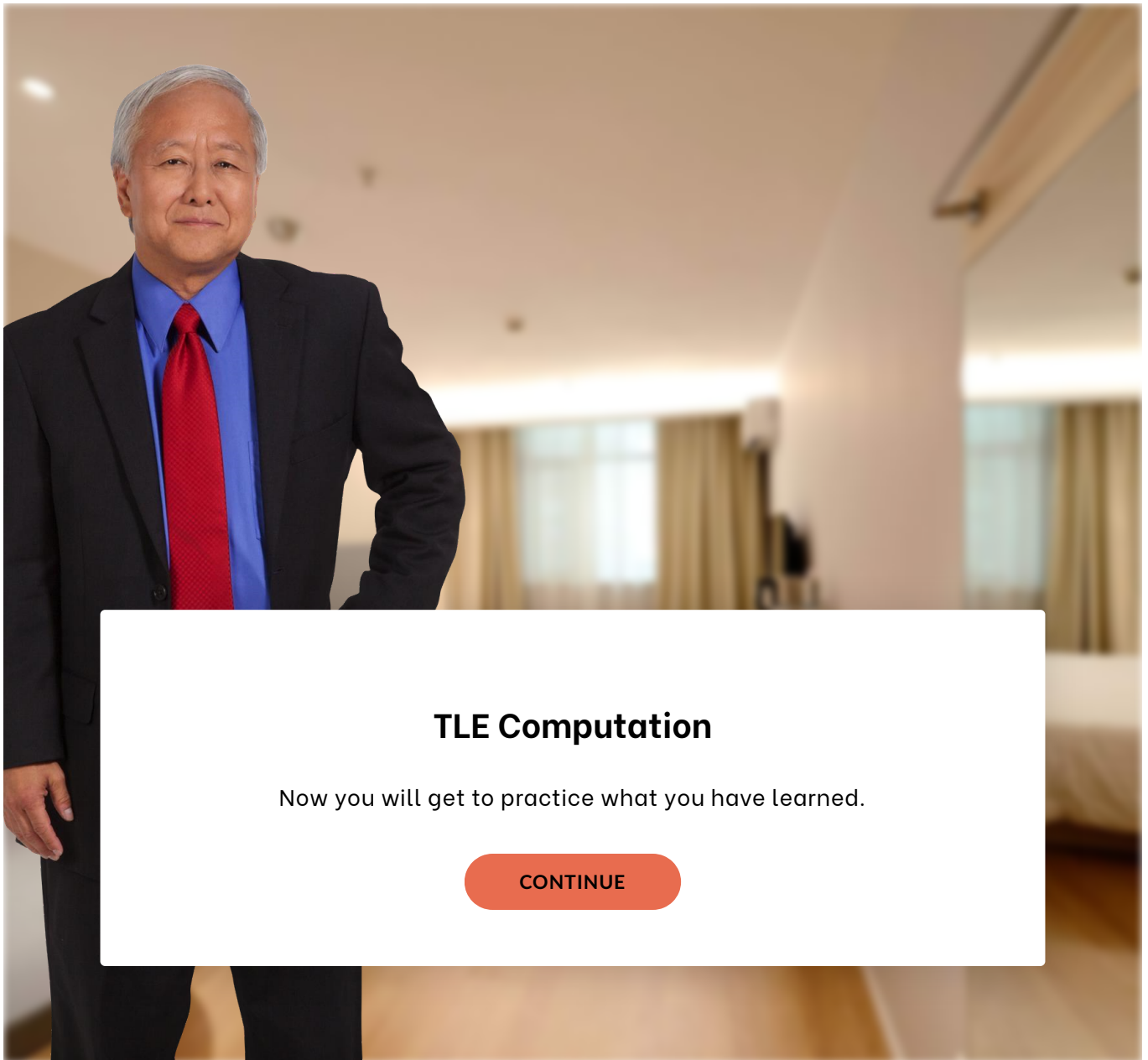
TLE is computed on a daily basis and limited to a maximum of \$290 per day. A portion is for lodging and the other is for meals. The amount allowed for the meals decreases if the lodging has cooking facilities or if a government mess was used for all three meals in a single day. Government quarters must be used, if available. If government quarters are not available, the member's certification is required to support any voucher.

When both spouses are members, each is authorized TLE in his or her own right; however, both members cannot claim the same dependents for TLE purposes.

If members or dependents stay with friends or relatives, lodging cost is not authorized for reimbursement (as none would be paid by the member), but the TLE meal portion is still payable.

Computation procedures

After determining the daily M&IE and ceiling for lodging, multiply the percentage in the following table below by the applicable M&IE and lodging locality per diem rates prescribed. Local per diem rates can be located in the Defense Travel Management Office (DTMO) website.



Scene 1 Slide 1

Continue → Next Slide

A man with grey hair, wearing a dark suit, blue shirt, and red tie, stands in a hotel room. He has his left hand on his hip. In the background, a bed and a desk are visible.

A member without dependents claims 4 days of TLE at \$42.75 plus \$4.75 tax. Determine the member's TLE entitlement: Locality rates: \$83 for lodging and \$46 M&IE. Calculate the TLE for this member.

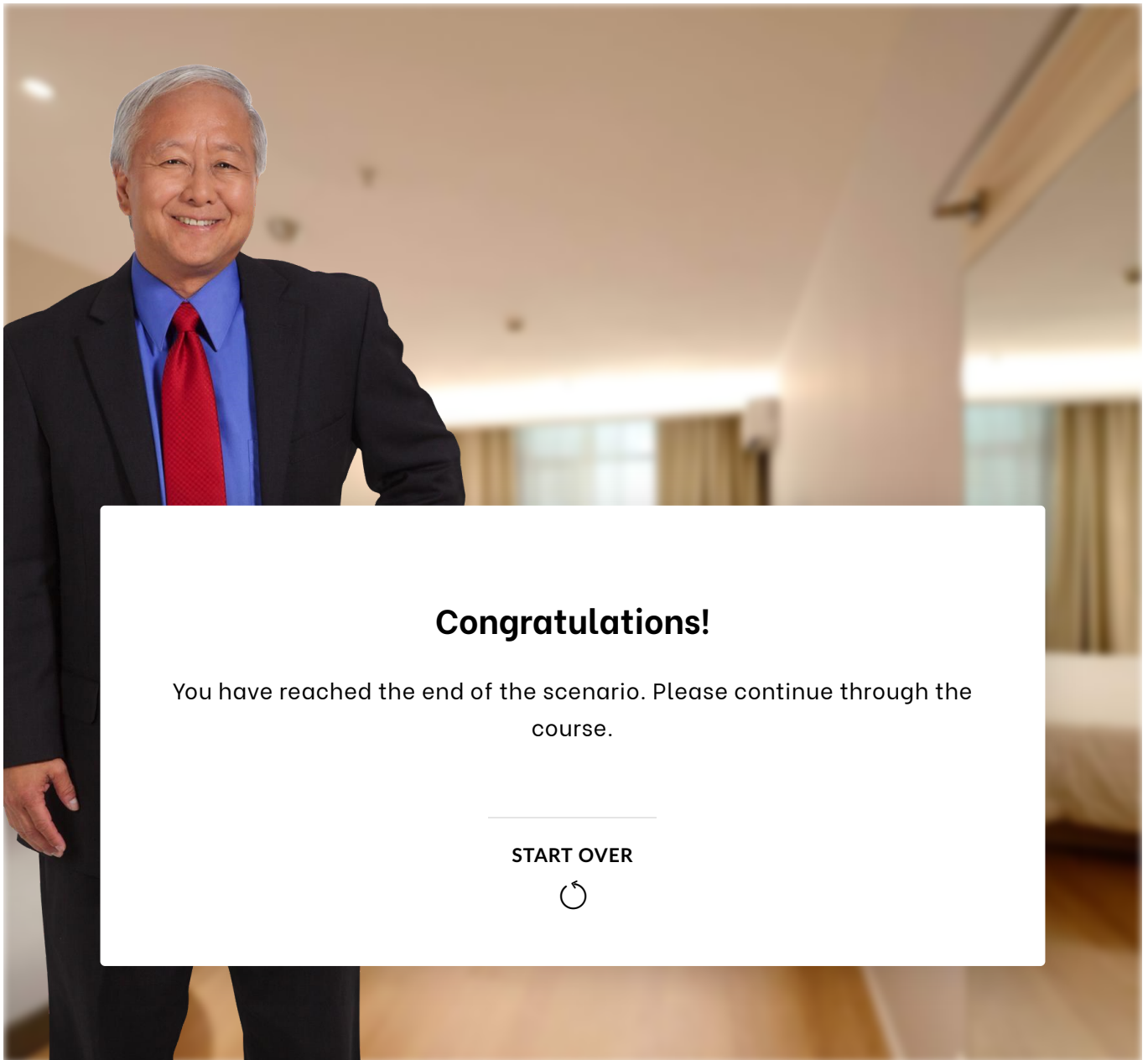
- 1 \$243.10
- 2 \$374.00
- 3 \$309.60

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide

2 → Next Slide



Scene 1 Slide 3

Continue → End of Scenario



Complete the content above before moving on.

A TLE worksheet is used anytime a member is claiming reimbursement for it. This form has been standardized by the TPP-E, so all finance offices should have them available.



TLE Certification Form.pdf

843.6 KB



The TLE form would naturally require lodging receipts to support the expenses. If a member does not have lodging receipts, a lost receipt form will need to be accomplished in its place.



lost receipt.pdf

108.1 KB



CONTINUE

Lesson 2 - Civilian and Dependent PCS Travel and Transportation

- Without reference identify relationship of basic facts and terms about civilian and dependent PCS travel and transportation in accordance with prescribed guidance and

publications.

- Without reference name parts, tools, and simple facts about computer vouchers (CONUS & OCONUS) in accordance with prescribed guidance and publications.

OVERVIEW

- Allowable Travel Time
- Travel and Transportation Allowances
- Temporary Quarters Subsistence Expenses (TQSE)
- Relocation Income Tax Allowance (RITA)/Withholding Tax Allowance (WTA)
- House Hunting
- Real Estate
- Miscellaneous Expense
- Computer Voucher - CONUS-CONUS
- Computer Voucher - Involving Overseas

Allowable Travel Time

Travel time for civilian employees is computed in a different manner than that of military members. Similarly, you must consider the mode of transportation since it has a direct bearing in the computation.

Travel by Privately Owned Conveyance (POC) —

The calculation and authorization of POC travel days are vital in ensuring that individuals receive appropriate allowances for their travel-related expenses. The allocation of POC travel days is primarily based on the distance of the ordered travel. The following rules apply:

If the ordered travel is less than 400 miles, then 1 day of travel is authorized.

If the ordered travel exceeds 400 miles, the allocation is determined by dividing the total mileage by 350 miles. For each full quotient obtained, 1 additional travel day is authorized.

In cases where there is a remainder of 51 miles or more after dividing by 350 miles (0.145), an additional day is added, and the total is rounded up to the nearest whole number. This additional day ensures that individuals are appropriately compensated for the remaining travel distance.

It's important to note that while individuals are authorized a certain number of travel days based on this calculation, they are not obligated to use all of them. The lesser of the authorized travel days and the days actually taken by the individual is considered the allowable duration for travel.

This approach ensures that individuals are appropriately supported in covering their travel-related expenses, taking into account the distance of their ordered travel. It provides flexibility for individuals to plan their trips while ensuring that they receive a fair allowance for their travel days.

Travel by Plane —

Determining allowable travel time for various modes of government conveyance is essential to ensure that individuals receive the appropriate allowances and accommodations for their travel. Here are the specific considerations for different travel modes: Government Privately Owned (GP) or Transportation Privately Owned (TP) Conveyance.

When the travel mode is GP or TP, the allowable travel time is based on the actual time needed to complete the journey via the most direct route. This allowable travel time should not exceed the duration of the trip, accounting for reasonable delays for personal convenience.

Travel by Common Carrier (CP), Commercial Rail (CR), or Commercial Bus (CB) —

Travel by commercial means, such as CP, CR, or CB, is typically at the individual's personal expense. In such cases, individuals are authorized a standard allowance of 1 travel day to complete their journey. However, commanders have the discretion to grant employees additional travel time if certain conditions are met. These conditions include situations beyond the employee's control that necessitate extra time for the actual travel.

Importantly, any additional travel time authorized by commanders must align with the actual time used for the journey. This ensures that individuals receive appropriate allowances for circumstances that extend their travel beyond the standard 1 travel day.

These guidelines are established to accommodate various travel modes and situations, ensuring that individuals are supported during their travels while maintaining fairness and accountability in determining allowable travel time.

Mixed Modes —

Many situations call for the use of multiple modes of transportation. This can be a challenge as one mode uses distance, and another uses actual time used. Determining allowable travel time for mixed modes of travel, where an employee combines two or more modes (e.g., POV and CP), involves a systematic approach to ensure fairness and accuracy. Here are the steps to calculate allowable travel time for mixed modes:

Port of Embarkation (POE): This is the point or location where an employee begins their journey when traveling overseas. It's essentially the starting point for their international travel. Employees typically travel from their Permanent Duty Station (PDS) to the POE.

Port of Debarkation (POD): This is the point or location where an employee ends their journey when traveling overseas. It's the destination or arrival point for international travel. After arriving at the POD, the employee will continue their journey to their new Permanent Duty Station (PDS) or designated location.

Travel and Transportation Allowances

The reimbursement of per diem for military members and their dependents was covered previously. The per diem was based on a flat rate for the member and a percentage of that rate for the dependents based on relationship and age. Per diem reimbursement for civilian employees is very similar. The MALT for use of a personal vehicle is the same. These entitlements are very similar to those for the military member and begin by looking at the various transportation options.

When it comes to eligibility for relocation allowances, civilian employees are required to take specific actions to avail themselves of these benefits. The core requirement is for the employee to sign a service agreement, which serves as a formal commitment to the terms and conditions associated with receiving relocation allowances.

To access relocation allowances, an essential step for any civilian employee is the signing of a service agreement. This agreement acts as a binding contract between the employee and the organization, outlining the conditions under which the employee will be eligible to receive relocation benefits.

Failure to sign a service agreement has significant implications. In such cases, the government is absolved of financial responsibility for covering the employee's relocation expenses related to a PCS move. This means that the expenses associated with the move become the financial responsibility of the civilian employee.

This requirement underscores the importance of the service agreement in the relocation process. It serves as a formal commitment from the employee, ensuring that they understand the terms and conditions associated with their eligibility for relocation allowances. By signing this agreement, employees can secure the financial support needed to facilitate a smooth and cost-effective transition during their PCS move.

Government-Funded PCS Orders for New Appointees and Civilian Employees

The process of authorizing a government-funded PCS is a structured and formal one, with specific steps and guidelines in place to ensure a smooth transition for new appointees and civilian employees.

Prior to the commencement of a new appointee or civilian employee's duty at their new PDS, it is imperative that the Authorizing Official (AO) issues a written PCS order. This order serves as the official documentation that outlines the terms, conditions, and responsibilities associated with the PCS move. It provides crucial information to the employee, such as the authorized allowances and the approved relocation process.

One essential principle to adhere to is that new appointees or civilian employees should refrain from incurring any PCS-related expenses before they have received the written PCS order. This is because these orders are necessary to validate and legitimize the PCS expenses incurred by the employee.

Expenses that are accrued by the employee prior to the receipt of a written PCS order are generally not reimbursable. However, there may be specific cases where a Department of

Defense (DoD) Agency has explicitly communicated its “administrative intent” to transfer the civilian employee before the formal issuance of orders. In such instances, when costs are incurred based on this administrative intent and later substantiated by the official PCS orders, reimbursement may be authorized.

Dependent Travel and Transportation Allowances for Civilian Employees

Dependent travel and transportation allowances play a crucial role in facilitating the relocation of civilian employees and their family members during a PCS move. These allowances are governed by specific requirements and limitations, which are outlined as follows:

Travel Order Authority

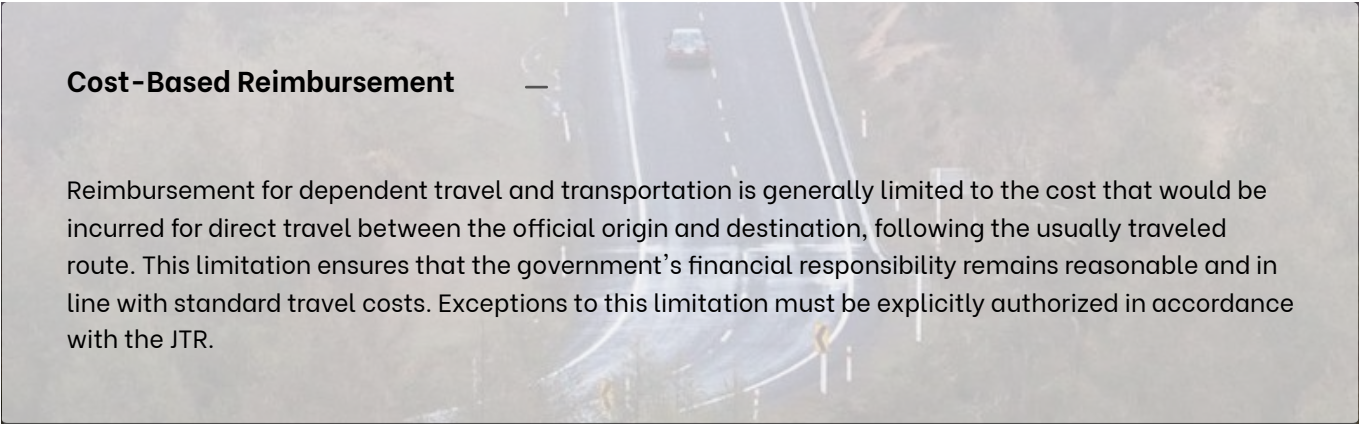
The eligibility and authorization for dependent travel and transportation allowances are fundamentally tied to the employee’s travel order. It is essential that the travel order clearly specifies the details of the PCS move, including the allowances granted, and adheres to the established requirements and restrictions.

Dependent Eligibility

To qualify for these allowances, the traveler must be officially recognized as a dependent on the PCS orders. This status is typically determined as of the effective transfer or appointment date. Dependents, as identified in the orders, are the individuals for whom the allowances are applicable.

Timing and Effectiveness

The commencement of these allowances is contingent upon the signing and authorization of the travel order. As soon as the travel order is issued and approved, the allowances become effective. Any travel performed in line with the travel order’s provisions is eligible for reimbursement.



Cost-Based Reimbursement —


Reimbursement for dependent travel and transportation is generally limited to the cost that would be incurred for direct travel between the official origin and destination, following the usually traveled route. This limitation ensures that the government's financial responsibility remains reasonable and in line with standard travel costs. Exceptions to this limitation must be explicitly authorized in accordance with the JTR.

Special Circumstances —

It is important to note that, in certain unique or exceptional circumstances, dependent travel allowances may vary from the standard provisions. For comprehensive guidance on dependent travel during these special circumstances, individuals can refer to JTR Table 5-66, which provides specific details and allowances tailored to these scenarios.

Per Diem Allowances

When an employee meets the eligibility criteria for relocation and undergoes a PCS move, they become entitled to per diem allowances for both themselves and any eligible dependents. The specific amount of reimbursement granted is contingent upon several factors:



Mode of Transportation —

The type of transportation authorized and subsequently utilized for the move plays a role in determining the per diem amount.

Official Distance —

The distance between the old and new duty stations, as specified by official records, influences the per

diem calculation.

Number and Age of Dependents

The number and ages of the employee's dependents also impact the per diem allowance.

Concurrent/Non-Concurrent Travel Status

Whether the employee and dependents travel together (concurrent) or separately (non-concurrent) can result in variations in the per diem entitlements.

Employee and dependent allowances for per diem during a PCS move are structured as follows:

Table 5-77. Per Diem Rates for Authorized Dependents Traveling on a PCS Order			
Traveler		12 Years of Age* and Older	Less Than 12 Years of Age
1	Dependent Travels with the Civilian Employee	Per diem is calculated at 75% of the per diem the civilian employee receives for direct travel between the old PDS and new PDS.	Per diem is calculated at 50% for direct travel between the old PDS and new PDS, subject to the minimum per diem rate.
2	Dependent Other than Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**		
3	Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**	100% of what the civilian employee would have received.	
*The increase is effective on the 12th birthday.			
**When more than one POV is used, and a dependent travels in a POV along the same general route on the same day as the civilian employee, the dependent is considered to be accompanying the civilian employee.			
Note: Dependents are reimbursed under the lodging plus per diem calculations. See PDT Computation Example 22 and PDT Computation Example 33 for civilian employees.			

Transportation Options

Employees and their eligible dependents who meet the eligibility requirements for relocation are granted the flexibility to choose their mode of transportation during the move. This

includes the following options:

Travel by Personally Owned Vehicle (POV) —

They can opt to use their own vehicle for the move, with reimbursement provided based on the official distance and mode of transportation authorized in their orders.

Personally Procure Transportation —

They have the option to arrange and pay for their own transportation through commercial means, such as purchasing airline tickets or renting a vehicle. Reimbursement will be based on the costs associated with this chosen method.

Travel by Government or Government-Procured Transportation —

Alternatively, employees and their dependents can choose to use government-provided or government-procured transportation, such as military aircraft or contracted moving services, for their move. Costs incurred will be covered in accordance with the regulations and policies governing such transportation.

Multiple Modes of Transportation —

In some cases, a combination of different transportation modes may be the most convenient or cost-effective way to complete the relocation. Employees and dependents are allowed to use multiple modes of transportation during their move, with reimbursement based on the specific circumstances and modes used.

This flexibility allows individuals to tailor their transportation choices to their specific needs and preferences while ensuring that their relocation expenses are appropriately reimbursed in accordance with established regulations and policies.

When choosing to utilize a POV for relocation, employees and their authorized dependents are eligible for certain allowances and reimbursements. These include:

Monetary Allowance in-Lieu of Transportation (MALT) —

This allowance is provided to cover transportation expenses incurred during the travel period. It includes reimbursement for mileage based on the official distance between the old and new duty stations. If the official distance is greater than 400 miles, divide it by 350 to determine the number of authorized travel days. If there is a remainder of 51 miles or more, an additional travel day is allowed.

Per Diem —

Per diem is calculated using the Lodging Plus method, which covers expenses for lodging, meals, and incidentals. The total per diem reimbursement should not exceed the Standard CONUS per diem rate.

These allowances and reimbursements aim to offset the costs associated with using a POV for the relocation, ensuring that employees and their dependents are appropriately compensated for their travel expenses during the transition to the new duty station.

When employees opt for commercial transportation, they are eligible for an actual cost reimbursement. This means that the government will reimburse them for the actual expenses incurred during their travel. If employees personally procure airfare, the reimbursement for airfare is limited to the constructed cost that the government would have paid for the same airfare.

In addition to the actual cost reimbursement, employees and their authorized dependents are entitled to one travel day. This allowance acknowledges the time required for the journey when using commercial transportation. It ensures that employees and their dependents are appropriately compensated for their travel-related expenses when they choose this mode of relocation.

When an employee and their authorized dependents opt for a combination of transportation modes, commonly referred to as mixed modes, the total reimbursement they are eligible for is capped at the monetary allowance in lieu of transportation (MALT) plus per diem for the authorized travel. This policy ensures that the employees and their dependents receive fair and reasonable compensation for their travel expenses, taking into account the different modes of transportation they utilize during their relocation.

Temporary Quarters Subsistence Allowance (TQSE)

A civilian's TQSE allowance is basically a military member's TLE equivalent with a few exemptions. It is payable when the employee arrives at the new PDS and must occupy temporary quarters until permanent quarters can be obtained; it is discretionary, not mandatory. Instead of using the TLE form a military member uses, the DD Form 2912 will need to be accomplished among a few other things covered below. TQSEs are payable when the employee arrives at the new PDS and must occupy temporary quarters until permanent quarters can be obtained; it is discretionary, not mandatory. There are two types: TQSE for Actual Expense (AE) and TQSE LS (fixed) payment.

Authorized only if:

- A PCS is authorized to a new PDS located in the CONUS or in a non-foreign OCONUS The old PDS and new PDS are 50 or more miles apart.
- Temporary lodging is occupied for a PCS transfer.
- The civilian employee signs an appropriate service agreement.
- The temporary lodging location is within reasonable proximity of the old PDS or new PDS. AO must approve unique circumstances.

AE TQSE requires review of claims, receipts, and supporting statements for the validity, accuracy, and reasonableness of each expense amount. No review is required for fixed TQSE because receipts and supporting statements aren't required.

AE claims

This TQSE type is designed to reimburse the employee and dependents for an initial period authorized up to 60 consecutive days. An additional period of up to 60 consecutive days can be approved if there are compelling reasons for the member to remain in temporary quarters. The employee submits these requests through the civilian personnel office. The total period will not exceed 120 days under any circumstances.

Subsistence expenses include the following:

- Temporary lodgings.
- Meals and/or groceries.
- Tips and fees for meals and lodgings.
- Laundry, cleaning, and pressing of clothing.



NOTE: Reimbursement for groceries is limited to those consumed while in temporary quarters. Expenses for transportation are not reimbursable.

Reimbursement is limited to the AEs NTE the maximum authorized. The employee must itemize the expenses so that you can easily review the amount claimed. The itemization must include the cost of each meal for each day by date. Many bases have the employee submit itemized TQSE claims using the suggested format in JTR. The expenses must be reasonable as to the amount. Even though reimbursement may be allowable under the applicable limitation amounts, if subsistence expenses clearly appear to be unreasonable, you can require the employee to explain and justify questionable amounts.

Employees must submit separate TQSE claims for each 30-day period. TQSE is not limited on a daily basis. In applying reimbursement limitations, you total the employee's allowable TQSE expenses for a 30-day period (or less if the entitlement is for less than 30 days). Then, using the following formula, you calculate the maximum entitlement for that period. Pay the employee the lesser of the two amounts.

Table 5-85. Per Diem Daily Rate for TQSE (AE)		
First 30 days		
	If...	Then the daily rate is limited to...
1	a civilian employee is in TQSE (AE),	the maximum per diem rate.
2	an unaccompanied spouse or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	
3	a spouse or domestic partner accompanies a civilian employee in TQSE (AE),	75% of the daily maximum per diem rate.
4	a dependent other than a spouse or domestic partner is age 12 or older,	
5	a dependent is under age 12,	50% of the daily maximum per diem rate.
Second 30 days		
6	a civilian employee, unaccompanied spouse, or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	75% of the daily maximum per diem rate.
7	a spouse or domestic partner accompanies a civilian employee,	50% of the daily maximum per diem rate.
8	a dependent, other than a spouse or domestic partner, is age 12 or older,	
9	a dependent is under age 12,	40% of the daily maximum per diem rate.

Occupancy of temporary quarters may not begin beyond one year from the date the employee reports for duty at the new PDS. The eligibility period ends when the employee or any dependent occupies permanent quarters or when the authorized time expires.

TQSE claims are filed on DD Form 1351-2. Receipts are required for lodging costs (must include location, dates, and by whom occupied) and any single expense over \$75. Additionally, it is reduced by the number of days authorized for any house-hunting time used.

Lump Sum (Fixed) TQSE

DoD components may offer employees, on a case-by-case basis, a fixed amount to cover subsistence expenses when the employee and/or dependents occupy temporary quarters. Fixed TQSE is an LS payment based on the PDS location maximum per diem rate in effect on the day the employee accepts the fixed rate.

The DoD limits fixed TQSE to 30 days with no extensions under any circumstances. Fixed TQSE is based on the maximum locality per diem rate. The employee gets 75 percent, and any dependent gets 25 percent. If the component concerned offers an employee the option of fixed TQSE, the employee must choose between it and AE TQSE. The fixed TQSE option is only an offer, and the employee is not obligated to accept it. An employee may decline the fixed TQSE offer and choose reimbursement by AE TQSE.



NOTE: Once the employee selects a TQSE method, the selection may not be changed.

The employee must make the claim within one year after reporting for duty at the new PDS.

Fixed TQSE may be paid for temporary quarters occupancy of up to 30 days. If temporary quarters are occupied for more than 30 days, any additional expenses incurred are the responsibility of the employee. Under no circumstances may extensions be granted, or payments made for more than a 30-day period.

For further details on voucher submission requirements, refer to Air Force Accounting and Finance Office (AFAFO) & Travel Pay Processing – Ellsworth Business Rules (January 2023).

Relocation Income Tax Allowance

The Relocation Income Tax Allowance (RITA) is designed to reimburse employees for a significant portion or all of the federal, state, and local income taxes withheld due to the PCS travel allowances.

In contrast, the Withholding Tax Allowance (WTA) is specifically intended to prevent employees from having to allocate part of their relocation expense reimbursements for Federal Income Tax Withholding (FITW) purposes. It's important to note that WTA does not cover state, local, or FICA taxes.

Employees are not eligible for WTA and RITA if they are:

- New employees.
- Returning from an overseas assignment and planning to leave government service.
- Assigned under the Government Civilian Employees Training Act.

The Financial Services Office (FSO) plays a vital role in the relocation process. They guide the employee, review the voucher, and send it for processing.

To qualify for WTA, an employee must provide written consent to repay any excess amount received in the first year. This agreement can be included on the settlement voucher or as a separate statement. The statement must explicitly state the commitment to repay any excess WTA and provide the necessary certified tax information. Non-compliance will result in the forfeiture of WTA. It's important to note that the entire WTA is considered an excess payment if the RITA claim isn't submitted within 120 days. This allowance is considered an advance against the RITA and will be deducted from any RITA calculated in the subsequent year.

Employees must decide whether to receive WTA for each PCS allowance claim. If they choose to receive it, they must submit a RITA within 120 days of the following calendar year. If they decline, they'll receive the entire tax allowance in one lump sum on the RITA voucher.

The RITA serves to reimburse any taxes not fully covered by the WTA. It's calculated based on your gross annual taxable income, tax filing status, and marginal tax rates. Essentially, the RITA ensures that the WTA aligns with your actual tax liability.

The RITA is disbursed after each tax year, provided there was a PCS payment. Remember, you need to actively file a claim for the RITA—it doesn't happen automatically.

TPP-E WILL NOTIFY EMPLOYEES WHO NEED TO FILE RITA CLAIMS. TO RECEIVE PAYMENT, PROVIDE THE FOLLOWING DOCUMENTS:

1



TPP-E RITA checklist

2



Direct Deposit Form

3



DD Form 1614

4



DD Form 1351-2 (for RITA claim)

5



RITA Certification Letter

6



All W-2s for both employee and spouse (if applicable)

7



IRS Form 1040 or 1040EZ for both employee and spouse

Additionally, the FSO must confirm the total income tax on the RITA Certification Form.

House Hunting

An employee may be granted government-funded travel to the vicinity of the new PDS for the purpose of finding permanent housing. This is before embarking on the PCS order en route to the new PDS (NPDS) from the old PDS. To be eligible for this house-hunting travel (HHT), both the old PDS and NPDS must be situated within the CONUS or a non-foreign area OCONUS, and the distance between them must be 75 miles or more. However, HHT cannot be approved in situations where its purpose is to assist a civilian employee in deciding whether or not to accept a transfer, or when government housing or other prearranged housing will be provided at the new PDS.

The Approving Official (AO) is responsible for making determinations regarding house-hunting travel (HHT). This includes assessing the necessity of HHT, selecting the mode of transportation, specifying the trip duration, and determining the type of HHT payable. Additionally, the AO decides between the Lodging Plus Method, Fixed/Lump Sum (LS) approach.

Authorized travelers for HHT include civilian employees, their spouses, and attendants or escorts of the civilian employee or spouse. On the other hand, domestic partners, children, new appointees, a new appointee's spouse, and student trainees traveling to their first duty station are not eligible for reimbursement as an authorized traveler.

Under the Lodging Plus Method for HHT, entitlement is calculated for the roundtrip travel from the old PDS to the NPDS. Per diem is restricted to the standard CONUS rate for locations within the CONUS or the maximum locality rate for locations OCONUS. Both an employee and their spouse may embark on separate HHTs, but the cost is capped at the amount of one round trip

as if they had traveled together. There's still a 10-day limit on HHT, and all travel must be concluded prior to the Primary Duty Transfer (PDT). It's important to note that an actual expense authorization is not permitted for HHT.

Real Estate

Eligible civilian employees are entitled to reimbursement for specific expenses associated with the sale or purchase (including construction) of real estate property.

To be eligible for reimbursement of real estate transaction expenses, a member must have signed a service agreement and meet established criteria. Both the old permanent duty station (OPDS) and the NPDS must be within the CONUS or in a non-foreign location outside of the United States. The chosen dwelling must serve as the employee's primary residence, and it must be the place from which they commute to and from work each day. The request for reimbursement must be filed within one year of the transfer, and in cases where extenuating circumstances prevented timely filing, the commander may grant an extension of up to one additional year upon receipt of a written request. Furthermore, reimbursement is strictly limited to expenses incurred by the employee or their dependents. If expenses are shared with a third party, only the portion attributed to the employee will be reimbursed on a prorated basis.

Real estate allowances cannot be provided as an advance payment. When it comes to the sale of a residence at the OPDS, reimbursement must not exceed 10% of the actual sale price. For the purchase of a residence at the new PDS, reimbursement must not exceed 5% of the purchase price. It's important to note that employee PCS payments are subject to federal taxes.

The title to the residence may take several forms:

- It may be solely in the name of the employee.
- It may be jointly held in the names of the employee and one or more dependents.
- It may be solely in the name of one or more dependents.
- It may have been acquired prior to the notification of transfer.

Reimbursement for real estate expenses is only permitted after a thorough review and approval process by the local Civilian Personnel Section (CPS) and the appropriate Legal Office (base JA).

REAL ESTATE PROCESSING

Documentation

When submitting a claim for real estate expense processing, the following documents are required

01.

TPP-E Real Estate Expense Checklist



02.

DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses



03.

DD Form 1351-2, Travel Voucher (specifically for claiming real estate expenses)



04.

DD Form 1614, Orders



05.

WTA Statement Worksheet



06.

Copy of the Closing Disclosure Statement or the Housing and Urban Development (HUD)-1, with employee signature



07.

Copy of the Sale/Purchase Agreement, signed by both the buyer and seller



08.

Memo from the approving official authorizing payment.



For further details on voucher submission requirements, refer to AFAFO & Travel Pay Processing – Ellsworth Business Rules (January 2023).

When submitting documents for the sale of a property, it is essential to include the sales agreement, property settlement document, mortgage document (if applicable, ensuring it includes terms of payment for any claimed prepayment fee), as well as paid invoices or receipts for bills paid. Similarly, for the purchase of a property, be sure to provide the purchase agreement, property settlement document, loan closing statement, and any disclosure statement on finance charges provided by the lending institution. Additionally, include paid invoices or receipts for bills paid related to the purchase. These documents are crucial for the proper processing of the real estate expense claim.

Miscellaneous Expense Allowance

The MEA is an entitlement that facilitates the reimbursement of expenses that may not fit neatly into specific categories. Some examples of reimbursable costs under MEA include expenses like disconnecting/connecting appliances, non-refundable utility fees/deposits, and automobile registration and related costs.

The Miscellaneous Expense Allowance (MEA) comes into play when an employee relocates from their PDS and establishes a new residence, whether temporary or permanent, at the new PDS. However, it's important to note that MEA is not applicable in certain circumstances. This includes when an employee is initially assigned to their first PDS, during Renewal Agreement Travel (RAT) unless specifically authorized, for employees assigned to an OCONUS PDS who are returning to their actual residence upon separation, and when stationed at a training location where dependent or household goods relocation is authorized instead of per diem.

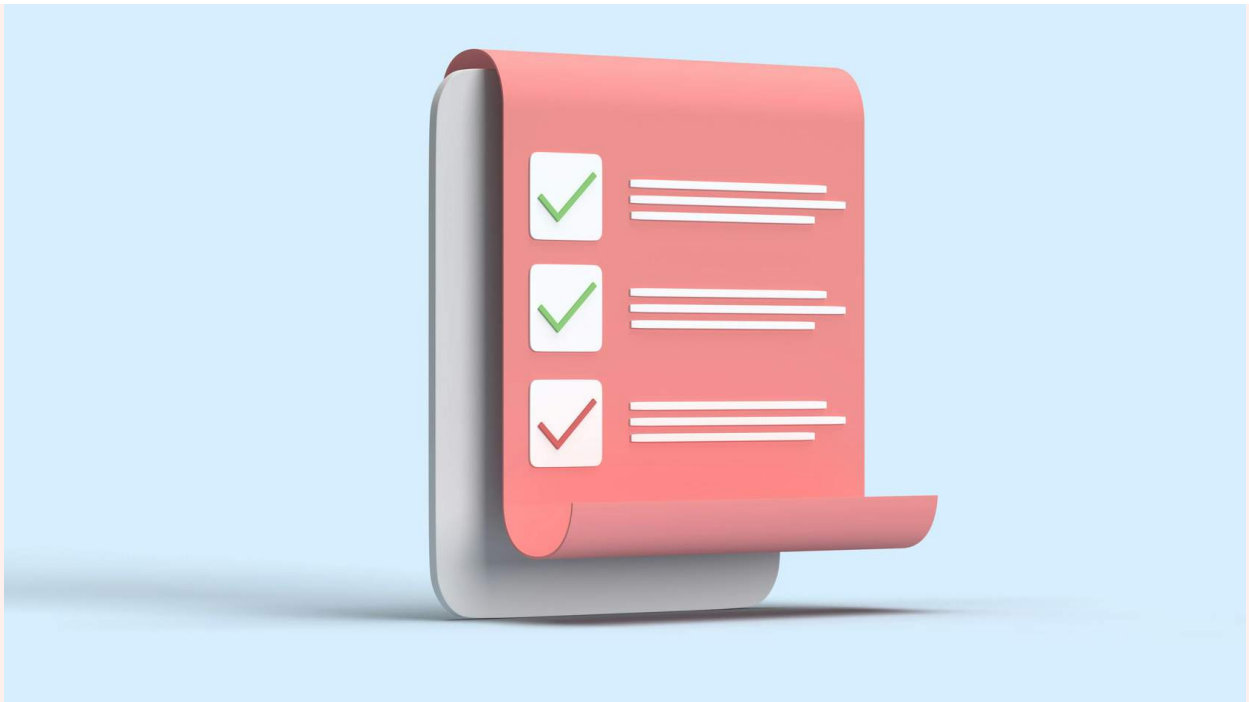
To be eligible for the MEA, employees need to submit a claim that verifies two important details. Firstly, they must confirm that they have officially vacated their previous PDS. Subsequently, they need to provide assurance that they have successfully established a new PDS.

Flat rate MEA is a benefit that can be claimed without the need for receipts or itemized statements. The rate at which it is paid is determined by whether the employee has dependents. For those without dependents, the allowance is the lesser of \$650 or the equivalent of one week's basic gross pay. If the employee has dependents, the allowance is the lesser of \$1,300 or the equivalent of two weeks' basic gross pay. It's important to note that in cases where dependents are involved, they must also relocate to the NPDS to be eligible for this benefit. For additional details and specific rules regarding the flat rate MEA, you can refer to Table 5-80 in the JTR.

The approving official has the authority to authorize MEA more than the flat rate if the claim amount is substantiated with valid receipts. However, it's important to note that the reimbursement cannot surpass the employee's weekly gross pay. For employees without dependents, the rate is set at one week's gross pay, while for those with dependents, it's two weeks' gross pay. Furthermore, it's a requirement that the dependent also relocates to the NPDS. It's crucial to understand that MEA cannot be used for expenses that are eligible for reimbursement under a different PCS entitlement or for costs prohibited by the JTR. For a detailed breakdown of costs that are eligible for reimbursement and those that are not, please refer to Table 5-81 in the JTR.

Reimbursable pet expenses under MEA include charges for pet quarantine and transportation, which are not separately reimbursable as PCS expenses but may be claimed under MEA. For transportation of exotic pets, a US Fish and Wildlife certification is required. Charges related to the transportation and quarantine of cats and dogs may also be claimed.

For MEA processing, the following documents are required:



MEA Checklist

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL <small>(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)</small>					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE		5. GRADE OR RATING		6. RETIREMENT CODE <small>(insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)</small>	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR MILEAGE RATE: \$ _____		<input type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMUTED RATE <input type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED		b. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES					
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____		17. DEPENDENT TRAVEL	
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New PDS)			
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
20. ESTIMATED COST					
a. PER DIEM		b. TRAVEL		c. OTHER	
\$ _____		\$ _____		\$ _____	
				d. TOTAL	
				\$ 0.00	
21. TRANSPORTATION AGREEMENT					
SIGNED (X one)					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
DATE SIGNED (YYYYMMDD)					
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION					
23. APPROVING OFFICIAL					
a. TITLE			b. SIGNATURE		
24. AUTHORIZING/ORDER-ISSUING OFFICIAL					
a. TITLE			b. SIGNATURE		c. ORGANIZATION ADDRESS
25. TRAVEL AUTHORIZATION NUMBER				26. DATE ISSUED (YYYYMMDD)	

**EMPLOYEE AGREEMENT
FOR REPAYMENT OF EXCESS WITHHOLDING TAX ALLOWANCE (WTA)**

WTA* is calculated using the current prescribed withholding tax rate of 22 percent, plus a grossed-up formula in order to reimburse the taxes incurred on the WTA payment itself.

If you anticipate that your marginal Federal tax rate will be 22 percent or greater for the calendar year in which you receive your relocation reimbursements, then you may want to elect to receive WTA. If you elect WTA, it will be computed using a rate of 28.20 percent.

If you anticipate your marginal Federal tax rate will be less than 22 percent, then you should decline WTA to avoid overpayment and a DUE U.S. debt when your Relocation Income Tax (RIT) Allowance is computed.

AGREEMENT

I hereby agree to:

- a. Repay any excess amount of WTA paid to me in any Year 1** immediately upon computation of the RIT claim or within 30 days of issuance of the indebtedness letter.
- b. Submit the required certified tax information and RIT allowance claim within 120 days, unless an extension is granted by the commanding officer or designee of the DoD component concerned after the close of Year 1.

I also understand that failure to comply with this requirement will preclude the DoD component's payment of the WTA. The entire WTA will be considered an excess payment if the RIT claim is not submitted timely to settle the RIT account, and the WTA will be due in full within 30 days of issuance of an indebtedness letter.

Please check only one (1) box:

☐

Elect WTA

☐

I **DECLINE** any payment of WTA

SIGNATURE OF EMPLOYEE

PRINTED NAME OF EMPLOYEE

DATE

DEFINITIONS:

* WTA is calculated in Year 1 and paid each time taxable relocation expenses are paid to help offset the Federal taxes incurred on those payments, so that you do not have to use part of your relocation reimbursements to pay Federal income tax withholding.

** Year 1 is the calendar year in which the agency reimburses you for a relocation expense. If an employee's reimbursements for relocation expenses are paid in more than one calendar year, then he/she will have more than one Year 1.

February 2018

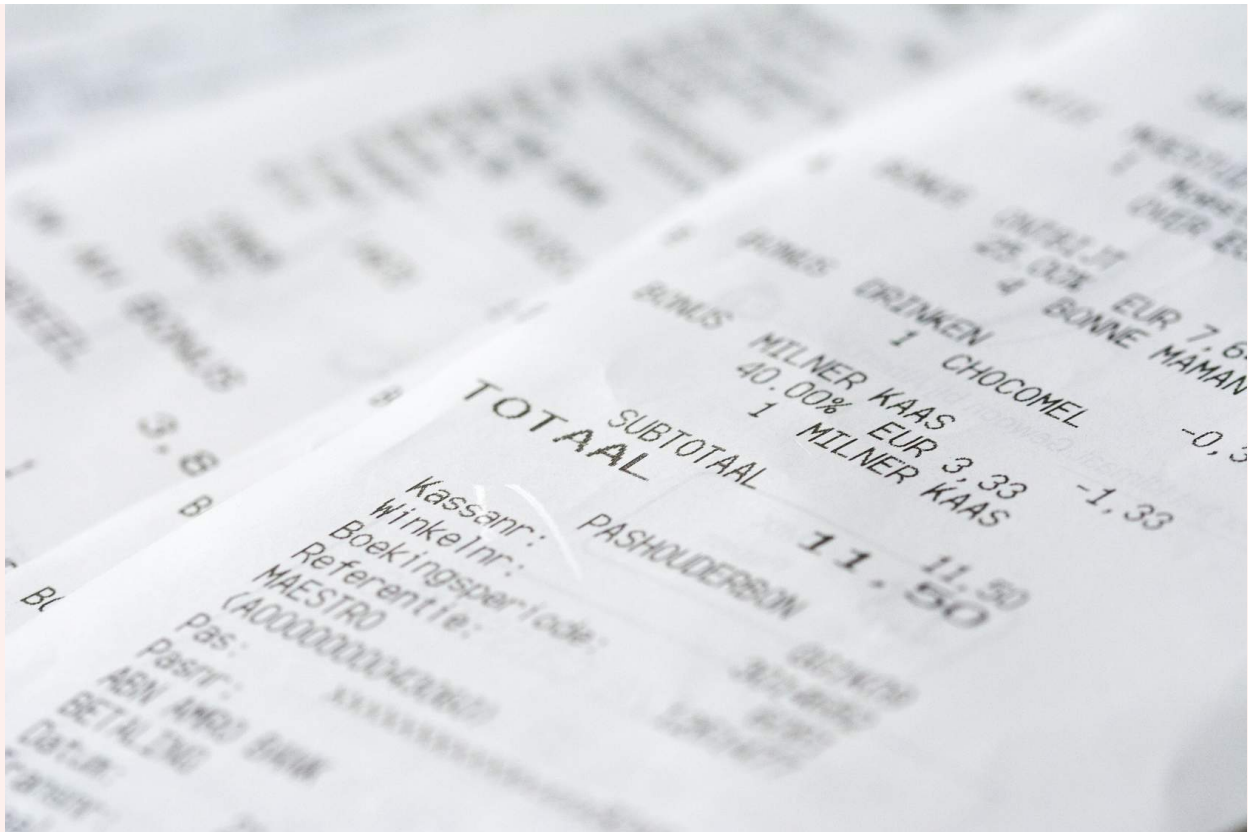
FAST START

DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1, 2, 3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION (SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <input style="width: 150px;" type="text"/> EMPLOYEE NAME (as on payroll records) <input style="width: 250px;" type="text"/> (Last, First, Initials) TELEPHONE NUMBER (WORK) <input style="width: 100px;" type="text"/> (HOME) <input style="width: 100px;" type="text"/>			
2. TYPE OF ACCOUNT <input type="checkbox"/> Checking <input type="checkbox"/> Savings TYPE OF PAYMENT <input type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments	3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form. ROUTING TRANSIT NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ACCOUNT NUMBER <input style="width: 150px;" type="text"/> ACCOUNT TITLE <input style="width: 250px;" type="text"/> (Account Holder's Name) FINANCIAL INSTITUTION NAME <input style="width: 250px;" type="text"/>		
4. ALLOTMENT INFORMATION Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.			
TYPE OF ALLOTMENT (Check One) <input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party	TYPE OF ACCOUNT (Check One) <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	ACTION (Check One) <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	AMOUNT (Check One) <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ <input style="width: 100px;" type="text"/>
ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 250px;" type="text"/> ALLOTTEE'S ROUTING NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ALLOTTEE'S ACCOUNT NUMBER <input style="width: 150px;" type="text"/> ALLOTTEE'S ACCOUNT TITLE <input style="width: 250px;" type="text"/> (Account Holder's Name) FINANCIAL INSTITUTION NAME <input style="width: 250px;" type="text"/>			
5. AUTHORIZATION <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> * _____ EMPLOYEE'S SIGNATURE </div> <div style="text-align: center;"> _____ DATE </div> </div>			
6. AGENCY USE:			



Receipts

For further details on voucher submission requirements, refer to AFAFO & Travel Pay Processing
- Ellsworth Business Rules (January 2023).

CONTINUE

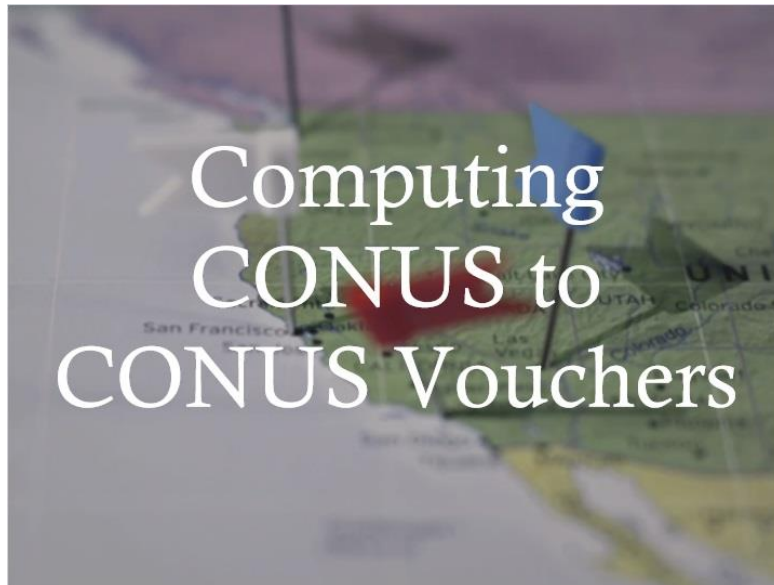
Computing Vouchers (CONUS-CONUS)



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

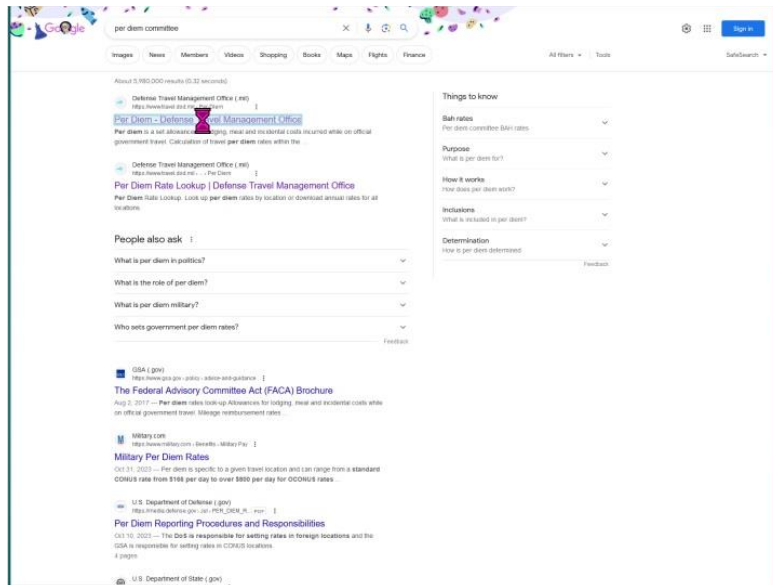
Conus-Conus

1.1 Title Page



Let's take a look at civilian travel voucher computation information as well as what the document sets would look like since actual processing of those vouchers are done at TPP-E.

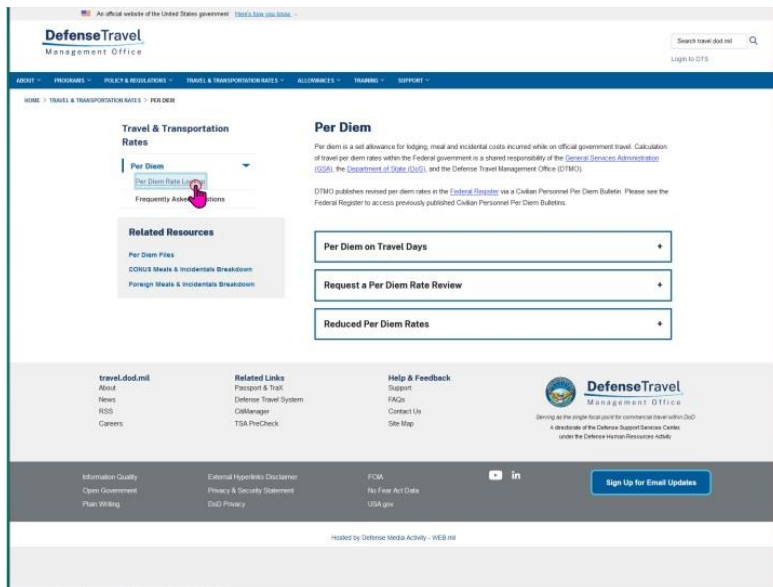
1.2 Search



If you do not have the per diem rate lookup websites saved to your favorites, search “Per Diem Committee” in your search engine and select the link from the Defense Travel Management Office.

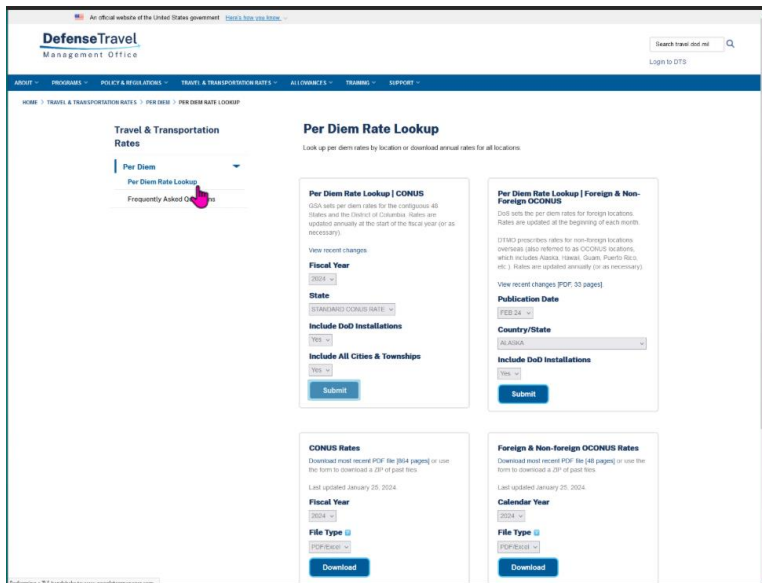
Conus-Conus

1.3 Per Diem Rates



Select “Per Diem Rates Look Up” on the left side of the page.

1.4 Default Option



The default option is the standard continental United States rate.

Conus-Conus

1.5 Click and drag

DefenseTravel

Management Office

Defense Travel Management Office, Defense Travel Management Office

MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES

FISCAL YEAR: 2024

STATE: CONUS

NOTES:

1. When the Location or DOD Installation does not appear in the first column, search the second column for the County. If the County is not listed, run query using the **STANDARD CONUS PER DIEM RATE**.

2. For other allowances that are based on per diem rates (e.g., **RA, TLA, TQNA, TQNA**), see the [HHS/OPM/DOJ](#) for those allowances regarding what per diem rate to use.

3. When **Government** details are directed, the appropriate Government meal rate, as prescribed in Appendix A of the Joint Travel Regulations (JTR), is applicable.

4. Per Diem Rate = Max Lodging + Meals (Local Needs, Proportional, or Government) + Incidental rate

LOCATION (1)	Country and/or Official (Assigned Location) (2)	Standard (Per Day)	Max Lodging	Local Needs	Proportional Meals	Incidentals	Maximum Per Diem	Effective Date
STANDARD CONUS RATE	STANDARD CONUS RATE	FY2024: \$166	\$107	\$30	\$29	\$5	\$166	10/01/2023

Request a Review of a Per Diem Rate

Find out more about the Proportional What-Ifs (Provs, What-Ifs)

Here you will find a break down of the standard rate per diem.

The per diem entitlement for civilian employees is computed using the standard CONUS rate in effect at the time of the PCS move. The standard CONUS rate as of fiscal year 2024 is \$166 (\$107 for Lodging, \$54 for Meals, and \$5 for Incidentals).

1.6 Authorized Dependent Rate

Table 5-77. Per Diem Rates for Authorized Dependents Traveling on a PCS Order		
Traveler	12 Years of Age* and Older	Less Than 12 Years of Age
1 Dependent Travels with the Civilian Employee	Per diem is calculated at 75% of the per diem the civilian employee receives for direct travel between the old PDS and new PDS.	Per diem is calculated at 50% for direct travel between the old PDS and new PDS, subject to the minimum per diem rate.
2 Dependent Other than Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**		
3 Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**	100% of what the civilian employee would have received.	

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Ensure to pay per diem for authorized dependent travel based on concurrent or non-concurrent travel and the age of the dependent children. Keep this information in mind when determining dependent per diem. The employee is entitled up to that \$166 per day for each allowable travel day. Add the actual lodging cost incurred by the employee for each night Not to Exceed (NTE) the max lodging of \$107 per night.

When government transportation is provided to the employee and dependents, multiply the per diem rate of the new PDS by 75% for the employee. Computer the dependents per diem entitlement using the table shown here.

1.7 POV Calculation

15. ITINERARY		e. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
2024					
23 Feb	DEP	Albus, OK 73522	RA		
23 Feb	ARR	Farmington, NM	AD	174.68	620
24 Feb	DEP		RA		
24 Feb	ARR	Snowville, UT	AD	182.97	552
25 Mar	DEP		RA		
25 Mar	ARR	Pendleton, OR	AD	204.32	430
26 Mar	DEP		RA		
26 Mar	ARR	McChord, WA 98438	MC		295
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
16. POC TRAVEL (X one)		<input checked="" type="checkbox"/> OWN/OPERATE		<input type="checkbox"/> PASSENGER	
				17. DURATION OF TRAVEL	

When utilizing a privately owned vehicle (POV) for travel, individuals are eligible for an authorized monetary allowance in-lieu of transportation (MALT) or mileage plus per diem, which applies to both

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employees and authorized dependents.

The screenshot shows a web application for calculating travel distance. It has two main sections: 'STARTING LOCATION' and 'ENDING LOCATION'. Each section has a 'Choose a different location' link. The 'STARTING LOCATION' section shows: CITY: Altus, STATE/COUNTRY: OK, OFFICIAL DTOD LOCATION: 73521 Altus, OK, Jackson. The 'ENDING LOCATION' section shows: CITY: McChord AFB, STATE/COUNTRY: WA, OFFICIAL DTOD LOCATION: 98438 McChord AFB, WA, Pierce. Below these sections is a 'Calculate Distance' button. To the right of the button, the text '6 Days' is displayed. Below the button is a 'DISTANCE CALCULATION' box. Inside this box, it says 'Total Distance' and '1939 mi' (with a 'Copy to Clipboard' link). Below this, it shows 'FROM: 73521 Altus, OK, Jackson' and 'TO: 98438 McChord AFB, WA, Pierce'. There are also 'Reset Page' buttons on the right side of the form.

The calculation for mileage reimbursement is based on the official distance traveled.

$$\begin{array}{r} 1939 / 350 \\ = 5.94 \\ 6 \text{ Days} \end{array}$$

If the distance exceeds 400 miles, it is divided by 350 to determine the number of authorized travel days, with an additional travel day granted if the remainder is 51 miles or more.

1.8 Cost Comparison

US Official website of the United States of America | [Privacy Policy](#) | [Feedback](#)

U.S. General Services Administration

[Buy through us](#)
[Sell to government](#)
[Real estate](#)
[Policy and regulations](#)
[Small business](#)
[Travel](#)
[Technology](#)
[About us](#)

[Home](#)
[Travel](#)
[Plan & Book](#)
[Transportation \(Airfare, POC, etc.\)](#)
[Airfare Rates](#)
[City Pair Program](#)

Airfare Rates - City Pair Program

Overview

Fiscal documents and information

FAQ

Airline information

Dual fares

Airline per policy

Award highlights

City Pair Program (CPP)

The OMB-designated Best-in-Class City Pair Program procures and manages discounted air passenger transportation services for federal government travelers. At its inception in 1980 this service covered only 11 markets, and now covers over 13,000 markets. Today, CPP offers four different contract fares.

Fare finder

1 **Origin city or airport**

2 **Destination city or airport**

Toggle fiscal years: FY 2024 (closed Oct. 1, 2023 - Sep. 30, 2024)

Note: All fares are listed one-way and are valid in either direction. [Discover, taxes and fees may apply to the final price](#)

Origin	Destination	Airline	Service	One way airfare	Effective date	Expiration date
ABERDEEN, SD - ABB	WASHINGTON, DC - DCA	Delta	Connect	YCA 12841 _CA 5292	10/01/2023	09/30/2024
ABERDEEN, SD - ABB	MINNEAPOLIS, MN - MSP	Delta	Non-stop	YCA 12441 _CA 50	10/01/2023	09/30/2024
ABERDEEN, UNITED KINGDOM - ABE	WASHINGTON, DC - WWS	American Airlines	Connect	YCA 14421 _CA 501 - CB 3885	10/01/2023	09/30/2024
ABILENE, TX - ABI	ALBUQUERQUE, NM - ABQ	American Airlines	Connect	YCA 14421 _CA 501	10/01/2023	09/30/2024
ABILENE, TX - ABI	ALBUQU, NM - ALB	American Airlines	Connect	YCA 15414 _CA 5178	09/01/2023	09/30/2024
ABILENE, TX - ABI	ATLANTA, GA - ATL	American Airlines	Connect	YCA 14741 _CA 5290	10/01/2023	09/30/2024

In the case of commercial transportation, employees are entitled to receive reimbursement for the actual cost incurred. If airfare is personally procured, the reimbursement is limited to the constructed cost the government would have paid for the airfare. Additionally, for both scenarios, employees and their dependents are each authorized 1 travel day.

1.9 Checklist

[illegible]

When compiling documents from the employee on a CONUS to CONUS move, you'll want to have a checklist of items to ensure you've provided the TPP-E with the necessary forms.

1.10 Conclusion

[illegible]



Computing CONUS to CONUS Vouchers

CONTINUE

Computing Vouchers (Overseas)



Video Notes: The computation for OCONUS PCS travel by plane involves three distinct legs of travel. First, from the old permanent duty station to the point of embarkation. Employees are eligible for reimbursement consisting of 75% of the M and I.E. rate of the point of embarkation and actual lodging costs, with the stipulation that the lodging expenses should not exceed the locality rates.

Subsequently, from the point of embarkation to the point of debarkation, employees are entitled to 100% of the M and I.E. reimbursement along with actual lodging costs based on the location at twenty-four hundred hours. If the employee is still in transit at twenty-four hundred hours, the locality rate for the destination is applied. However, if the employee arrives at the new permanent duty station on the same day, 75% of the new PDS locality rate is utilized for reimbursement.

The third leg of travel is from the arrival port (or port of debarkation) to the new permanent duty station. During this phase, employees are compensated with 75% of the M and I.E. rate of the new permanent duty station.

In cases where an employee uses a privately owned vehicle for any leg of the journey to or from the port, the MALT Plus method will be used. When traveling from the old permanent duty station to the departure port, the MALT Plus method is employed for allowable travel time. If the employee requires overnight lodging at the departure port, 100% M and I.E. and actual lodging costs are reimbursed. Likewise, from the departure port to the arrival port, employees receive 100% M and I.E. reimbursement and actual lodging costs based on the location at twenty-four hundred hours. If the employee arrives at the new permanent duty station on the same day, 75% of the new permanent duty station locality rate is applied. Finally, from the arrival port to the new permanent duty station, employees are reimbursed with 75% of the M and I.E. rate of the new permanent duty station.

Transportation for overseas travel is arranged through the installation Traffic Management Office. When the employee opts to use personally procured transportation in lieu of government transportation, the reimbursement is limited to what it would have cost the government for the available contracted flight (also known as the TR Cost). Civilian employees are subject to less restrictions than military members for overseas travel, so remember to compute and pay the government constructed cost instead of limiting them!

As with anything being submitted to the TPP-E for processing, ensure you've provided all the necessary documentation. Keep a close eye on what is actually authorized on the employee's orders since this can drive what additional documentation may be needed.

CONTINUE

Lesson 3 - Temporary Duty Travel (TDY)

- Without reference determine procedures for processing military and civilian temporary duty travel and transportation in accordance with prescribed guidance and publications.

Overview

- **Determine Leave and Allowable Travel Time**
- **Determine Travel and Transportation Allowances**
- **Determine Reimbursable Expenses**
- **Determine Guard & Reserve Travel Allowances**
- **Review Settlement Vouchers**
- **Process Contingency, Exercise, and Deployment (CED) Travel**
- **Fund Cite Authorization**

Leave and Allowable Travel Time

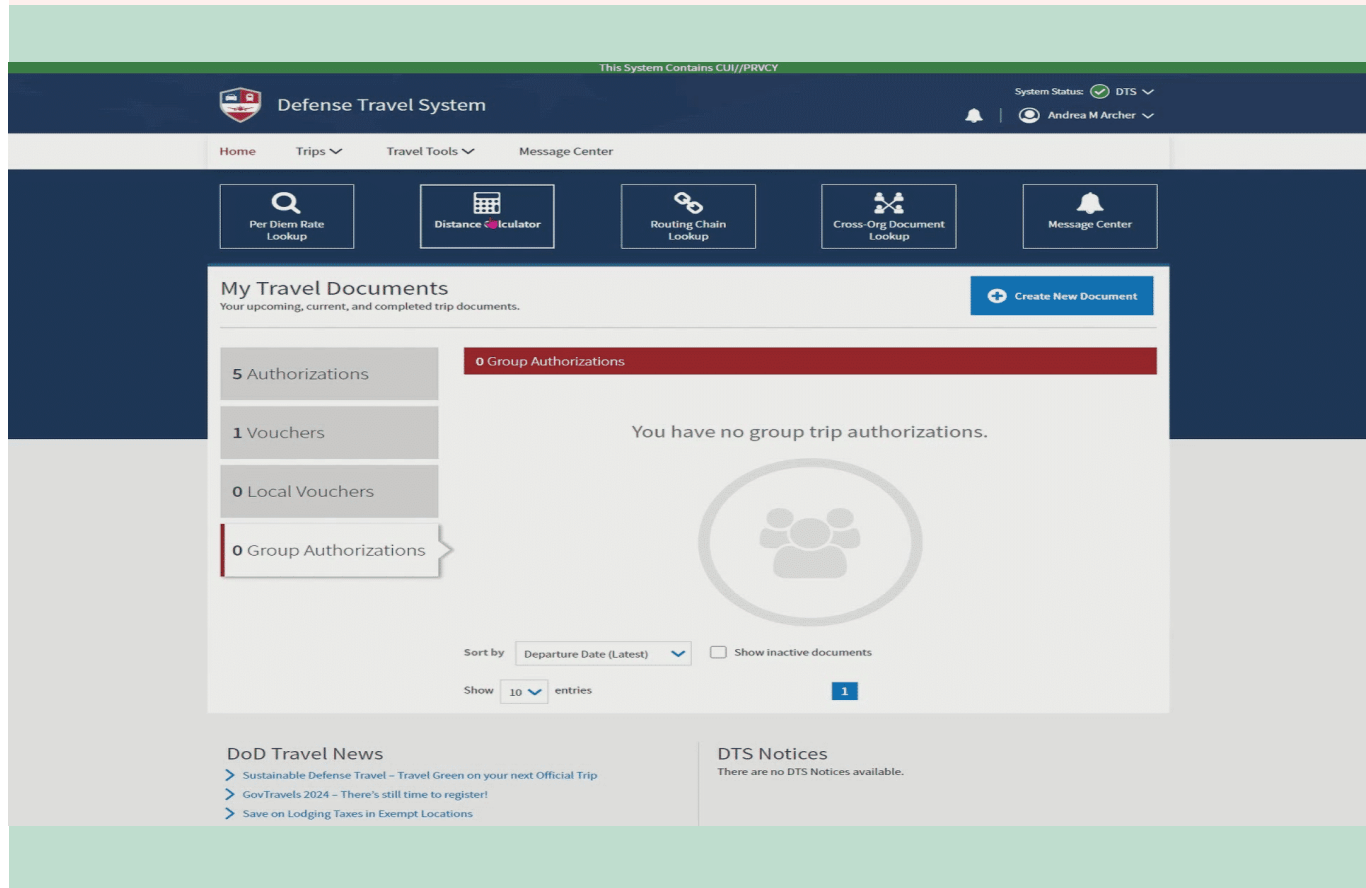
The DoD has established a standardized calculation for allowable travel time, which is determined based on the distance to the TDY location and the chosen mode of transportation.

Travelers are reimbursed per diem based on the actual travel time, provided it does not exceed the allowable travel time. If there are excess travel days beyond the allowable time, these

days are typically considered as leave without per diem reimbursement.

The official distance can be accurately determined using the Defense Travel System (DTS)

Travel Tools:



However, there is flexibility for the Approving Official (AO) to approve per diem payment for excess travel days in cases of special circumstances, such as natural disasters. This discretion allows for adjustments to accommodate unique situations during travel assignments.

The AO plays a crucial role in determining allowable travel time, which is based on the distance to be traveled and the authorized mode of transportation:

- Government Procured mode (GP/TP) grants the member the actual travel time.
- Commercial Plane (CP) grants the member 1 travel day.
- Government Auto (GA) grants the member 1 travel day for every 400 miles traveled, with an additional day added if the remainder is 1 mile or more.

For service members, any days exceeding allowable travel, permissive travel, and duty days during TDY are considered as leave.

Travel and Transportation Allowances

Travel and transportation allowances are determined based on the mode of transportation that was directed or approved for a particular trip. Travelers have the option to use or not use the directed or approved travel methods, but it's important to note that reimbursement may be limited if they choose an alternative mode. The final decision regarding reimbursement is made by the AOs, who evaluate which option is more advantageous for the mission and the government.

When determining the mode of travel, AOs must consider various essential factors. These include mission requirements, transportation availability, amenities at the TDY location, cost-effectiveness, time considerations, efficiency, and the potential impact on mission timelines.

AOs determine the most advantageous mode of travel for a TDY assignment by assessing mission requirements:

- GP/TP
- CP
- GA
- CA
- POV

When government procured mode is directed for a TDY, no transportation reimbursement is provided. Opting for an alternate mode for personal convenience forfeits the traveler's transportation reimbursement.

When commercial conveyance is directed for a TDY assignment, there are specific guidelines to follow. If you book your travel through the TMO, you are entitled to full reimbursement. However, if you personally procure tickets due to leave or other reasons, your entitlement is limited to the constructed cost of a round-trip ticket from your permanent duty station to the TDY location. TMO must be utilized when available, and for government funded travel, you must use a U.S. flag carrier for your flights.

AOs can direct the use of a government automobile for TDY, but it's exclusively for official purposes during the assignment, and it cancels out mileage reimbursement entitlement.

When the use of a rental car is directed for a TDY, there are several considerations to keep in mind. The AO must approve the use of a rental car and whenever TMO is available, its mandatory to utilize. If the traveler opts not to use TMO, reimbursement for the rental is limited to the constructed cost.

Normally, a compact vehicle is the authorized size unless the AO determines otherwise. The reimbursement provided covers the rental expenses, including taxes, fees, and local assessments. It's important to note that the government is self-insured when it comes to rental cars, and insurance expenses may be reimbursed for rentals that occur OCONUS.

When a traveler opts to use a POV for a TDY, specific guidelines come into play. It's automatically considered more advantageous to the government if the round-trip travel distance is less than 800 miles. However, if using a POV is not more advantageous from a cost perspective, the reimbursement is limited to the constructed cost of travel. Additionally, there is no entitlement to miscellaneous reimbursements associated with travel when a POV is chosen and travelers are reimbursed at the TDY mileage rate. Please note that the most current TDY mileage rates can be found in the Defense Travel Management Office (DTMO) website.

2024 Mileage Rate:

TDY Travel	PCS Travel	Other Rates
------------	------------	-------------

Effective Date	Car	Motorcycle	Airplane	Effective Date	MALT	Effective Date	Other
1-Jan-24	\$0.67	\$0.65	\$1.76	1-Jan-24	\$0.21	1-Jan-24	\$0.21

For mixed mode travel, a constructed cost is used to determine if mixed mode travel was more advantageous to the government. Using the constructed cost, reimburse the lesser of the constructed vs actual cost.

Per diem consists of lodging and meals/incidentals expenses (M&IE). Refer to CONUS and OCONUS Per Diem Tables for location-specific rates that can be found at the DTMO website.

A traveler ordered to a US installation must utilize available government lodging located on the installation. The traveler cannot be directed to use nearby government lodging. Commercial lodging should be booked through DTS when possible, with entitlement capped at the locality rate. However, lodging exceeding the cap, up to 300%, may be approved by the AO through an actual expense authorization (AEA).

M&IE reimbursement is determined by lodging and the presence of dining facilities. There are three M&IE types: locality rate, standard government meal rate (GMR), and proportional meal rate (PMR). On travel days, M&IE is automatically set at 75% of the Locality Rate M&IE.

Reimbursement for meals depends on the TDY location or stop-over point. To receive the locality rate travelers must be required to purchase all meals commercially because the dining facilities are unavailable, mission requirements restrict access, or the AO deems the dining facility's use adverse to the traveler. Rates, available on the DTMO website, are determined by the local meal rate and incidental rate (\$5.00 for CONUS and \$3.50 for OCONUS).

The GMR applies when staying in government lodging with meals available and directed. It must be specified in the authorization and doesn't apply on travel days. The rate is standard

and combines the meal rate (\$17.10) with incidentals (\$5.00 for CONUS and \$3.50 for OCONUS).

Meal	Discount Meal Rate	Surcharge Amount	Full Meal Rate
Breakfast	\$3.20	\$1.15	\$4.35
Lunch	\$5.35	\$1.65	\$7.00
Dinner	\$4.60	\$1.45	\$6.05
Total	\$13.15	\$4.25	\$17.40

The PMR is utilized in two specific situations. First, it applies when only one or two meals are available and directed at the dining facility on the installation. Second, it comes into play when one or two deductible meals are provided at no cost to the member. For more comprehensive information about deductible meals, you can refer to JTR, Chapter 2, Table 2-18. The calculation for the PMR involves taking the average of the locality rate and the GMR meal rate, rounding the result up to the nearest dollar, and then adding incidental expenses.

Reimbursable Expenses

Travelers are responsible for submitting their incurred expenses from TDY on their travel voucher. AOs play a crucial role in assessing the necessity and validity of these expenses, ensuring that they are appropriate for reimbursement on a travel voucher. Mission-related expenses, such as office supplies required for a presentation during TDY, are typically paid for

outside the travel systems. Common reimbursable expenses encompass items like airfare, lodging, rental car expenses, and rental car gasoline costs.

Travelers must provide receipts for all their lodging and transportation expenses. Specifically, receipts are mandated for any single purchase exceeding \$75. These receipts must contain essential details, including the vendor or store name, date of purchase, price of purchase, applicable taxes, and the total amount paid. In instances where a receipt is lost or unavailable, the traveler is required to complete a Certification of Lost Receipt as a substitute.

Receipts must include the complete trip itinerary with all traveler names and indicate if the airfare expense was paid through an Individually Billed Account (IBA) or Centrally Billed Account (CBA).

Lodging receipts must be itemized, indicating the total amount paid, and itemize taxes and fees. When government lodging is unavailable, members should acquire a non-availability statement. For CONUS lodging, taxes may be reimbursed separately. However, for foreign OCONUS lodging, taxes can only be claimed as part of the lodging expense.

Taxis and shuttles to and from terminals are eligible for reimbursement. Tips, up to 20% of the fare when included with the total fare, can be included but not claimed separately. If a traveler uses a POV to and from the terminal, they may receive reimbursement at the TDY mileage rate. However, when parking at the terminal, reimbursement is limited to the cost of round-trip taxi fares.

Excess baggage fees for the first checked bag are eligible for reimbursement. For additional checked bags, AOs must provide authorization, considering factors like the length of the TDY, the necessity for professional gear or equipment, and the availability of equipment at the TDY location.

Reimbursement of conference registration fees is permitted when authorized in the travel order or approved on a voucher. The registration should clearly specify whether lodging or meals are included. However, registration fees used solely for light refreshments and snacks are not eligible for reimbursement. It's essential to note that registration fees for training courses are not considered a travel expense; they are categorized as mission-related expenses.

The incidental expense portion of per diem covers the following and is not separately reimbursable: tips related to lodging, baggage, and transportation. When OCONUS, laundry and dry-cleaning expenses are included. However, laundry and related expenses while CONUS are considered personal expenses and are not reimbursable.

Remember JTR 010103 Paragraph B when considering what is and isn't reimbursable. Bottom line: if the JTR does not say something can be reimbursed, then it cannot be reimbursed as a travel claim.

Guard and Reserve Travel Allowances

The submission of travel vouchers depends on the travel orders. Travel orders will specify whether vouchers are filed in DTS or RTS (through eFinance or hard copy).

For RTS travel, members will send their vouchers to a unit AO, who will then forward them to the Financial Services Office (FSO). The FSO is responsible for reviewing all hard copy and eFinance/RTS vouchers before sending them to TPP-E for computation and payment.

In the case of DTS travel, routing is handled locally through the member's reserve unit, and computation and payment are processed electronically within the DTS system.

For Active Duty with Pay (Other than Training), here are the travel and transportation allowances based on distance:

- Corporate Limits: No authorized travel or transportation allowances.
- Commuting Distance: Round-trip mileage may be authorized.
- Greater than Commuting Distance (180 days or less): TDY Entitlements will apply.

- Greater than Commuting Distance (181 days or more): PCS (Permanent Change of Station) Entitlements will apply.

For Active Duty without Pay (Other than Training), mileage may be authorized under special circumstances.

For Active-Duty Training (ADT) and Inactive Duty Training (IDT), the travel and transportation allowances are as follows based on distance:

Active-Duty Training (ADT):

- Corporate Limits: No authorized travel or transportation allowances.
- Commuting Distance: Round-trip mileage may be authorized.
- Greater than Commuting Distance (139 days or less): TDY allowances apply.
- Greater than Commuting Distance (140 days or more): PCS allowances apply.

Inactive Duty Training (IDT):

- Corporate Limits: No authorized travel or transportation allowances.
- Commuting Distance: Round-trip mileage may be authorized.
- Greater than Commuting Distance: Actual expenses not to exceed the local maximum rate, limited to \$500 total for the entire trip.

Tour Type	Length	Distance		
		Corporate Limits	Commuting Distance	Outside Commuting Distance
Active Duty with Pay	180 days or less	No Travel Allowances Authorized	Mileage may be authorized	TDY Travel Allowances Authorized
	181 Days or more	No Travel Allowances Authorized	Mileage may be authorized	PCS Travel Allowances Authorized
Active Duty without Pay	Any	No Travel Allowances Authorized	Mileage may be authorized	Mileage may be authorized
Active Duty Training (ADT)	139 days or less	No Travel Allowances Authorized	Mileage may be authorized	TDY Travel Allowances Authorized
	140 days or more	No Travel Allowances Authorized	Mileage may be authorized	PCS Travel Allowances Authorized
Inactive Duty Training (IDT)	Any	No Travel Allowances Authorized	Mileage may be authorized	Actual expenses NTE local maximum rate, limited to \$500 total

The AF 938, Request and Authorization for Active-Duty Training/Active Duty Tour, is a document used for various purposes related to placing Air Force members on Active-Duty Status. It typically includes information such as the TDY location, the length of the TDY, and determinations regarding the corporate limit/commuting area.

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
<small>AUTHORITY: 16 USC 8013; Executive Order 9397. PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable. ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements. DISCLOSURE IS VOLUNTARY. However, without this information and SSN the Air Force cannot act on your travel, per diem and pay statements.</small>					
1. NAME (Last, First, MI)		2. GRADE		3. SSN	
4. PRESENT STREET ADDRESS		5. CITY		6. STATE 7. ZIP CODE	
8. UNIT OF ASSIGNMENT		9. LOCATION		10. PAS CODE	
11. Mor is ordered to MILITARY PERSONNEL APPROPRIATION for 5 * days plus auth tel time. (0 Tvl Days) TRACKING #: 7167526					
12. WILL REPORT TO (Unit and location)		13. REPORTING DATA (Hour)		14. RELEASE DATA (PAYMENT)	
		1500 2018-015 2018-019			
15. CORPORATE LIMITS		16. COMMUTING AREA		17. OUTSIDE COMMUTING AREA	

Active Duty Status
Start and Stop Date

Block 15 and 16 will show
If TDY is within corporate
limits or commuting area

The Air National Guard Reserve Order Writing System (AROWS) Orders serve as the “back” or continuation of the AF 938. These orders contain crucial details about the TDY, such as where

to file the voucher, meal statements, and rental car authorization. They are frequently used to issue amendments to orders, ensuring that important information is accurately conveyed to the member.

OFFICIAL

AROWS-R
7367536
2019/10/22

(ARTY)CM307: /

MILITARY PERSONNEL APPROPRIATION
Continuation of AF Form 938, Block 18, Remarks (AFMAN 36-6001):

- 1. AUTH: 19 USC 1231(e)
- 2. PAY AND ALLOWANCE DSP CODE: N/A
- 3. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA)
- 4. IF THIS ORDER CONFLICTS WITH THE JTR, THE JTR PREVAILS
- 5. SETTLEMENT FOR THIS ORDER MUST BE FILED IN RTS WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL
- 6. IF THIS ORDER IS FOR A PERIOD OF ACTIVE DUTY OF 90 CONSECUTIVE DAYS OR MORE, INITIAL ACTIVE DUTY FOR TRAINING (BMT AND TECHNICAL SCHOOLS) OR IN DIRECT SUPPORT OF A CONTINGENCY OPERATION, SUBMIT A DD FORM 214 WORKSHEET (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY) VIA VMPF AT THE TIME YOU CERTIFY AND SUBMIT FOR RECEIPT OF PAY

Line items will show TDY details such as meal statements, rental car authorizations or where to file the voucher (DTS or RTS)

The AF 1610, officially known as the Request and Authorization for Active-Duty Training/Active Duty Tour, serves multiple purposes within the Air Force. It can be used as a stand-alone document, even without an AF 938, for travel related to Inactive Duty Training (IDT). Additionally, it plays a role in Contingency Exercise Deployment (CED) Orders, recognized by the TE- order series. This form also serves for Invitational Orders and is formatted in a memorandum style. One notable example of its application is for Yellow Ribbon Program Travel, among other similar uses, where it grants authorization and documents members' participation in specific programs or training activities.

Settlement Vouchers

Travelers can file for accrual vouchers to receive interim payments for a portion of their TDY to prevent their Government Travel Card (GTC) from going delinquent. However, eligibility for accrual vouchers requires the TDY to be greater than 45 days.

There are two methods for filing an accrual voucher:

1. Through RTS, where partial settlement vouchers are sent to Travel Pay Processing – Ellsworth (TPP-E) in 30-day increments.
2. Using DTS, where accruals are incorporated into the authorization as scheduled partial payments (SPPs) that are electronically disbursed to the member's GTC and bank account.

When using the Reserve Travel System (RTS) for partial payments, the substantiating documents required typically include orders, an accrual worksheet, and a direct deposit form. Accruals through RTS are commonly used for active members performing PCS with a TDY en route, as well as reserve members on long-term TDY assignments.

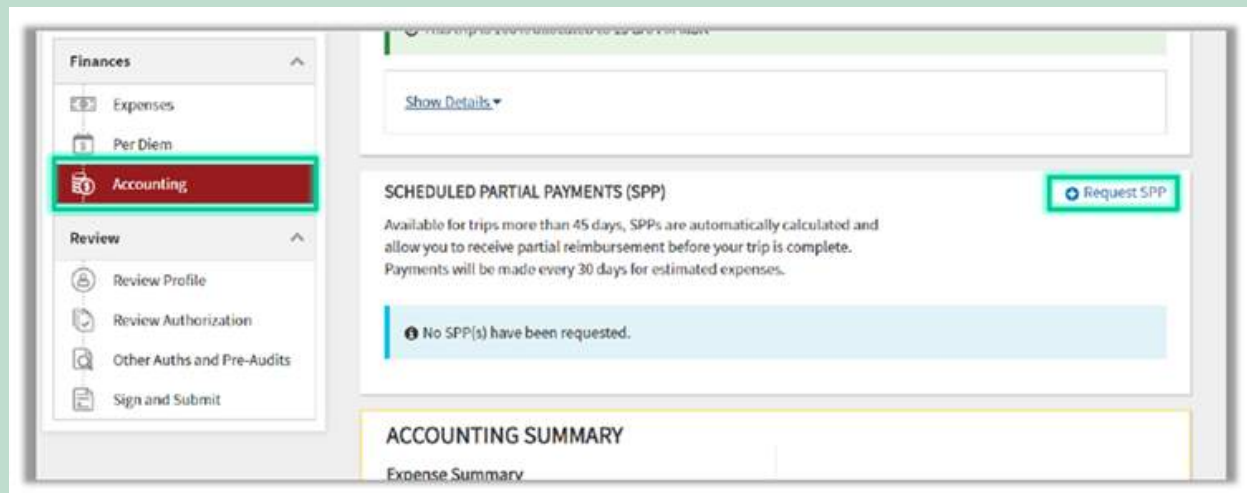
Accrual vouchers can be built into a member's DTS authorization by either the member or the AO. This can be done before departure. However, if the member has already departed, it will require an amendment of the original authorization to include accruals.

To amend a DTS authorization to create partial payments, select 'Options' and then 'Create Amendment'.

The screenshot displays a user interface for managing travel authorizations. It features two main entries, each with a unique ID, departure date, and TA Number. The first entry, 'DFKEESLERAFBM011219_A01', is marked 'Pos Ack Received' and is set to depart on 01/12/2019 with TA Number 28SDPX. The second entry, 'DFJBMCGUIREDI102118_A01-01', is marked 'Reconciled' and is set to depart on 10/21/2018 with TA Number 27L60G. To the right of these entries is an 'Options' menu. The menu includes four items: 'Print Authorization' (with a printer icon), 'Create Amendment...' (with a pencil icon and highlighted by a red box), 'Manage Adjustments' (with a gear icon), and 'Cancel Trip...' (with a red 'X' icon).

DFKEESLERAFBM011219_A01 Departing on 01/12/2019 TA Number: 28SDPX	Pos Ack Received	Options Print Authorization Create Amendment... Manage Adjustments Cancel Trip...
DFJBMCGUIREDI102118_A01-01 Departing on 10/21/2018 TA Number: 27L60G	Reconciled	

On the 'Accounting' screen, scroll down to 'Scheduled Partial Payments (SPP)' and click 'Request SPP'.



After scheduling partial payments in DTS, the member should sign the amendment to ensure it is routed to the appropriate AO.

Contingency, Exercise, and Deployment (CED)

The Comptroller Squadron is primarily responsible for ensuring Contingency Exercise Deployment (CED) orders are loaded into the Defense Travel System (DTS). We manually enter CED orders data (based on a hard copy provided) into DTS which is accomplished by the Financial Management Analysis (FMA) side of the house. This is required to ensure the correct M&IE rates are entered based on the deployment or exercise reporting instructions.

On the Financial Operations side, we'll deal with the processing of the vouchers as a result of those CED orders. This objective will allow us to determine what that process looks like and the role we play in it.

CED Authorizations and Vouchers

Although a traveler is able to amend their own authorization (orders) in DTS as mentioned in the first object of this unit, it is not as common. The flow generally goes as follows:

- FMA creates the authorization in DTS.
- FMA amends the authorization for any enroute expenses and changes to the date/locations upon receipt of a partial settlement/accrual voucher request.
- Traveler creates a voucher from an authorization in DTS once they return from deployment
- FMF (financial operations flight) approves the final voucher and the payment is made to the traveler or government travel card.

Let's talk through this process in more detail.

When a member is tagged to deploy, the Installation Personnel Readiness office creates a CED order and sends it to FMA to certify the order and to create an authorization in DTS. Once the order is certified, FMA will send it back to IPR so that they can give it to the member.

After the member deploys, they must track their expenses and then amend their DTS Authorization to include these new expenses. This allows us to set up partial payments to prevent the member's Government Travel Card (GTC) from going delinquent.

Once the member returns from deployment, they must access DTS, create the voucher from authorization, make any necessary adjustments and digitally "sign" the document. Once the document is signed, it will route to a queue for FMF to review and approve the final voucher. Approval accomplishes two things: 1) final payment is released to the member and split-disbursed to pay off the final balance of their GTC and 2) the obligation in the accounting system is updated with the new value, and moved to paid, which effectively clears the order.

Fund Cite Authorizations

DTS authorizations establish the conditions under which official travel is performed at U.S. Government expense. Authorizations should be created, signed, and approved before travel begins unless urgent or unusual situations prevent prior creations and approval. Authorizations may include multiple temporary duty (TDY) destinations.



Group Authorizations

Group authorizations allow entry of travel information for all travel at one time. Creating group authorization may save considerable time and resources.

When approved, they automatically create separate, individual authorizations for each traveler. Travelers must prepare separate, individual vouchers to be reimbursed for authorized expenses.

All Authorizations Will

☐

Provide travelers with information regarding what travel expenses are authorized to be paid

☐

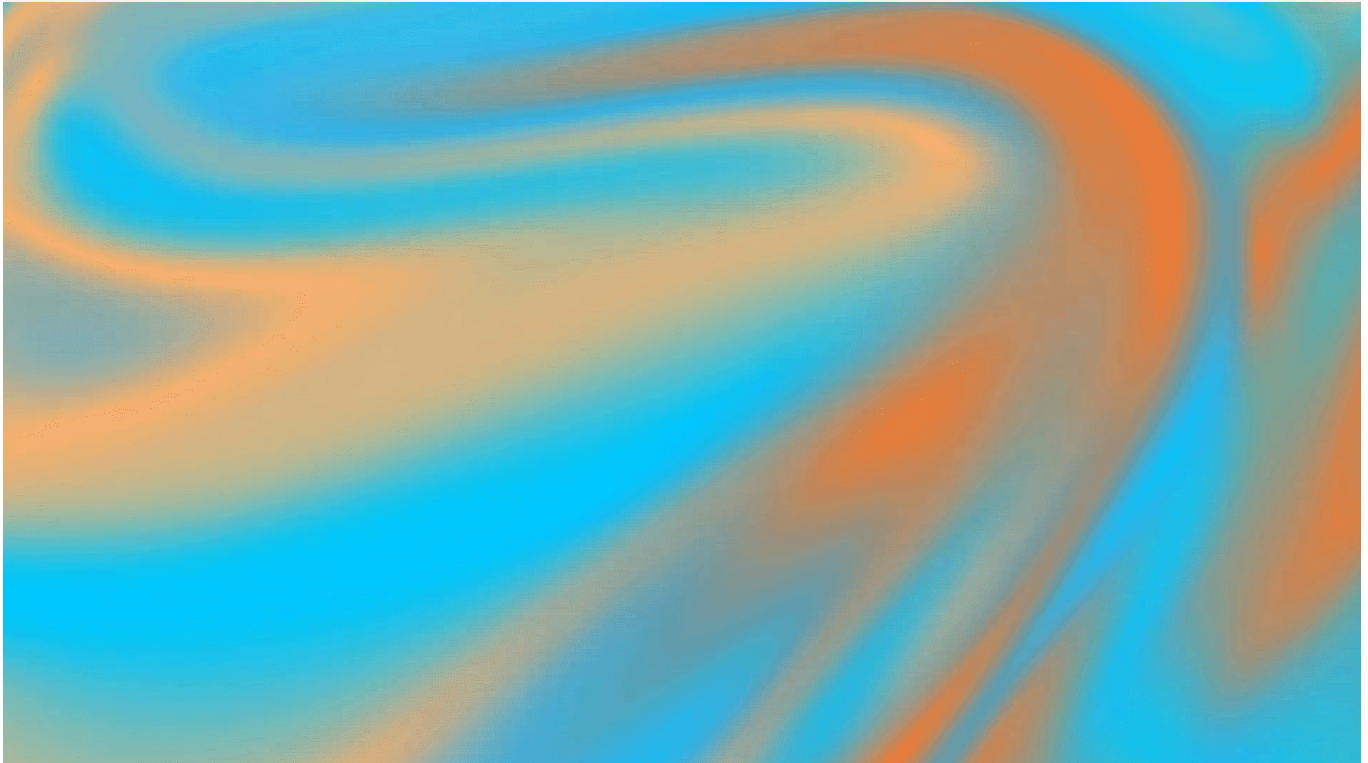
Provide commercial travel Offices with necessary documentation for arranging official travel

☐

Provide necessary financial information for budgetary planning

☐

Identify travel purposes



Cross Organizational Funding

Customers are often provided fund cites to pay for the work they will be doing for another organization. AF policy is the Cross-Org functionality will be used whenever possible.

Often the data elements in these LOAs are not easily recognizable. This is true for Air Force funds we do not see every day and becomes extremely difficult when dealing with a sister Service's fund cites.

The Cross-Org functionality in DTS allows for a LOA available to a traveler assigned to another DTS organization. The Cross-Org LOA functionality shifts the responsibility from the receiving organization to the issuing organization. Only the issuing organization can "Cross-Org" their fund cite to another traveler or organization. Access to the DTS LOA table to Cross-Org an LOA. The Cross-Org function has advantages in that the "receiving" or traveler's organization does not have to build the DTS LOA and Budget. The LOA will "fund" against the DTS Budget of the "issuing" organization and will appear on the issuing organization's DTS Budget reports. The LOA can be made available to a single traveler or an entire organization. Additionally, the LOA can be routed to the "owning" organizations routing list for approval of the Authorization and/or the Voucher.

It is highly recommended the issuing organization track the LOAs and DTS Org(s) they allow to use an LOA with the Cross-Org function. A simple spreadsheet can accomplish this. Include the issuing organization's DTS name, LOA Label used, receiving DTS org name and expected date when the Cross-Org LOA should be removed. It is recommended it be removed five days after the expected departure date. Removing the Cross-Org LOA will have no effect on the traveler's ability to create a voucher as the LOA is "locked" into the authorization and will carry over into the voucher created from the authorization. The traveler will receive a Pre-Audit "flag" item stating "ACCT CODES INVALID - ACCT CODE(S) ENTERED NOT VALID IN MASTER LIST. SEE FINANCE DEFENSE TRAVEL ADMINISTRATION (FDTA) FOR ASSISTANCE." The traveler should simply insert comments "Cross-Org Fund Cite" or words to that effect. It will NOT affect the payment or respective accounting transactions.

Lesson 4-Evacuation Entitlements

- Without reference determine step by step procedures for evacuation entitlements (emergency & non-combatant) in accordance with prescribed guidance and publications.

Overview

- **Determine Evacuation Entitlements – Emergency**
- **Determine Evacuation Entitlements – Non-Combatant**

Emergency and Non-Combatant

Evacuations happen for many different reasons. Hurricanes, volcano eruptions, earthquakes, fires. Natural disasters may force us to relocate for our safety and the military offers compensation during these events. We also may need to evacuate our dependents when it is no longer safe for them to remain due to a hostile environment.

In this lesson we'll determine what procedures we would need to take to determine evacuation entitlements. Keep in mind that some of these evacuation entitlements only exist under these conditions.

Emergency/Non-Combatant

The quality and level of support we provide during tough times directly impacts our member's well-being. Peace of mind is priceless, especially in situations that require evacuations.

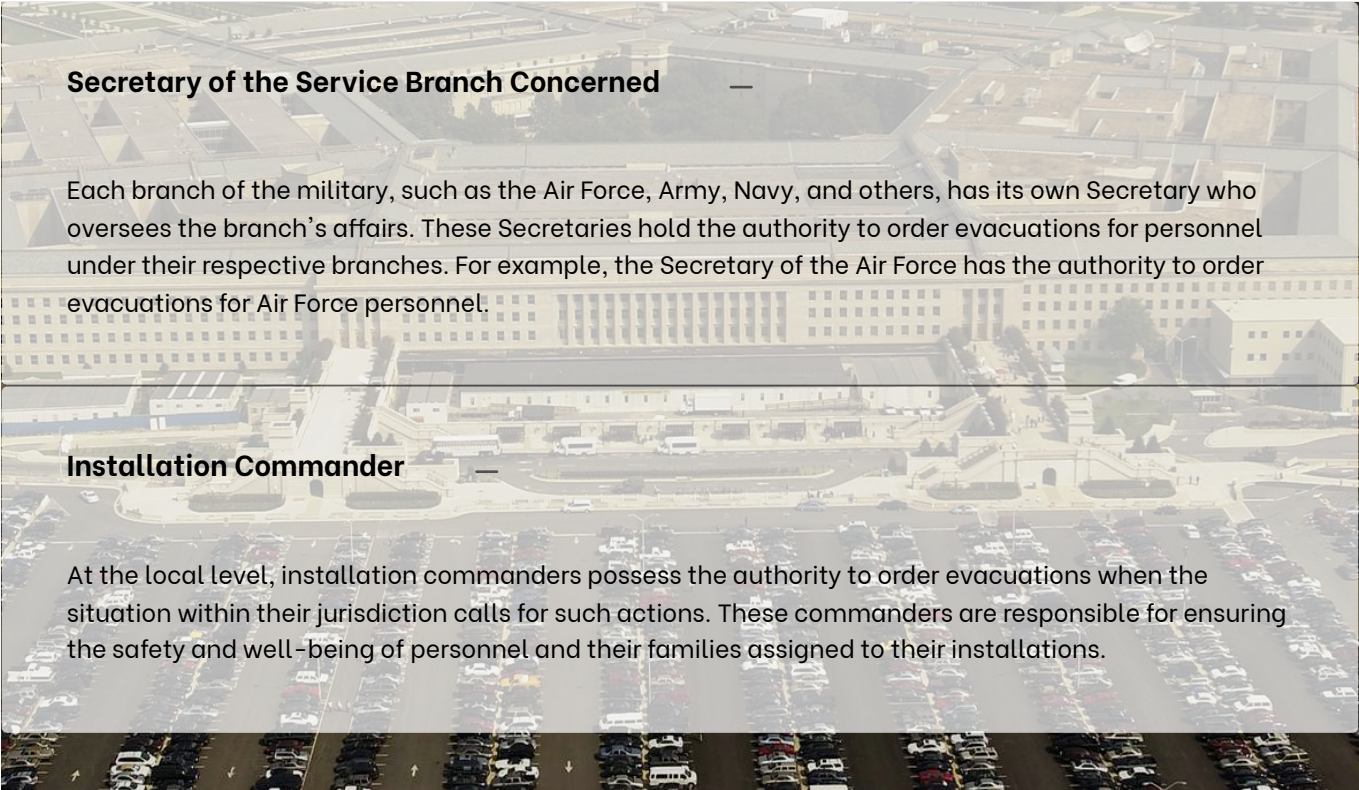
“While the installation commander determines the need for an evacuation and issues the necessary orders to ensure the safety, health, and well-being of assigned personnel and their family members, it is the comptroller's responsibility to be part of the team that supports and advises the commander (and Approving Official responsible office) on proper preparation of travel and evacuation orders to ensure claims (advances and vouchers as necessary) can be processed accordingly.”

– Mr. Eric I. Cuebas, Director, Air Force Accounting and Finance Office

Evacuation allowances are a critical aspect of support provided to both service members and civilian employees during emergency situations. These allowances become authorized when specific high-level authorities issue orders for evacuation. The individuals who hold the authority to order evacuations include:

Secretary of Defense

The highest-ranking civilian official within the Department of Defense, the Secretary of Defense has the authority to issue orders for evacuation when circumstances warrant such actions. Their decisions are guided by the need to safeguard personnel in times of emergencies.



Secretary of the Service Branch Concerned

Each branch of the military, such as the Air Force, Army, Navy, and others, has its own Secretary who oversees the branch's affairs. These Secretaries hold the authority to order evacuations for personnel under their respective branches. For example, the Secretary of the Air Force has the authority to order evacuations for Air Force personnel.

Installation Commander

At the local level, installation commanders possess the authority to order evacuations when the situation within their jurisdiction calls for such actions. These commanders are responsible for ensuring the safety and well-being of personnel and their families assigned to their installations.

The authorization of evacuation allowances underscores the commitment of the military and government to protect the lives and safety of its personnel in times of crisis. These allowances cover a range of expenses and logistics to facilitate the safe evacuation of individuals and their families from areas affected by emergencies, natural disasters, or other threats. This comprehensive support ensures that service members and civilian employees can respond effectively to unforeseen challenges and disruptions while minimizing the financial burdens associated with evacuation.

Service members do not undergo evacuation procedures in the same manner as civilian employees or dependents. Instead, they are typically placed in either TDY or PCS status when faced with situations that may necessitate evacuation. Unlike civilians, service members do not receive evacuation allowances as a distinct category of support. Instead, they follow the appropriate TDY or PCS processes as determined by their military leadership and in accordance with the JTR.

The eligibility for receiving evacuation allowances is outlined in Table 6-4 of the JTR, Chapter 6. This table specifies the individuals who may be eligible to receive such allowances during emergency situations. While service members themselves do not fall under this category, the table provides guidance on who among their dependents and civilian employees may be

eligible for evacuation support based on specific circumstances and the orders of authorized authorities. This ensures that the necessary evacuation allowances are directed towards those who require assistance during emergencies, allowing for a coordinated and efficient response to unforeseen challenges.

Table 6-4. Who Can Be Evacuated at Government Expense				
Individuals		Location Being Evacuated		
		CONUS	Non-Foreign Location OCONUS	Foreign
1	Service Member	No	No	No
2	Service Member's Dependent	Yes	Yes	Yes
3	Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. §502(f)	Yes	Yes	N/A
4	Civilian Employee	Yes	Yes	Yes
5	Civilian Employee's Dependent	Yes	Yes	Yes
6	Non-Command Sponsored Dependent	Not Applicable	Yes (transportation only)	Yes (transportation only)
7	Authorized Escort for a Dependent or Civilian Employee	Yes	Yes	Yes

Evacuation Destination

The determination of the evacuation destination during emergency situations hinges significantly on the anticipated duration of the evacuation, with careful consideration of the evolving conditions and the potential for improvement or continued risk. The decision-making is based on the conditions of the anticipated improvement.

If the conditions that necessitate an evacuation are expected to improve, and there is a reasonable anticipation that the dependent(s) will be able to return to their PDS in the future, then the dependent(s) are evacuated to what is termed a "safe haven." A safe haven is a temporary location established to provide refuge and protection during the period of uncertainty.

In contrast, if conditions are not anticipated to improve, and the safety and well-being of the dependent(s) are better ensured by relocating them to a more stable environment, then the

dependent(s) are evacuated to a “designated location.” A designated location is a place where the dependent(s) will establish a permanent residence, indicating a longer-term arrangement.

The ultimate decision regarding whether an evacuee will be directed to a safe haven, or a designated location is determined by the installation commander. This authority allows for a localized and informed assessment of the situation, ensuring that the evacuation destination aligns with the specific circumstances and evolving conditions. It also allows for a responsive and flexible approach to safeguarding the lives and welfare of individuals and families affected by emergencies or crises.

Advanced Funding

Advances for evacuation allowances are a critical component of providing immediate support when evacuation orders are issued due to emergencies or other urgent situations. Members are eligible to receive advances only if they do not possess a Government Travel Card (GTC). This ensures that individuals who already have access to a GTC utilize it for travel-related expenses before seeking additional advances.

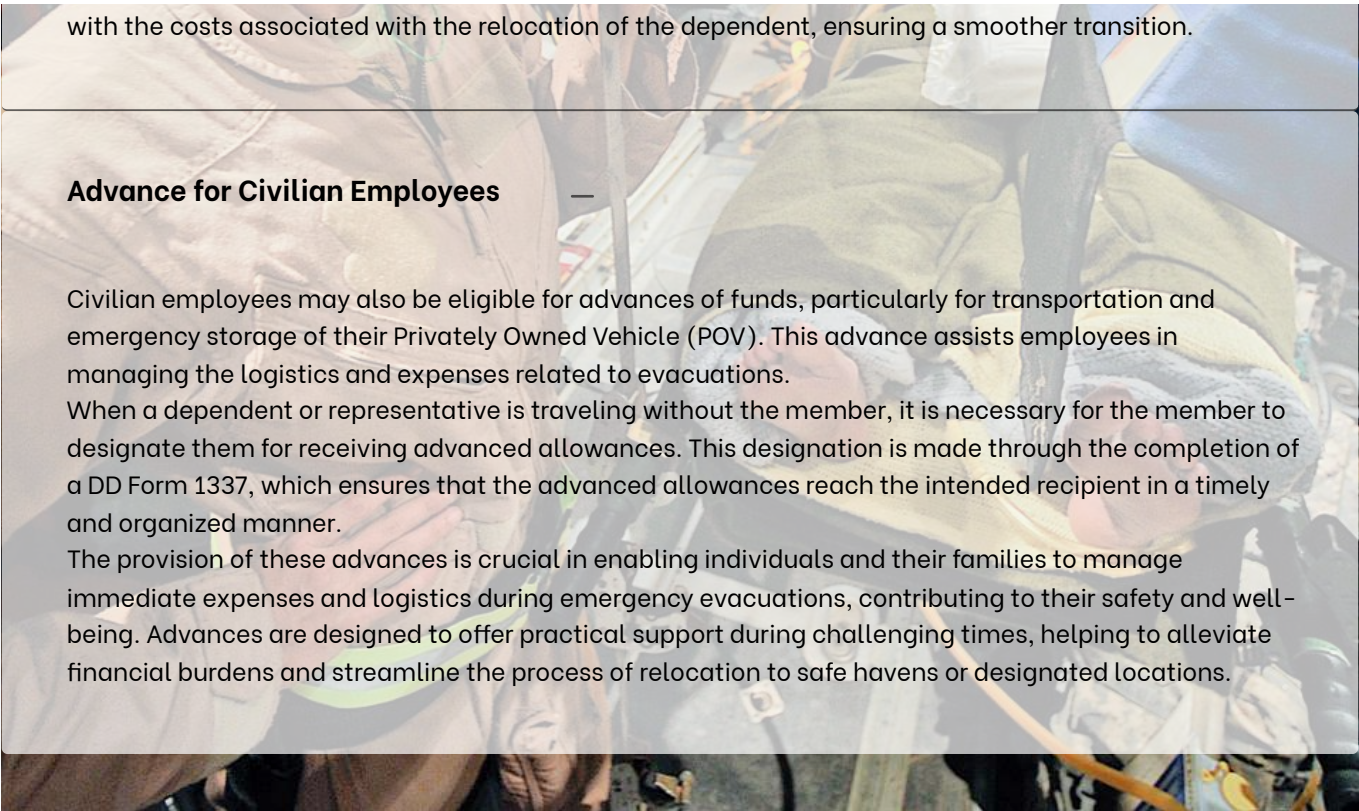
Here are key details regarding advances available to those without a GTC:

Safe Haven Advance —

When evacuation orders are issued, an advance for safe haven allowances may be provided. This advance is intended to cover expenses for an estimated period of up to 30 days at the authorized safe haven or designated location. It ensures that individuals and their families have access to immediate financial support during their stay in a temporary refuge.

Dislocation Allowance (DLA) Advance —

In some cases, a Dislocation Allowance (DLA) advance may be extended to a service member's designated dependent before the dependent travels to the designated location. This advance assists



with the costs associated with the relocation of the dependent, ensuring a smoother transition.

Advance for Civilian Employees

Civilian employees may also be eligible for advances of funds, particularly for transportation and emergency storage of their Privately Owned Vehicle (POV). This advance assists employees in managing the logistics and expenses related to evacuations.

When a dependent or representative is traveling without the member, it is necessary for the member to designate them for receiving advanced allowances. This designation is made through the completion of a DD Form 1337, which ensures that the advanced allowances reach the intended recipient in a timely and organized manner.

The provision of these advances is crucial in enabling individuals and their families to manage immediate expenses and logistics during emergency evacuations, contributing to their safety and well-being. Advances are designed to offer practical support during challenging times, helping to alleviate financial burdens and streamline the process of relocation to safe havens or designated locations.

Allowances

The transportation allowances for dependents during evacuations are subject to specific guidelines and considerations aimed at ensuring their safety and well-being. Here are key details regarding transportation allowances for dependents during evacuation.



Transportation Allowances to and from Safe Havens

Dependents who are directed to travel to a safe haven are entitled to the same transportation allowances as those authorized for a TDY assignment. This includes coverage for the costs associated with travel to and from the safe haven. These allowances are designed to support the smooth relocation of dependents to a secure location during emergency situations.

Eligible dependents are authorized transportation from the location at which they are notified of the evacuation to the safe haven or designated location. This coverage ensures that dependents have access to transportation services to reach the secure destinations designated for their safety.

In cases where a dependent, directed to go to a safe haven, instead travels to a location that is not authorized or approved, their reimbursement is limited to the cost of transportation from the origin to the authorized safe haven location. This restriction emphasizes the importance of adhering to evacuation orders and guidelines to ensure the safety of dependents.

The allowance for accompanied baggage during evacuations is contingent on the policies of the transportation carrier. If the carrier permits excess accompanied baggage, it may be authorized. However, this authorization requires the approval of either the Transportation Officer in the affected area or the AO. This ensures that any additional baggage allowances are in line with the carrier's regulations and the evacuation's logistical considerations.

These guidelines and allowances are established to support the orderly and secure evacuation of dependents during emergency situations, providing them with the necessary resources and transportation to reach safe havens or designated locations. It underscores the commitment to safeguarding the welfare of dependents and ensuring their well-being during challenging and unforeseen circumstances.

Dependents who are traveling during evacuations are entitled to specific per diem allowances to help cover their expenses while relocating to a safe haven. Here are the key details regarding per diem allowances for dependents during evacuation.

Per Diem for Travel to and From Safe Haven —

Dependents are eligible for per diem allowances during their travel to and from the safe haven location. Additionally, they are entitled to per diem for the initial 30 days spent at the safe haven. This per diem support is designed to assist dependents in covering the costs associated with lodging, meals, and incidentals during these periods.

Dependents Aged 12 Years or Older —

Dependents who are 12 years of age or older receive per diem at the same rate as a service member or civilian employee on a TDY assignment. This rate ensures that older dependents receive equitable support for their expenses during evacuation.

Dependents Under 12 Years Old —

For dependents under the age of 12, the per diem allowance is limited to 50% of the amount provided to a service member or civilian traveling on a TDY assignment. This adjustment recognizes the reduced expenses typically associated with younger dependents.

Non-Command Sponsored Dependents at PDS OCONUS —

In the case of dependents at the service member's PDS outside the OCONUS who are not command-sponsored, per diem is not authorized. This distinction reflects the specific circumstances and requirements associated with command sponsorship.

Subsistence Expense Allowance —

The subsistence expense allowance represents the daily amount provided to assist civilian employees and their dependents in offsetting the costs of lodging, meals, and incidentals during their travel and stay. This allowance is a vital component of the support offered to ensure that dependents can manage their daily expenses effectively.



These per diem allowances for dependents during evacuation aim to provide financial support that aligns with the needs and circumstances of different age groups, recognizing that dependents' expenses may vary. This support ensures that dependents have the means to cover their essential expenses while relocating to safe haven locations, contributing to their safety and well-being during emergency situations.

Safe haven allowances play a crucial role in supporting individuals and their families during emergency evacuations, ensuring that they have access to transportation and other essential resources while at the safe haven location. Here are key details regarding safe haven allowances:



Transportation at Safe Haven Location —

When safe haven allowances are authorized, they encompass various components, including transportation services at the safe haven location. This means that individuals and their dependents have access to transportation resources to facilitate their mobility and travel needs while staying at the safe haven.

Local Travel Allowance —

As part of the safe haven allowances, a local travel allowance is provided to individuals and their family members. This allowance amounts to \$25 per day for each family member, regardless of the number of dependents. This allowance is intended to assist with local travel expenses incurred during the stay at the safe haven location.

No Receipt Requirement —

Notably, for the local travel allowance, there is no requirement to provide receipts for expenses. This simplifies the process for individuals and their families, allowing them to access the allowance without the burden of documenting individual expenses for local travel.



The inclusion of transportation services and the local travel allowance in safe haven allowances ensures that individuals and their families have the means to move within the safe haven location and meet their local travel needs without undue financial strain. This support is vital in maintaining their mobility, safety, and well-being during their stay at the safe haven, contributing to the effectiveness of emergency evacuation procedures.

Safe haven allowances undergo adjustments after the initial 30 consecutive days, and these adjustments may extend for a further 150 consecutive days as necessary to meet the evolving needs of individuals and their families during emergency evacuations. Here are the key details regarding the reduction and potential modifications to safe haven allowances.

Following the initial 30 consecutive days at the safe haven location, safe haven allowances are subject to reductions. These reductions are determined based on the age group of the dependents:

- For dependents aged 12 years and older, the allowance is adjusted to be up to 60% of the locality per diem rate for the area.
- For dependents under the age of 12, the allowance is adjusted to be up to 30% of the locality per diem rate for the area.

In situations where the standard allowance rates are insufficient to adequately cover the costs of lodging, meals, and incidental expenses for a specific individual or family at a safe haven, the Per Diem Transportation and Allowance Committee has the authority to increase the rate of allowances. This flexibility ensures that individuals and their dependents receive support that aligns with their specific needs during extended stays at safe havens.

Importantly, if a dependent arrives at the safe haven and subsequently departs for personal reasons, the dependent continues to receive safe haven allowances at the same rate. This provision acknowledges that the circumstances of individuals and their families may change during their stay at the safe haven, and it ensures that they maintain access to the financial support needed to cover essential expenses.

These adjustments and the flexibility of the Per Diem Transportation and Allowance Committee underscore the commitment to providing continued support and flexibility to individuals and their families during extended stays at safe havens. It ensures that the allowances remain responsive to changing circumstances and evolving needs, allowing for effective and compassionate assistance during emergency evacuations.

Safe haven evacuation allowances are designed to provide essential support during emergency evacuations, but they are subject to specific limitations and durations to ensure their effective and appropriate use. Here are the key restrictions and considerations regarding the duration of safe haven evacuation allowances:

180-Consecutive Day Period

Safe haven evacuation allowances cannot extend beyond the established 180-consecutive day period. This time frame is designed to provide support for an extended but finite duration during emergency situations. Extensions beyond this period require approval through the Secretarial Process, which involves higher-level decision-making to accommodate unique circumstances.

The duration of safe haven evacuation allowances also ceases when any of the following events occur:

- When a dependent departs a safe haven for the PDS or a designated place.
- When a dependent converts the safe haven to a designated place.
- Expiration Date via Secretarial Process: The expiration date of safe haven evacuation allowances can be established or extended through the Secretarial Process. This process allows for higher-level decision-making to accommodate unique circumstances or situations that may necessitate prolonged support.
- Transition to Designated Place: After arriving at a designated place, a dependent is authorized safe haven evacuation allowances for a limited time. These allowances are intended to offset expenses related to lodging and Meals and Incidental Expenses (M&IE) while the dependent is in the process of finding a house and establishing a permanent residence. This support ensures a smooth transition to a new permanent residence.

These restrictions and provisions regarding the duration of safe haven evacuation allowances are established to strike a balance between providing essential support during emergency situations and ensuring the allowances are appropriately utilized within specified time frames. They reflect the commitment to addressing the evolving needs of individuals and their families while maintaining responsible stewardship of resources during challenging circumstances.

Dislocation Allowance (DLA) is a critical component of support provided during emergency evacuations, and its eligibility and payment conditions are subject to specific guidelines and considerations. Here are the key details regarding DLA in the context of evacuations.

DLA for Command-Sponsored Dependents

DLA is authorized when a command-sponsored dependent is evacuated to a designated location. This allowance is intended to help defray the costs associated with the relocation and establishment of a new residence for the dependent in the designated location.

DLA for Return Travel

Additionally, DLA is payable when return travel is authorized for a command-sponsored dependent from the designated location to the service member's PDS. This provision ensures that the dependent has the necessary financial support to facilitate their safe return to the PDS.

No Restriction on Fiscal Year

Unlike some allowances that are limited to one payment per fiscal year, the prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid specifically because of an evacuation. This recognizes the unique circumstances surrounding evacuations and the need for flexibility in providing financial support.

It's important to note that DLA is not payable in certain situations. DLA is not payable when a dependent is relocated to a safe haven. This distinction ensures that DLA is directed toward designated locations where dependents establish new residences. DLA is not payable on behalf of a non-command-sponsored dependent. This aligns with the criteria for command sponsorship, and non-command-sponsored dependents do not qualify for DLA in the context of evacuations.

DLA serves as a vital resource for command-sponsored dependents during evacuations, helping them cover the costs associated with their relocation and, when necessary, their return to the PDS. The flexibility regarding fiscal year limitations ensures that individuals and their families receive the support they need during emergency situations without unnecessary administrative constraints.

CONTINUE

Lesson 5 - Doubtful Claims

- Without reference identify basic facts and terms about doubtful claims in accordance with prescribed guidance and publications.

Doubtful Claims

To ensure the propriety of all payments, we should always remember our responsibility in ensuring payments we make are proper. When that determination is not as clear cut as usual, we have procedures in place to follow that allow for higher level evaluation.

A doubtful claim exists when a certifier or disbursing officer is unable to decide positively that the claim is or is not payable. It is important to remember that certifying officials or disbursing officers should never certify or pay any claim they believe to be illegal or improper. However, they must keep in mind that if they deny a claim, the claimant has a right to contest their decision.

Advance Decision

A DoD certifying or disbursing officer may request an advance decision on a claim whose validity or amount is questionable. In this case, the accountable officer must forward the request through the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). Advance decision requests over \$250 require a review by the Defense Department Office of Hearing and Appeals (DOHA) for service members, and the Civilian Board of Contract Appeals (CBCA) for DoD civilian employees. Any advance decision requests of \$250 or less will be reviewed by the General Council of the DoD component or the General Council at DFAS.

CONTINUE

What website should you visit to find helpful documents (such as checklists) to provide the TPP-E for processing travel claims?

- ☐ DFAS Website
- ☐ AFIMSC Sharepoint
- ☐ ePubs

SUBMIT

T/F: Advance Decision requests must be over \$250 to warrant any type of review.

- ☐ True

☐

False

SUBMIT

Which of the following are required on Authorizations?

☐

Per diem and mileage allowances

☐

Travel Reservations

☐

Itinerary

☐

Advances (not including ATM)

☐

Routing information

☐

Accounting information

SUBMIT

CONTINUE

Congratulations!

You have completed the last of five modules. Please contact your supervisor and unit training manager to schedule your end of course exam.