

CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301 ROUTINE TEMPORARY DUTY (TDY)

030101. Common Business Travel

A. Eligibility. A Service member or civilian employee may be eligible for travel allowances on a routine TDY when:

1. Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.
2. Providing technical assistance.
3. Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.
4. Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business ([56 Comp. Gen. 661 \(1977\)](#)).
5. The Component head or designee determines that circumstances justify sending an official representative to a funeral.
6. The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

B. Allowances. A traveler on routine TDY ordinarily receives the transportation and per diem allowances in [Chapter 2](#). However, depending on the reason for travel, who travels, and other circumstances, other computation rules may apply and impact the amount that a traveler is reimbursed. The AO must verify that the traveler does not meet the conditions addressed elsewhere in [Chapter 3](#).

030102. TDY Before Reporting to the First Permanent Duty Station (PDS)

If a new civilian employee or appointee is required to perform TDY before reporting to the first PDS, then he or she is authorized the standard travel and transportation allowances in [Chapter 2](#).

0302 CONFERENCES (NOT FOR TRAINING)

See [section 0321](#) for allowances available to a traveler who attends a conference for training purposes.

030201. Conference Attendance and Participation

A. Eligibility. A traveler may be authorized to attend a conference or meeting that contributes to improved conduct, supervision, or management of a Uniformed Service's or Department of Defense

(DoD) Component's functions and activities ([5 U.S.C. §4110](#) and [37 U.S.C. §455](#)). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized ([38 Comp. Gen. 800 \(1959\)](#)).

1. Government-Sponsored Conferences. Attendance at Government expense may be authorized when the traveler's attendance at a conference is required or related to executing official duties, for conducting Government business. This includes:

- a. Conferences sponsored or co-sponsored by a Federal Agency required in the performance of official duties.
- b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating when it is related to official duties or for the purpose of transacting Government business.
- c. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Services or the DoD Component function or activity and attendance is in the Service member or civilian employee's official performance.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with [DoD 5500.07-R](#) (Joint Ethics Regulation) which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs, present scientific and technical papers that advance the development of U.S. resources, or maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

b. An appropriate security officer at the traveler's activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A Service member or civilian employee who attends such meetings must be briefed about security implications, when necessary, before attendance.

B. Allowances

1. Conference registration fees authorized in the travel authorization or approved on a travel voucher are reimbursable. The travel authorization should state:

a. Whether the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see [Chapter 2](#)).

b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler receives the incidental expenses portion of per diem only.

2. When the Service or DoD Component sponsors a conference, meal costs must be identified, whether included in a conference registration fee or contracted for separately. Unless the AO has authorized or approved an actual expense allowance (AEA) for meals (for attendees in a travel status) reimbursement is limited to the locality meal rate. The maximum contracted amount for one or two meals for an attendee in a travel status is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement

1. A conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS does not involve travel, per diem, or a travel authorization.

2. Charges or fees for light refreshments or snacks are reimbursable *only* when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

Note: Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per [37 U.S.C. §474](#). Authority to pay related training costs at the PDS is in [10 U.S.C. §2013](#); [5 U.S.C. §4109](#); [42 U.S.C. §218\(a\)](#) and [14 U.S.C. §469](#).

3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

D. Funds Advance. Advance payment of discounted conference registration fees ([FTR §301-74.23](#)) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. If an individually billed [Government Travel Charge Card \(GTCC\)](#) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon as a written order is generated. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from [FTR §301-74.24](#)). If a traveler was reimbursed a discounted conference registration fee before the event and then fails to attend the event, then he or she must seek a refund and repay the Government for the advance.

1. If no refund is made, then the advanced payment must be absorbed as a preparatory travel expense if the traveler’s failure to attend the event was because of:

- a. A decision by the Service or DoD Component concerned.
- b. An acceptable reason beyond the traveler’s control, such as an emergency or illness.

2. If no refund is made, and the traveler’s failure to attend the event was due to a reason unacceptable to the Service or DoD Component concerned, the traveler must repay the amount advanced.

0303 RESERVE COMPONENT (RC) TRAVEL (OTHER THAN TRAINING)

“Reserve Component” (RC) refers to the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Army National Guard of the United States, the Air Force Reserve, the Air National Guard of the United States, the Coast Guard Reserve, and the Reserve Corps of the Public Health Service ([37 U.S.C. §101](#)).

030301. RC Member Performing Active Duty with Pay Who Commutes

A. Eligibility. An RC member on an official order who travels daily between the duty location and either the primary residence or place from which entered (or called) to active duty (PLEAD) may be eligible for travel allowances (see [par. 032301](#)).

B. Allowances. The allowances for an RC member who commutes are in [Table 3-1](#). In such circumstances, the commuting RC member may begin travel from a location other than the primary residence.

Table 3-1. RC Member Commutes		
	If...	Then...
1	both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
2	the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following:
3	the AO, when there is no installation or senior commander, or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with section 0206 and the duty involved permits commuting,	<ul style="list-style-type: none"> a. Primary residence. b. Place of assigned unit. c. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
4	the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with section 0206 , the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member’s commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
5	the commuter travels locally at the active-duty location,	see Chapter 2 for local travel.

030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. Eligibility. An RC member on official orders who does not commute daily, but travels between the duty location and the primary residence or PLEAD, which are outside the local area of the duty location, may be eligible for travel allowances (see [par. 032301](#) and [par. 032302](#)).

B. Allowances

1. 180 or Fewer Consecutive Days at Any One Location (with No Break in Service). The standard travel and transportation allowances for TDY, in [Chapter 2](#), are payable.

a. If the RC member begins travel from a PLEAD other than the primary residence, then transportation allowances are authorized from the PLEAD to the duty location, and return to the PLEAD or primary residence. However, the reimbursement is limited to what it would have cost for transportation had the traveler only traveled between the RC member's primary residence and duty location.

b. When the original duty period is extended due to unforeseen circumstances, standard travel and transportation allowances continue for the entire period as long as the days remaining on the existing order, plus the number of days added by the extension, total 180 or fewer consecutive days.

2. 181 or More Consecutive Days at Any One Location (with No Break in Service) When the RC Member Does Not Commute

a. An assignment that lasts for 181 or more consecutive days at one location becomes a PCS (see [Chapter 5](#)). Per diem is not payable at the PCS location.

b. When an original order is amended to extend the TDY to 181 or more consecutive days from the date of the amendment, the TDY location becomes a PDS. Travel and transportation allowances are not payable beginning from the day of the amended order.

c. The standard travel and transportation allowances in [Chapter 2](#) may be authorized when the Secretarial Process determines that the call to active duty or an extension is required by any of the following:

- (1) Unusual circumstances.
- (2) Emergency circumstances.
- (3) Contingency operations.
- (4) Exigencies of the Service concerned.

030303. RC Member Performing Active Duty without Pay

A. Eligibility. An RC member who is not a dual-status military technician and is performing active duty without pay for any reason other than training may be eligible for travel allowances.

B. Allowances. An RC member performing active duty without pay may be authorized or approved reimbursement for:

1. Mileage at the authorized automobile or motorcycle mileage rate for travel to and from the duty station, including travel required in connection with a qualifying physical examination or conditions precedent to the duty involved.

2. Occasional meals or occasional lodging (see [par. 020305](#)).

C. Reimbursement. Travelers are not authorized per diem and AEA at the PDS ([44 Comp. Gen. 615 \(1965\)](#) and [46 Comp. Gen. 319 \(1966\)](#)).

030304. Dual-Status Military Technician Performing Active Duty without Pay

A. Eligibility. A dual-status military technician ([10 U.S.C. §10216](#)) on leave from technical employment and performing active duty without pay ([5 U.S.C. §6323\(d\)](#)) outside the United States may be eligible for travel allowances (see [par. 032301](#) and [par. 032302](#)).

B. Allowances. A dual-status military technician can be authorized per diem through the Secretarial Process.

0304 RETIRED SERVICE MEMBER RECALLED TO ACTIVE DUTY

This section does not apply to a Service member traveling in connection with a periodic physical examination (see [Chapter 3, Part D](#)).

030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)

A. Eligibility. A retired Service member receiving retainer pay who is called or ordered to active duty, on the Temporary Disability Retired List, in the Fleet Reserve, or in the Fleet Marine Corps Reserve is eligible for travel allowances.

B. Allowances. An eligible retired Service member is authorized the same travel and transportation allowances that an RC member on active duty with pay would receive (see [Chapter 2](#)).

0305 INVITATION TO TRAVEL

An invitational travel authorization (ITA) may be used to reimburse certain travel and transportation expenses of an individual who is not a Service member or civilian employee. ITAs must be issued judiciously to ensure prudent, proper and ethical use of appropriated funds. A [sample ITA](#) is posted on the DTMO website.

030501. Invitational Travel Allowances

A. Invitational Travel Allowances under 5 U.S.C. § 5703. An authorizing official may issue any of the following individuals an ITA under [5 U.S.C. § 5703](#) if all of the applicable requirements and limitations are met. The authorities in [Table 3-2.1](#) are responsible for ensuring that their organization has policies and procedures in place to ensure that all ITA travelers meet the requirements of [5 U.S.C. § 5703](#) and are “legitimately performing a direct service for the Government” ([Use of Appropriations to Pay](#)

Travel Expenses of International Trade Administration Fellows, 28 Op. O.L.C. 269, 275 (2004) citing *Memorandum for Michael E. Shaheen, Jr., Counsel, Office of Professional Responsibility, from Robert B. Shanks, Deputy Assistant Attorney General, Office of Legal Counsel, Re: Use of Department of Justice Vehicles by Attorney General's Spouse (Jan. 23, 1984)*). Travel and transportation allowances must be necessary and reasonable in amount in relation to the value of the direct service for the Government involved. An authority in [Table 3-2.1](#) must personally certify that the travel meets the requirements of [5 U.S.C. § 5703](#) and the traveler is "legitimately performing a direct service for the Government" for par. [030501-A11](#) and [A12](#) travelers. Documentation of [Table 3-2.1](#) certification should be provided to the traveler's AO in advance of travel.

1. An employee serving intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed basis, or serving without pay or at \$1 a year, may be allowed travel and transportation allowances while away from his or her home or regular place of business and at the place of employment or service ([5 U.S.C. § 5703](#) and [FTR § 301-1.2](#)). Only a consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period is eligible. When Government service is not intermittent, no authority exists for per diem or AEA at the regular PDS ([35 Comp. Gen. 90 \(1955\)](#) and [36 Comp. Gen. 351 \(1956\)](#)). However, per diem may be authorized in connection with another TDY at a place of duty away from the regular duty location.

2. A college or university faculty member requested to perform travel for consultation on the recruitment of college students to Government service ([37 Comp. Gen. 349 \(1957\)](#)).

3. An individual called as a witness in adverse administrative proceedings whether on behalf of the Government or of a Service member or civilian employee ([48 Comp. Gen. 644 \(1969\)](#)).

4. An individual requested to participate in a pre-employment interview ([FTR § 301-75](#)). See section [0306](#).

5. An escort or attendant who is not a Service member or civilian employee and is traveling incident to another individual's travel under [5 U.S.C. § 5703 \(B-187492, May 26, 1977, and B-186598, May 26, 1977\)](#).

6. A dependent attending anti-terrorism, political unrest or security training or briefing in preparation for a PCS to a foreign OCONUS location ([71 Comp. Gen. 6 \(1991\)](#) and [71 Comp. Gen. 9 \(1991\)](#)).

7. A guest speaker at an event held by a Service or agency in service of training efforts ([60 Comp. Gen. 303 \(1981\)](#)).

8. An individual providing voluntary services to support programs of a committee of the Employer Support of the Guard and Reserve (ESGR). See [DoDI 1205.22](#) for more information about the ESGR and required volunteer agreement.

9. A witness before a military court martial or preliminary hearing conducted under Article 32, Uniform Code of Military Justice ([10 U.S.C. § 832](#) and [50 Comp. Gen. 810 \(1971\)](#)). See par. [030702](#).

10. An individual who serves as an organ donor for a Service member when authorized under Service regulations. See par. [033009](#).

11. A volunteer covered by [10 U.S.C. § 1588](#). See [DoDI 1100.21](#) for more information about statutory volunteers donating their services under [10 U.S.C. § 1588](#). An authority in [Table 3-2.1](#)

must personally certify that the travel meets the requirements of [5 U.S.C. § 5703](#) and the volunteer is “legitimately performing a direct service for the Government” ([28 Op. O.L.C. 269, 275 \(2004\)](#)).

12. For any other individual, including a spouse, travel must be personally certified by an authority in Table 3-2.1 that the travel meets the requirements of [5 U.S.C. § 5703](#) and the traveler is “legitimately performing a direct service for the Government” ([28 Op. O.L.C. 269, 275 \(2004\)](#)).

Table 3-2.1 5 U.S.C. § 5703 Certifying Authorities		
Agency		Certifying Authority
1	OSD and Defense Agencies	Director of Administration and Management.*
2	Joint Staff	Joint Staff Director or Vice Director.*
3	CCMD	Combatant Commanders (CCDR). Re-delegation may be no lower than a two-star or civilian equivalent.*
4	Military Departments	The Secretary concerned. The Secretary Concerned may delegate to a Service Chief, Vice Chief, Deputy Chief, the Administrative Assistant to the Secretary Concerned, and four-star major commanders, three-star deputy or vice commanders, or two-star General Officer, flag officer, or civilian equivalent.*
5	United States Coast Guard	The Commandant of the Coast Guard. Re-delegation may be no lower than a two-star General Officer, flag officer, or civilian equivalent.*
6	USPHS, NOAA Corps Members Only	The Secretary concerned.*
7	National Guard	The Chief of the National Guard Bureau. Re-delegation may be no lower than an Adjutant General of the National Guard of the 54 States, Territories, and the District of Columbia; or a two-star National Guard officer or their civilian equivalent assigned to the National Guard Bureau.*
*No further delegation is authorized.		

B. Allowances. Individuals provided invitational travel for the above reasons may be authorized the standard travel and transportation allowances specified in [Chapter 2](#) for DoD civilian employees. Except that, if a spouse is authorized to travel under par. [030501-A12](#) with a Service member or civilian employee sponsor, the spouse may only receive per diem if the traveler is personally certified as requiring per diem by an authority in [Table 3-2.1](#).

C. Invitational Travel Allowances under Other Authorities. Individuals who are not a Service member or civilian employee may also be issued an ITA under statutory authorities other than [5 U.S.C. § 5703](#). See [Table 3-2.2](#) for a list of additional ITA travel types and associated JTR references for additional information. Invitational travel orders under other statutory authorities may be authorized travel and transportation allowances in accordance with the JTR references listed in Table 3-2.2.

Table 3-2.2 Invitational Travel under Other Authorities					
	Type of Travel	JTR Reference		Type of Travel	JTR Reference
1	Attendant or escort for a sexual assault victim	par. 030704	9	Yellow Ribbon Reintegration Program event	par. 031902
2	School board member travel	par. 030802	10	Funeral honors detail	par. 032004

Table 3-2.2 Invitational Travel under Other Authorities					
	Type of Travel	JTR Reference		Type of Travel	JTR Reference
3	Escort for DoDEA student with a disability for diagnostic or evaluation purposes	par. 030803	11	Transfer of remains	par. 032006
4	DoDEA academic competition and co-curricular activities	par. 030804	12	Attendant or escort travel	pars. 030803 , 032003 , 033004 , 033005 , 033007 , 033101 , 033102 , 033201 , 033202 , 060203
5	Service Academy Board of Visitors travel	par. 030805	13	Participation in Health Surveillance Program	par. 033010
6	Travel incident to an incentives award program	Sec. 0309	14	Travel to obtain a Consular Report of Birth Abroad	par. 031903
7	Repatriation of a Service member held captive	par. 031401	15	Personal Services Contract Employee	par. 030503
8	Chaplain-led program functions	par. 031901			

D. **Restrictions.** Any unauthorized travel or transportation expense is not the responsibility of the United States. See [37 U.S.C. § 452\(g\)](#). Invitational travel must not be authorized for:

1. Travel merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component’s official business ([31 U.S.C. § 1345](#)), unless such attendance is legitimately performing a direct service for the Government ([28 Op. O.L.C. 269, 275 \(2004\)](#)).
2. Travel by a non-appropriated fund official or civilian employee traveling on non-appropriated fund business.
3. Transportation of the dependent of an individual traveling on an ITA, unless such dependent has been independently authorized to travel on an ITA.
4. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.
5. A Service member or civilian employee unless the individual is retired, traveling as a non-medical attendant or authorized pre-employment interview travel under [0306](#) while in a leave status ([B-219046, September 29, 1986](#)).
6. A Government contractor or contractor’s employee traveling in performance of a contract. For information regarding contractor travel see “[Travel for a Government Contractor or Contractor Employee](#),” on the DTMO website.
7. Foreign military personnel traveling under the [Security Assistance Management Manual \(SAMM\)](#).
8. Employment of relatives. See [5 U.S.C. § 3110](#) for this prohibition.

030502. Spousal Travel by Government Aircraft

If a spouse of a Service member or civilian employee is traveling with the DoD sponsor on a Government aircraft, the spouse's invitational travel must adhere to the criteria in [DoDD 4500.56](#), "DoD Policy on the Use of Government Aircraft and Air Travel" and [DoD Instruction 4515.13](#), "Air Transportation Eligibility." The spouse may only travel for an official purpose upon Government aircraft as permitted by [31 U.S.C. § 1344](#).

030503. Personal Services Contract Employee

The JTR applies to DoD personal services contract employees. See the JTR Introduction. An AO seeking to authorize personal services contract employee travel must comply with the limitations outlined in [5 U.S.C. § 3109](#). Subject to the applicable DoD contract, standard travel and transportation allowances are authorized for a personal services contract employee and the traveler should be issued an ITA where necessary and appropriate.

0306 PRE-EMPLOYMENT INTERVIEW WITH DOD FOR CIVILIAN EMPLOYMENT

A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment.

B. Allowances. When pre-employment interview allowances are offered, they are the same as the standard travel and transportation allowances in [Chapter 2](#) to a civilian employee.

1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.

2. A Service member on leave travels on an ITA for pre-employment interview travel.

3. A civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in [5 CFR §572](#).

2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler's lodging, such as a meeting room.

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-

employment interview travel. See [section 0305](#).

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under [par. 054801](#). For example, a DoD Component may not pay pre-employment travel expenses under this section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. Components must use a Government-procured transportation document or a centrally billed [Government Travel Charge Card \(GTCC\)](#) to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.

4. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoD Financial Management Regulation, Vol. 9](#) (Travel Policy). DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.

5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

E. [Interviewee Responsibilities](#). The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

1. Transportation tickets should be provided by the interviewing DoD Component. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a Travel Management Company (TMC) under contract to the Government.

2. An interviewee must use the City Pair Program fares and is bound by the rules in [Chapter 2](#).

3. The interviewee is responsible for, and accountable for, all transportation tickets and Government-procured transportation documents issued until they are used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a “Notice to Traveler” and attached to the ticket or transportation document when issued to the interviewee. This statement must also inform the interviewee that he or she is financially responsible for the value of the tickets issued if the interview trip is canceled or rescheduled after tickets or Government-procured transportation documents are issued.

4. If the interviewee exchanges a ticket for one of lesser value, then the carrier should issue a receipt or a ticket-refund application. The carrier is required to make a refund directly to the appropriate DoD Component billing office. The DoD Component must provide the interviewee with a “bill charge to” address for the carrier to use in sending a refund by attaching a copy of the transportation document, or some other document containing this information, to the ticket or travel authorization ([41 CFR §101-41.210-1](#)).

F. **Funds Advance.** The interviewee cannot be issued a travel advance. The interviewee cannot use a [Government Travel Charge Card \(GTCC\)](#) issued to a civilian employee or travelers cheques issued by a Government contractor to pay for pre-employment interview travel.

0307 JUSTICE AND CRIMINAL MATTERS

030701. Service Member or Civilian Employee Who Serves as a Witness

A. **Eligibility.** The presiding hearing officer determines if travel is necessary when a witness’s testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective.

B. **Allowances.** See [Table 3-2](#).

C. **Reimbursement.** Expenses paid by the court, authority, or party causing the civilian employee to be called as a witness for a non-Government entity must be deducted from the travel authorization.

Table 3-2. Witness Travel					
		Witness for the United States (other than as a defendant)		Witness on behalf of the U.S. for local, state, territory, or D.C. governments in a criminal or civil case in which the Service has a strong, compelling, and genuine interest and is directly related to a Service or Service member	Witness subpoenaed for a Congressional committee, a private individual, or a corporation
		in a case not involving a Service	in a case involving a Service		
Active-Duty Service Members					
1	Allowance	Only those prescribed by the U.S. Attorney General.	Travel and transportation allowances in Chapter 2 .	Travel and transportation allowances in Chapter 2 .	No allowance.
2	Payment contact	Department of Justice (DoJ).	AO.	AO.	Individual or agency requesting testimony.
Civilian Employee					
		Witness for the United States in a case involving his or her employing activity	Witness in a case not involving his or her employing activity		Witness in an official capacity for a non-Government entity
3	Allowance	Travel and transportation allowances in Chapter 2 .		Travel and transportation allowances in Chapter 2 .	Travel and transportation allowances in Chapter 2 .
4	Payment contact	AO. (The employing Agency pays for travel.)		Contact the Agency paying for travel. The responsible Agency pays travel expenses.	AO. The employing Agency pays for travel.

030702. Witness Is Not Employed by the Government

A. Military Court Martial

1. A person other than a Service member or civilian employee, who is called as a witness before a military court martial, is issued an ITA and authorized travel and transportation allowances under Service administrative regulations. This does not include a witness who testifies at a preliminary hearing conducted under Article 32, Uniform Code of Military Justice ([10 U.S.C. §832](#)).

2. A person other than a Service member or civilian employee, who is called to testify as a witness at a preliminary hearing conducted under [Article 32, Uniform Code of Military Justice](#), is issued an ITA and authorized travel and transportation allowances in [Chapter 2](#) for a civilian employee on TDY. Effective May 1, 2017.

B. Adverse Action Case Involving Service Member or Civilian Employee. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances in [Chapter 2](#) for a civilian employee on TDY.

C. Federal Administrative Hearing. When a complainant who is no longer a Government employee serves as a witness in an administrative hearing related to his or her Federal employment, he or she is issued an ITA and is eligible for the same standard travel and transportation allowances as a civilian employee in [Chapter 2](#) if retroactively reinstated to Federal service. The hearing must be within Federal employment regulations it would be unreasonable to require the complainant to appear at personal expense ([B-180469, February 28, 1974](#)).

030703. Juror Travel

A civilian employee who serves as a juror does not receive travel and transportation allowances through the policies in this regulation and is not issued a TDY order.

030704. Travel Associated with Sexual Assault

A. Eligibility. A Service member who is a sexual assault victim traveling to testify or participate in a court martial, hearing, pre-trial interview, or other hearing or panel, including Congressional, in connection with the sexual assault is eligible for travel allowances ([DoDD 6495.01](#) (Sexual Assault Prevention)).

B. Allowances. A traveler is authorized the standard travel and transportation allowances in [Chapter 2](#). Ordinarily, the appropriate office for issuing subpoenas or other requirements to appear for the event requiring the victim to testify or participate will fund and authorize the travel for the victim. The sexual assault victim's commanding officer or AO may authorize or approve an escort to accompany the sexual assault victim on the trip, or a medical authority may authorize an attendant when required. If the sexual assault victim is not a Service member or civilian employee, then the Service or Agency determines which AO authorizes or approves an attendant or escort.

C. Attendant or Escort. [Table 3-3](#) provides the allowances for an attendant or escort to travel.

Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim		
If the attendant or escort is...		
Then the allowances are...		
1	a Service member or a civilian employee,	the travel and transportation allowances in Chapter 2 .
2	a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,	the TDY travel and transportation allowances in accordance with the regulations issued by the Agency funding the travel.
3	a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency,	the same travel and transportation allowances in Chapter 2 as a civilian employee on a TDY.
4	a non-Government civilian traveling on an ITA,	

030705. Threatened Civilian Law Enforcement Officer

A. Eligibility. A civilian law enforcement officer, an investigator, and his or her immediate family may be eligible for travel allowances in [FTR §301-31](#) when their lives are in jeopardy because of the civilian employee’s assigned duties.

B. Allowances. The DoD Component may authorize or approve transportation and certain subsistence expenses in [FTR §301-31](#).

C. DoD Component Responsibilities

1. The DoD Component head can delegate the authority to authorize or approve payment of transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

2. The DoD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from threats to civilian law enforcement officers.

D. DoD Risk Evaluation Process

1. When a situation occurs that appears to be life-threatening, the DoD Component must:
 - a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.
 - b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.
 - c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.
 - d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of [par. 030705](#). If the threatened individual is directed to move into temporary accommodations during the DoJ’s initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual to their home.

e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee's PDS.

3. The DoD Component must determine how long allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

030706. Travel for Military Justice Proceedings

A. Eligibility. A Service member who is not in confinement and required to travel away from the PDS area to attend their own hearing(s) for a courts martial and associated military justice proceedings is eligible for travel and transportation allowances.

B. Allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense. As with all Service members, Government quarters and dining facilities should be directed and used if available. An accused Service member is authorized the standard travel and transportation allowances in [Chapter 2](#).

030707. Prisoner on Commandant's Parole

A prisoner on "Commandant's Parole" must remain under the supervision of the Commandant of a U.S. disciplinary barracks. This conditional release from confinement must be authorized by the Secretary concerned and is exercised when the Service member has not started serving the court martial sentence because appellate review of the case is not complete.

A. Eligibility. A prisoner released on Commandant's Parole is eligible for travel allowances.

B. Allowances

1. Meals and Transportation. The Service member is furnished [meal tickets](#) in addition to transportation in-kind to the home of record or other authorized destination. Transportation expenses are not reimbursed.

2. Subsequent Travel. If transportation in-kind and meal tickets cannot be provided for any of the following purposes, then reimbursement is authorized in accordance with the limitations in [Chapter 2](#) for actual transportation costs and occasional meals. The Service member is furnished transportation in-kind and meal tickets, if practical and appropriate, for travel *from* the home of record or other authorized destination to the location concerned, and for return travel if it is required for official travel for:

a. A rehearing ordered when the Service member is not already in a travel status.

- b. Hospitalization.
- c. A physical examination.
- d. Discharge.
- e. Other purposes incident to the parole.

030708. Guards Transporting a Prisoner

A. Eligibility. A prisoner of the United States and the guards assigned to move him or her from the place of initial confinement to a U.S. installation are eligible for travel allowances.

B. Allowances

1. Transportation. When a prisoner is moved on public transportation, the Service member in charge should obtain Government-procured transportation for all Service members and the prisoner named in the travel authorization. Transportation in-kind and accommodations for prisoner and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

2. Meals. If cooked meals or box lunches are not provided, then the Service member in charge of the movement must secure meal tickets for the prisoner in sufficient quantity to cover the travel involved.

Note: Guards transporting a prisoner receive the standard travel and transportation allowances in [Chapter 2](#).

C. Reimbursement. Guards may be reimbursed for expenses incurred on behalf of the prisoner during initial travel between the place of initial confinement and a U.S. installation. Military guards are authorized reimbursement for transportation, lodging, and meals purchased on behalf of a prisoner who made no prior arrangements and lacks funds to purchase necessary items. Transportation reimbursement is authorized for the actual amount of personal funds the guard spent on behalf of the prisoner. Total reimbursement for meals and lodging must not exceed per diem or the actual expense allowances for a Service member on TDY (see [Chapter 2](#)).

D. Documentation. Guards are responsible for maintaining control of all travel and transportation documents, including tickets, for themselves and the prisoner and cannot surrender them to the prisoner for any reason. The documents must be in the name of the Service member responsible for guarding the prisoner. That Service member in charge must sign the papers when a signature is proper.

030709. Paroled Prisoner

A. Eligibility. A Service member paroled from confinement is authorized transportation allowances.

B. Allowances. The Service member is authorized transportation in-kind to the home of record or to the place authorized for residence. The provisions allowing reimbursement for transportation limited to the directed transportation mode cost, does not apply.

0308 TRAVEL RELATED TO SERVICE ACADEMIES OR SCHOOLS

030801. Travel Incident to Nomination and Admission to a Service Academy

A. Eligibility. An active-duty Service member ordered on TDY to take preliminary, entrance, or final examinations for admission to a Service academy is eligible for travel allowances.

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.

2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances in [Chapter 2](#).

030802. School Board Member Travel

The Secretary of Defense may provide for reimbursement of expenses incurred by the school board member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses if the expenses are reasonable and necessary for a traveler to perform school board duties.

A. Eligibility. A school board member may be eligible for reimbursement of expenses incurred while traveling on official duty on behalf of schools and school boards in accordance with [DoDI 1342.25](#) (DDESS School Board). See [10 U.S.C. § 2164\(d\)\(7\)](#) for the statutory authority that provides this allowance.

B. Expenses and Reimbursement. The traveler may claim actual travel and transportation expenses, and program fees, activity fees, and other appropriate and reasonable expenses. The DoD [Domestic Dependent Elementary and Secondary Schools](#) fund all official school board travel and issue the necessary travel authorization. The traveler must follow the rules for standard travel and transportation allowances in [Chapter 2](#) and the guidance provided by the Director of the Domestic Dependent Elementary and Secondary Schools, which may be more restrictive than the rules in [Chapter 2](#).

030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes

A. Eligibility. A student with disabilities identified in [DoDI 1342.12](#) (Dependent Early Intervention and Special Education Services) is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under [DoDI 1342.12](#) (Dependent Early Intervention and Special Education Services) that one or both of them be present to:

1. Participate during an evaluation of the student.
2. Participate during diagnosis of a disability.

3. Escort the student.

B. Allowances. A student, parent, or guardian is authorized the standard travel and transportation allowances in [Chapter 2](#) equivalent to those for a civilian employee on TDY.

030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A dependent student of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities ([20 U.S.C. §§ 921-932](#)).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

030805. Service Academy Board of Visitors Travel

A. Eligibility. An individual serving without compensation on a Board of Visitors as specified in [DoDD 4515.12](#) and U.S. Code ([10 U.S.C. § 7455](#), [10 U.S.C. § 8468](#), and [10 U.S.C. § 9455](#)) may be issued an ITA.

B. Allowances. A Service Academy Board of Visitors member is authorized the standard travel and transportation allowances in [Chapter 2](#).

0309 TRAVEL TO RECEIVE OR PRESENT AWARD

030901. Receive Federally or Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities ([55 Comp. Gen. 1332 \(1976\)](#)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances in [Chapter 2](#) when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving a significant Federally sponsored honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest

who is neither a Service member nor civilian employee is issued an ITA. See [69 Comp. Gen. 38 \(1989\)](#), [10 U.S.C. § 1124](#) and [5 U.S.C. § 4503](#) for more information about the statutory authority that provides this allowance.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see [Chapter 2](#)). An attendant who is neither a Service member nor civilian employee is issued an ITA. See [5 U.S.C. § 3102](#) for the statutory authority that provides this allowance for civilian employees.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances in [Chapter 2](#) for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.
2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.
3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

030902. Award Ceremony Related to Presentation

A. Eligibility. An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. See [32 Comp. Gen. 134 \(1952\)](#), [10 U.S.C. § 1124](#) and [5 U.S.C. § 4503](#) for more information about the statutory authority that provides this allowance. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited, unless authorized under par. [030901-D](#).

B. Allowances. The presenter is authorized the standard travel and transportation allowances in [Chapter 2](#) for a civilian employee on TDY.

0310 REPATRIATION OF U.S. CIVILIAN EMPLOYEE

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an “outport,” in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. Eligibility. Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes a civilian marine employee put ashore because of any of the following events:

- a. A sudden, unannounced change in the ship’s schedule.

b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.

c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former civilian marine employee who has been left in an outpost because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:

a. Hospitalized as a result of misconduct.

b. Who has deserted from the ship.

c. Detained by police authorities.

B. Allowances

1. A civilian marine employee designated as a Class I or II repatriate may be furnished assistance to return to any of the following places:

a. The ship.

b. Another Army civil service manned ship.

c. His or her home port.

d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a “work-away,” of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. Work-Away Transportation and Subsistence

a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

b. Government funds can only be used for a Class II repatriate’s travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler’s compensation due.

0311 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

031101. Mobile Units

A. Eligibility. A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances ([47 Comp. Gen 477 \(1968\)](#)):

1. The Air Mobility Command.
2. Marine Corps Transport Squadrons.
3. Fleet Logistics Support Squadrons.
4. Naval Aircraft Ferrying Squadrons.
5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. Allowances. A Service member without a specific travel authorization is authorized the standard travel and transportation allowances in [Chapter 2](#). A Service member's commanding officer or designated representative must approve standard travel and transportation allowances.

031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, *or* the day the Service member is permanently assigned to the ship, whichever occurs later. A Service member or his or her dependents, but not both, may elect transportation during each accrual period. A traveler is authorized the standard transportation allowances as in [Chapter 2](#). Per diem and reimbursable expenses are not authorized.

1. Transportation in Connection with Ship Overhaul or Inactivation

a. If the overhaul or inactivation location:

(1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.

(2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.

b. Dependents must reside within the normal daily commuting area of the original home port.

2. Transportation in Connection with Ship Construction

a. If construction is taking place at a location other than the ship's designated future home port or the dependents' residence, then round-trip transportation is authorized between the

construction location and the future home port or the dependents' residence.

b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

C. Reimbursement

1. Reimbursement for personally procured transportation is in accordance with [section 0202](#) and [section 0502](#) for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with [par. 050203-A1b](#).

3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:

a. The ship overhaul or inactivation location and the original home port.

b. The ship construction location and the future home port or location where the dependents reside (see [par. 031104](#)).

4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see [Chapter 2](#)).

5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under [section 0311](#) must begin before the ship departs the construction, overhaul, or inactivation location.

2. Each opportunity may alternate between a Service member's or dependent's travel.

031103. Service Members Conducting Aerial Surveys

The standard travel and transportation allowances in [Chapter 2](#) or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

031104. Army Corps of Engineers-Related Travel

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the

following circumstances occur:

- a. Meals are furnished at no cost to the traveler, no per diem is authorized.
 - b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.
 - c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.
2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

- 1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.
- 2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician		
1	Conditions	<ul style="list-style-type: none"> a. Travel by aircraft for any distance when required as part of the assignment conditions. b. Be aboard an aircraft to make repairs or observe aircraft performance. c. Use air travel for expeditious duty performance in different geographical locations. d. Be aboard any type of Government aircraft on a scheduled or unscheduled flight.
2	Mission-Driven Transportation	<ul style="list-style-type: none"> a. Travel by aircraft for any distance is required with or without the civilian employee's consent when necessary for mission accomplishment or air is the only transportation mode available. b. A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type. c. Government aircraft operated on scheduled or semi-scheduled flights. d. A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee's medical evacuation. See [par. 033102](#) for allowances available to eligible travelers.

0312 INDETERMINATE TDY (ITDY)

031201. ITDY Determination

- A. Authority. Only Service Headquarters can authorize or approve ITDY.
- B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS *or* does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances ([37 U.S.C. §476\(e\)\(2\)](#)).
- C. Allowances. Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.
1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances in [Chapter 2](#) for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.
 2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See [Chapter 5](#) for PCS allowances. The Service member receives the standard travel and transportation allowances in [Chapter 2](#) for TDY while at the ITDY location.
 3. If authorized or approved through the Secretarial Process, HHG transportation (within the PCS weight allowance, see [Household Goods \(HHG\) – Authorized Locations and Weight Allowance](#)) under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:
 - a. The TDY location.
 - b. Any point in the CONUS.
 - c. Another location authorized for dependent travel through the Secretarial Process.
 - d. Non-temporary storage under [par. 020504](#).
 4. HHG stored or shipped may be transported to the Service member's PDS after TDY.

0313 COURIER TRAVEL

031301. Accompanying Package or Controlled Pouch

- A. Eligibility. A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.
- B. Allowances. An eligible traveler is authorized to receive the standard travel and transportation allowances in [Chapter 2](#). This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation in [Chapter 2](#) and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or

control officer cannot maintain adequate security of the package or pouch in coach or business class. If the air terminal is the Service member's PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

0314 REPATRIATION OF A SERVICE MEMBER HELD CAPTIVE

031401. Family Member Travel in Connection with the Repatriation of A Service Member Held Captive

A. Eligibility

1. Eligible Service Member. A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. Family Members. The Service member's spouse, children (including step or adopted, and illegitimate children) the Service member's siblings, and the Service member's parents (including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no less than 1 year immediately before the Service member entered the Uniformed Service). Only one father and one mother, or their counterparts, may be recognized in any one case. See [37 U.S.C. § 481j](#) and [37 U.S.C. § 452\(b\)\(13\)](#) for the statutory authority that provides this allowance.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member's family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

Note: The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

B. Allowances

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

a. Transportation in-kind.

b. Mileage reimbursement at the authorized TDY automobile mileage rate in [Chapter 2](#) for the official distance traveled by a POV.

c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA in [Chapter 2](#) for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances in [Chapter 2](#) for an attendant to accompany a family member unable to travel unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

0315 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION

031501. Amateur Athletes Train, Attend, or Compete

A. Eligibility. A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions (including qualifying or preparatory events ([10 U.S.C. §717](#) and [37 U.S.C. §420](#)).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.
2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation's interest. Among those, the [International Military Sports Council \(CISM\)](#) and the [Interallied Confederation of Reserve Officers](#) are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department's authorization.

B. Allowances. A participant in amateur sports competitions is authorized standard travel and transportation allowances in [Chapter 2](#). A competitor must comply with [DoDI 1330.04](#) (National and International Sports Activities), and Service regulations to receive travel and transportation allowances. See [DoD 5500.07-R](#) (Joint Ethics Regulation) when considering a non-Federal source to accommodate or pay travel expenses. See [COMDTINST M1710.13D](#) (Morale, Well-Being, and Recreation) for U.S. Coast Guard Service members.

0316 OBSERVER TO UNITED NATIONS (UN) PEACEKEEPING ORGANIZATION

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (the UN's name for a mission-specific per diem) is also authorized to receive the DoD's per diem allowances for TDY travel up to a combined total of no more than the State Department's locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see [Chapter 5](#)).

0317 LABOR ORGANIZATION REPRESENTATIVE TRAVEL

031701. Labor-Management Meetings

A. Eligibility. A civilian employee who serves as a labor organization representative and travels

to attend labor-management meetings that are certified to be in the Government’s primary interest may be eligible for travel allowances.

B. Allowances. A labor organization representative is authorized the standard travel and transportation allowances in [Chapter 2](#).

C. Documentation. Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government’s best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as “joint labor management cooperation committees concerning accident prevention,” “absenteeism reduction,” “improving communications,” “ensuring equal employment opportunity,” or “maintaining employee productivity and morale.”

2. Include the statement: “I certify that the above information is true and correct.”

Note: The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by [5 U.S.C. §7131\(b\)](#), which states that internal labor organization business is conducted only when a civilian employee is in a non-duty status.

0318 TRAVEL WITH A DIGNITARY

The following types of travel with dignitaries may warrant AEA authorization or approval.

031801. Dignitary

A. Eligibility. A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

1. The U.S. President, Vice President, or members of their families.
2. U.S. Congress members not traveling under authority of [31 U.S.C. §1108\(g\)](#).
3. U.S. Cabinet members.
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries.
5. Supreme Court Justices.
6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.
7. The Chief of Staff of the U.S. Army; the Chief of Staff of the U.S. Air Force; the Chief of Naval Operations; the Chief of Space Operations; the Commandant of the U.S. Marine Corps; the Commandant of the U.S. Coast Guard; the Administrator of the National Oceanic and Atmospheric Administration; the Surgeon General of the U.S. Public Health Service; and the Chief of the National Guard Bureau.
8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.

9. U.S. Delegates to international conferences or meetings.
10. Very important persons, as specified by the U.S. President or Vice President.
11. Candidates for the office of U.S. President or Vice President, or their family members.
12. The President-Elect or Vice President-Elect of the United States.
13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

B. Allowances. A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.

031802. Exceptions for Traveling with a Member of Congress

A. Eligibility. An Armed Forces member or civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in [31 U.S.C. §1108\(g\)](#) may be eligible for additional travel allowances. A “congressional staff employee” is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components see the following DoD regulations for guidance: [DoDD 4515.12](#) (Congressional Travel) and [DoDI 4515.19](#) (Congressional Funerals).

2. Non-DoD Services consult Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with [31 U.S.C. §1108\(g\)](#) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in [31 U.S.C. §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

Note: Approval codes required on documentation for Congressional travel “other than economy or coach” are “FC” for first class and “BC” for business class.

0319 FAMILY PROGRAMS

031901. Chaplain-Led Program Functions

Each Secretary of the military departments is authorized, per [10 U.S.C. §1789](#), to provide Chaplain-

led Programs that assist Service members on active duty, and RC members in an “active status” as defined in [10 U.S.C. §10141](#), and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances in [Chapter 2](#). A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member’s spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances specified in the ITA.

031902. Yellow Ribbon Reintegration Program Event

The Yellow Ribbon Reintegration Program ([DoDI 1342.28](#) (Yellow Ribbon Program)) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event’s purpose. See [37 U.S.C. § 4811](#) and [37 U.S.C. § 452\(b\)\(15\)](#) for the statutory authority that provides this allowance.

B. Allowances. The AO may authorize travel and transportation allowances, in [Chapter 2](#), for a Service member and any designated individuals attending an event in an official capacity. A Service member travels on a TDY order and a designated individual travels on an ITA.

031903. Travel to Obtain a Consular Report of Birth Abroad

A Consular Report of Birth Abroad (CRBA) is a document that certifies that a child acquired U.S. citizenship at birth. Service members should report the birth of a child born abroad at a U.S. embassy or consulate overseas. The U.S. embassy or consulate will then issue a CRBA.

A. Eligibility. A Service member, their dependents (parent and child), or both may be authorized travel to attend a mandatory interview at a U.S. embassy or consulate outside the local commuting area to obtain a CRBA for a dependent acquired in a foreign location. See [37 U.S.C. § 451\(b\)\(1\)\(E\)](#) and [37 U.S.C. § 452\(a\)](#) for the statutory authority that permits this allowance.

B. Allowances. The AO may authorize travel and transportation allowances, in [Chapter 2](#), for a Service member, their dependents (parent and child), or both. A Service member must travel on a TDY

order and dependents must travel on an ITA.

0320 TRAVEL IN THE EVENT OF DEATH

When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

032001. Escort for Remains of a Deceased Service Member

A. Authority

1. Procedures for transporting the remains of a deceased Service member are established in [DoDD 1300.22](#) (Mortuary Affairs); [DTR 4500.9-R, Part VII](#) (Human Remains Movement) and sponsoring Service regulations.

2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member ([10 U.S.C. §1482\(c\)](#)):

a. The person identified on DD Form 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

d. Adoptive relatives of the deceased.

e. A person standing in loco parentis to the deceased if none of the above can be found.

B. Eligibility. The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. Allowances. A Service member who escorts the remains is authorized the standard travel and transportation allowances in [Chapter 2](#).

032002. Funeral of a Deceased Service Member, Cadet, or Midshipman

A. Eligibility. When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer's Training Corps (SROTC) cadet receiving pay under [37 U.S.C. §209\(d\)](#) dies, while on active or inactive duty, or while separated and participating in the career intermission program under [10](#)

[U.S.C. §710 \(h\)\(4\)](#) in [par. 051008](#), the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member's, cadet's, or midshipman's surviving spouse, including a remarried surviving spouse.
2. The deceased Service member's, cadet's, or midshipman's children (including stepchildren, adopted children, and illegitimate children) regardless of age.
3. The deceased Service member's, cadet's, or midshipman's parent or parents. In this case, the term "parent" means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member's, cadet's, or midshipman's spouse (natural, step, or adopted); and any other person (including a former stepparent) who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 ([37 U.S.C. §401\(b\)\(2\)](#)).
4. The deceased Service member's, cadet's, or midshipman's siblings, which must have one or both parents in common.
5. The person who directs the disposition of the deceased Service member's, cadet's, or midshipman's remains or the person who would have been designated to direct disposition of the remains (under [10 U.S.C. §1482\(c\)](#)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a national cemetery.
6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under [10 U.S.C. §1482\(c\)](#)) may select no more than two guests to receive round-trip travel and transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. Allowances. A traveler is authorized the standard travel and transportation allowances in [Chapter 2](#). Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location.

032003. Escort of Eligible Relative of Service Member (Funeral Travel)

A. Eligibility. An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see [par. 032002](#)) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.
2. No other eligible traveler listed in [par. 032002](#) is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. Allowances. The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in [Chapter 2](#) for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

032004. Funeral Honors Duty Travel

A. Eligibility. An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances ([10 U.S.C. §12503](#) or [32 U.S.C. §115](#)). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran ([10 U.S.C. §1491](#)) may also receive allowances.

B. Allowances

1. An RC member traveling for funeral honors duty may be authorized to receive the standard allowances in [Chapter 2](#) for TDY.

2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran ([10 U.S.C. §1491](#)) will use the available transportation mode that is least costly and still adequately meets the detail's needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for expenses in [Chapter 2](#) may be authorized or approved.

032005. Memorial Service for a Deceased Service Member

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. Eligibility. A traveler identified as eligible for travel allowances in [par. 032002](#) is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. Allowances. An eligible traveler may be authorized the standard travel and transportation allowances in [Chapter 2](#). One round trip and per diem is authorized for en route travel to and from an installation, home port, or unit memorial service; and for a maximum of 2 days at the memorial site. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member's death, unless the Secretary Concerned waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member's last PDS or home port. It cannot be held in a theater of combat operations.

032006. Family Member Attendance During Transfer of Remains

A. Eligibility. The Primary Next of Kin (see [DoDI 1300.18, par E2.46](#) (Personnel Casualty Matters)) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased civilian employee who dies in a theatre of combat operations, or when a forensic pathology investigation of the remains has been directed by the Office of the Armed Forces Medical Examiner (AFME) at Dover and the decedent dies overseas. This policy does not apply to the repatriation of remains from past conflicts. A family member used in this context is the same as an eligible relative defined in [37 U.S.C. §481f\(c\)](#) and listed in [par. 032002](#). The Secretarial Process may authorize additional family member travel on a case-by-case basis.

B. Allowances. Family members attending transfer of remains per the USD(P&R) memorandum

dated May 25, 2018, are eligible to receive the standard travel and transportation allowances in [Chapter 2](#) for civilian employees traveling from home or from the place of notification. Authorized allowances should be specified on an ITA.

C. Escort. At the Primary Next of Kin request, the Secretary Concerned may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

032007. Deceased Civilian Employee or Dependent

Procedures for transporting the remains of a deceased civilian employee or dependent are established in [DoDD 1300.22](#) (Mortuary Affairs) and [FTR §303](#) (Expense Payment Connected with Employee Death).

032008. Escort for Remains of Deceased Civilian Employee

A. Eligibility. An escort for a civilian employee's remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances in [Chapter 2](#), which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances in [Chapter 2](#) for TDY. The AO arranges the escort's transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a commercial transportation provider for the least expensive and unrestricted economy or coach transportation.

Note: Family members traveling together as escorts should not be separated.
