

NOTE: This is only an information guide. JFTR/JTR, Appendix O is the governing regulation.

Applicable Categories of Travelers

All uniformed members and civilian employees of DoD except those categories outlined in JFTR/JTR, Appendix O, Section T4000.

Applicable Types of TDY Travel

- Business
- Schoolhouse training
- Deployment, group, or unit travel

(Not applicable to pre-employment travel, invitational travel, TDY performed as part of PCS travel, or when emergency conditions occur while temporary duty (TDY) is being performed.)

Entitlements

Travelers will be provided transportation, lodging, and food to support official travel activities, or will be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. Travelers will use good judgment in incurring official travel-related expenses, as if traveling using their personal funds.

Transportation

The Authorizing Official (AO) may direct the traveler to travel by any mode, (e.g., government or commercial air, bus, train) for official travel except personal or rental vehicle. *If the traveler uses a mode other than that directed by the AO, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.*

The traveler is required to arrange commercial transportation through the CTO based on contracted rates on US flag carriers and with coach accommodations whenever possible. The AO may authorize other-than-contract flights or premium-class accommodations (but not first class) to fulfill mission requirements. *However, Appendix O states that "when scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest... The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts."*

Only the traveler's Service or Agency Headquarters may authorize first-class accommodations.

When a rental vehicle is authorized by the AO, reimbursement is authorized for the rental costs, taxes, and local assessments. A rental vehicle obtained from a government-contracted agency includes collision damage waiver coverage in the rental rate, and additional coverage should be declined.

Travelers will not be reimbursed for the extra cost if it is not declined. When a compact car (DoD standard size rental) will not meet requirements, the AO may authorize the size vehicle appropriate to the mission.

When use of a private vehicle is approved, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized (provided another mode has not been directed) at the standard rate per mile, but the amount will be limited to the should-cost estimate of the AO-approved transportation.

Lodging

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for meals and incidental expenses (M&IE.) Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

The AO may direct use of adequate, available Government quarters on an installation for uniformed members only if the traveler is TDY to that installation. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Travel Authorization notes quarters nonavailability (by confirmation number, if provided by the Service in its registration process.)

Civilian employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. However, if Government quarters are available, the proper authority under C4550-C may prescribe a reduced per diem rate, which must be established before travel begins.

Commercial lodging reimbursement is authorized for the actual cost of lodging (single occupancy rate) up to the maximum for the TDY site or stopover location. All applicable room taxes are included in the cost of lodging OCONUS. However, taxes for lodging in CONUS are a separate reimbursable travel expense and must be listed separately.

If the Commercial Travel Office (CTO) can only find lodging that costs more than the published maximum rate, the AO may authorize the higher amount such that the combined lodging cost and M&IE do not exceed 300% of the published maximum rate (lodging plus M&IE). The CTO must put these rates on the Travel Authorization.

The traveler is responsible for any charges beyond the basic room fee and taxes.

Travelers are to keep all lodging receipts. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

Meals and Incidental Expenses (M&IE)

The M&IE entitlement for the day of departure is 75% of the M&IE rate for the first TDY location or stopover point. The entitlement for the day of return to the permanent duty station (PDS) is 75% of the M&IE rate for the last TDY location or stopover point.

On other days, the entitlement is the full M&IE for the TDY location or stopover point where lodgings are required, unless the AO specified one of two other meal rates based on Government mess availability. The two other rates are the *Government Mess Available* rate when all meals on a given day are available, or the *proportional meal* rate when at least one meal a day is available.

A Government mess is available only if (1) Government lodging on an installation is available and directed and (2) the command controlling the mess has made it available to travelers. A Government mess is not available on interim travel days.

The *Government Mess Available* rate is the amount of the food and operating expense cost, plus the incidental expense portion of the M&IE. The *proportional meal rate* is the average of the Government meal rate and the meals portion of the M&IE for the TDY location, rounded to the nearest dollar, plus the incidental expense portion of the M&IE. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from proportional meal rate to full M&IE rate.) The meal rate established can't be reduced after the fact except for a free meal.

When the Government through some means (e.g., a registration fee) purchases at least one meal, but not all three, on a given day, the proportional meal rate applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers (e.g., included in the fare) are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. Travelers are paid an allowance for miscellaneous expenses, such as tips, incurred while traveling. This is the IE part of M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate. The cost of laundry and dry cleaning while traveling, not after return to PDS, is a separately reimbursable expense in CONUS for civilians on TDY for at least 4 consecutive nights, or for uniformed members for at least 7 consecutive nights. Laundry and dry cleaning costs for uniformed members are limited to \$2.00/day. Laundry and dry cleaning costs during all other TDY travel conditions are part of the IE entitlement and are not separate reimbursable expenses.

Other Reimbursable Expenses

Reimbursement is authorized for necessary travel expenses at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to the place of duty, trips to eat, and trips between duty locations. If a rental car is not authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the actual miles driven on the travel authorization.

The AO can authorize reimbursement for other miscellaneous travel expenses necessary to the successful completion of the mission. Travelers must itemize these expenses on the travel authorization. These include:

- Applicable room taxes (in CONUS only)
- Dual lodging costs
- Cost of travelers' checks
- ATM fees to cover cash advance obtained with government travel card or personal charge card for those exempt from the requirement to use a government card
- Photos and passport and visa fees when a regular passport is required
- Official telephone calls
- Currency conversion fees
- Airport taxes
- Authorized excess baggage costs
- Tips for taxis and limousines
- Boarding fees
- Conference registration fees
- Laundry/dry cleaning (CONUS only, restrictions apply)

Transportation costs to and from the transportation terminal in the area of the PDS, to include parking at the terminal, are reimbursable not to exceed the cost of taxi fare to and from the terminal.

Only uniformed members may be reimbursed for customary tips for handling personal baggage at transportation terminals. All travelers may be reimbursed for tips for handling government property at terminals or hotels.

The AO may also authorize reimbursement for other necessary travel-related expenses when they are clearly in the government's interest.

Deployment, Group or Unit Travel

The Government normally provides all transportation, lodging and meals during group travel between duty locations. Consequently, there is no per diem entitlement for such travel. Most members pay food cost (without operating expense,) and civilians pay food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food.

Training exercises, maneuvers, war games, and similar types of activities may be classified as *field duty* when everything normally associated with per diem is furnished without charge. There is no per diem entitlement during field duty. Lodging is provided free of charge. Most members pay food cost (without operating expense,) and civilians pay food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food.

There is no per diem entitlement when TDY aboard a US vessel since quarters and mess are provided. Civilians will be reimbursed for the amount paid for food.

Definitions

TDY Travel is temporary travel away from the traveler's permanent duty station. There are three types of TDY travel:

Business Travel is travel by an individual to conduct business away from their PDS. It includes TDY travel not considered as schoolhouse training or deployment, group or unit travel.

Schoolhouse Training Travel is travel by an individual in connection with TDY attendance at a formal course of instruction.

Deployment, Group or Unit Travel is travel by a group of people. It includes units traveling in support of military operations (e.g., combat, peacekeeping, disaster relief,) for field or maneuver training, or for sea duty (when personnel involved are not permanently assigned to a vessel.)

Source: *Joining Federal Travel Regulations, Appendix O, and Joining Travel Regulations, Appendix O. (Effective date 04/01/2003 for both.) These publications are available at www.dtic.mil/perdiem.*

This document is a guide only. The JFTR/JTR is updated monthly and should be reviewed for possible changes. The JFTR/JTR, Appendix O, should always be adhered to if differences exist.

Travel Manager

Guide to Simplified Entitlements



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