

U.S. Department of
Homeland Security

United States
Coast Guard



Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR)

COMDTINST M4600.17B

28 JUN 2019



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COMMANDANT INSTRUCTION M4600.17B

Subj: COAST GUARD SUPPLEMENT TO THE JOINT TRAVEL REGULATIONS (CGS-JTR)

Ref: (a) The Joint Travel Regulations (JTR)
(b) Commercial Travel Management, DoDI 5154.31 (series)

1. **PURPOSE.** This Manual provides additional guidance to the travel and transportation regulations for military personnel and their dependents contained in the [JTR](#); Reference (a). If this Manual conflicts with the [JTR](#), the [JTR](#) takes precedence.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17A, and Policies and Procedures Concerning Travel Orders to Class “A” Schools of Less Than 20 Weeks, COMDTINST 4600.15, are hereby cancelled.
4. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. **MAJOR CHANGES.** Major changes include: updated titled and restructured to align with the parent document. Incorporated content from Policies and Procedures Concerning Travel Orders to Class “A” Schools of Less Than 20 Weeks, COMDTINST 4600.15, dealing with “A” School duration and entitlements. Clarified OCONUS & CONUS COLA entitlement in Chapters 8 & 9. Removed Chapter 10 as the Coast Guard Pay Manual, COMDTINST M7720.29 (series) provides extensive information on BAH and conditions of entitlement.

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NON-STANDARD DISTRIBUTION:

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
- b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the Internet at: <http://www.dcms.uscg.mil/directives/> and CGPortal at: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it was determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. AUTHORIZATIONS NOT STATED. There may be circumstances under which the payment of allowances is prohibited in the [JTR](#) and in this Manual; those circumstances are stated. The absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in the [JTR](#) or in this Manual. Authorizing/Approving Officials (AOs) and travelers have the responsibility to ensure travel orders are complete, accurate, and lawful. If a statement or endorsement is on a travel order, the entitlements of such a statement or endorsement must be supported by the statutory regulations contained in the [JTR](#).

10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation on the CGPortal at: <https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>; and Internet at: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to: HQS-DG-1st-CG-1332@uscg.mil.

M. W. SIBLEY /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Military Personnel

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COAST GUARD SUPPLEMENT TO THE JOINT TRAVEL REGULATIONS

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Introduction

Implementation.

- A. This Manual is implemented in accordance with the [JTR](#), Paragraph 010104, which allows each Service the authority to establish internal travel and transportation administrative and/or procedural directives for certain allowances provided they do not conflict with or unnecessarily duplicate the regulations contained in the [JTR](#).
- B. Entitlement authorization or approval requests referenced in this Manual that do not have an applicable form noted within the Paragraph must be submitted in memo format or e-mailed to [Commandant \(CG-133\)](#) through the member's/unit's chain of command with the appropriate documentation.
- C. Each command is responsible to administer, manage, control, and account for travel and transportation funds in accordance with current directives. Policy guidance is provided to alleviate unnecessary travel, prevent the misuse or abuse of travel advance privileges and GTCC privileges, instruct members concerning prudent and reasonable travel expenses, ensure travel vouchers are promptly and accurately liquidated, and to initiate appropriate action when fraud or abuse is suspected or determined to have occurred.
- D. Commanding officers are responsible for establishing command policy for official travel. The policy should prescribe procedures to request travel authority, provide criteria for approval, fiscal clearance requirements, order preparation, ensure proper transportation facility use, and designate command officials authorized to approve travel. Official travel procedures must be based on current Commandant policy and disseminated throughout the command.
- E. Permissive Travel, Permissive Duty, and No-Cost Orders are not authorized under the [JTR](#) regulations. Travel orders can neither confer allowances that are not authorized in the [JTR](#), nor can travel orders deny allowances that are specifically authorized by the [JTR](#). A member cannot waive entitlement to authorized travel allowances, especially if such waiver is set by order-issuing authorities as a condition for approval of requested travel. TDY orders may be issued under conditions that do not authorize travel allowances, such as temporary duty at a local alternate worksite, when the [JTR](#) policy is met.

Note: The [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#) directs policies for issuance of excused absence authorization where no travel expenses are to be reimbursed, but such authorization is limited, and cannot be used as a substitute for official TDY.

- F. [Coast Guard Finance Center \(CG FINCEN\)](#) is responsible for processing all accounting transactions relating to travel, including issuing payments directly to the traveler and/or the travel card bank via split disbursement based on certified vouchers, tracking advances, collecting past due travel advances, and overpayments.
- G. [Coast Guard Pay and Personnel Center \(CG PPC \(TVL\)\)](#) is responsible for:
- Establishing/maintaining travel procedures contained in the [Personnel and Pay Procedures Manual \(PPPM\)](#), [PPCINST M1000.2 \(series\)](#) for official travel in accordance with existing regulations and policies.
 - Ensuring travel vouchers are properly liquidated and reimbursements are paid to travelers within thirty calendar days of receipt.
 - Notifying travelers of travel overpayments.
 - Referring vouchers suspected of containing fraud to the traveler's commanding officer or the Coast Guard Investigative Service (CGIS).
 - Referring questionable entitlements and expenses to [Commandant \(CG-133\)](#).
- H. A member who incurs a travel debt due to an erroneous payment may request a waiver of collection or remission of such debt in accordance with the [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#), Chapter 11 and the [Personnel and Pay Procedures Manual \(PPPM\)](#), [PPCINST M1000.2 \(series\)](#), Chapter 9. All other requests requiring [Commandant \(CG-13\)](#) or [Commandant \(CG-133\)](#) approval after travel has been completed must be submitted in accordance with Paragraph Introduction-B.

Chapter 1: General Policy010103 Traveler Responsibilities.

Ethics Regulations and Rules. Refer to the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), Acceptance and Accounting for Special Projects and Other Gifts to Coast Guard from Non-Federal Source Instruction, COMDTINST 5760.14 (series), and the Standards of Ethical Conduct Manual, COMDTINST M5370.8 (series) for policies concerning accepting gifts from an outside source.

010104 Service or Agency Responsibilities.

- A. Commandant (CG-00) is authorized to act on behalf of the Secretary of Homeland Security concerning travel regulations and other entitlements listed in the JTR for members of the Coast Guard and their dependents, unless otherwise specifically stated in the JTR.
- B. Commandant (CG-13) is the Director of Military Personnel, and is the Coast Guard Principal on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC).
- C. Commandant (CG-133) is the Office of Military Personnel and is responsible for exercising Secretarial Process determination authority for the Coast Guard. In this capacity, Commandant (CG-133):
 1. Is responsible for promulgating the travel and transportation regulations in the JTR to Coast Guard military members and their dependents;
 2. Provides guidance relating to the JTR and this Manual. Requests for interpretation or determinations of entitlements are to be submitted to Commandant (CG-133) through the chain of command; and
 3. Is a standing member on the Military Advisory Panel (MAP) of PDTATAC.
- D. Personnel Service Center (CG PSC-psd-fs) is responsible for:
 1. Managing the Emergency Leave/Medical Travel for personnel assigned to the Major Cutter Forces;
 2. Managing the Early Return of Dependents (ERD) program;
 3. Managing Funded Environmental and Morale Leave (FEML) transportation;
 4. Authorizing secondary payment of Dislocation Allowance (DLA) entitlements in the same fiscal year under the DLA Determinations Program;

5. Managing Dependent Student Transportation (DST);
 6. Authorizing Basic Allowance for Housing (BAH) protection for a dependent's designated place using the [Housing Allowance Protection Worksheet, Form CG-2025A](#) in accordance with the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 3.
 7. Managing travel of members, dependents, family members (next of kin), and others due to fatal and non-fatal personnel casualties. For additional information refer to [CG PSC-psd-fs \(Casualty Matters\)](#) website and the [Military Personnel Casualties and Decedent Affairs Manual, COMDTINST M1770.9 \(series\)](#); and
 8. Managing travel funds for Service Wide Exam (SWE) Officers to administer exams at geographically remote commands.
- E. [Personnel Service Center \(CG PSC-bops-r\)](#) is responsible for:
1. Managing the Government Travel Charge Card (GTCC) Program (Individually and Centrally Billed Accounts) and the Travel Debit Card Program in accordance with the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#);
 2. Directing the collateral duty GTCC travel managers assigned within each Administrative Target Unit (ATU) (the list of GTCC travel managers can be found on [CG PSC-bops-r](#) website); and
 3. Managing the Travel Management Center (TMC) contract.
- F. Travel Justification. Official travel is limited to that which is necessary to perform the Coast Guard's missions in an efficient manner utilizing the most economical means possible to meet mission requirements.
1. AOs must thoroughly review travel orders for completeness before approving. All travel orders must state the purpose of travel, assign the mission to the traveler, estimate travel costs, obligate Government funds, and allocate reimbursement. Travel must be accomplished by the most economical means such that orders do not prescribe entitlements that are unwarranted.
 2. Under no circumstances may travel be authorized which will result in expenditure in excess of allotted funds. Commands must determine that the travel is not only desirable, but also necessary. Insufficient funds are not a basis for denying reimbursement for appropriate expenses related to ordered official travel.

3. Members attending official ceremonies (e.g., Changes of Command/Watch, Retirements, Military Funerals/Memorial Services, Awards, Graduations, etc.) must have an official role (e.g. speaker, member of the official party, individual acting as the official representative of the Coast Guard) in the ceremony to receive a TDY order.
 - a. For a Change of Command ceremony of a major command, it may be appropriate for subordinate unit commanding officers to attend under a TDY order.
 - b. For military funerals/memorial services, the Coast Guard will select an agency representative(s) that will receive a TDY order to attend and serve in an official capacity in observances.
4. Members attending a conference must have an approved Conference Attendance Request Form on file in accordance with the Conference Guide, available on [CGPORTAL](#). Registration fees to attend a conference, which is determined to be a training activity under 5 CFR 410.404, are reimbursable travel expenses. Tuition/Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses. These expenses are paid for by other methods (e.g., Purchase Request, SF-182, etc.), not through the travel voucher process.
5. Information on foreign travel to include the USCG Foreign Travel Approval Form (CG-5000) is available on [CGPORTAL](#).

010201

Key Participants

- A. Authorizing or Approving Official (AOs). The AO determines when travel is necessary to accomplish the unit's mission, authorizes travel, ensures travel funds have been obligated in the Coast Guard's financial management system, approves trip arrangements, and authorizes travel expenses incurred in connection with the mission. The AO must determine the travel purpose for notation on the travel authorization. The AO must also:
 1. Use cost estimates to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates does not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations.
 2. Obtain information on policies relating to travel and transportation arrangements from the TMC, command channels, or Secretary Concerned/Secretarial Process to assist in travel decisions.

3. Ensure the traveler has access to a GTCC or the Centrally Billed Account (CBA) and refers inquiries about card usage to the GTCC travel manager.
 4. Sign the travel voucher certifying that the travel was taken, the charges are verified and reasonable, the phone calls authorized for reimbursement are in the Government's best interest, and that funds have been obligated in the financial management system before approving the reimbursement of authorized expenses. Travel vouchers are subject to random selection for examination based on financial management policies and procedures.
- B. TMC. It is mandatory policy to use the contracted TMC to make reservations for common carrier transportation (air, train, ship), TDY lodging, Alaska Marine Highway System (AMHS) ferry, and rental car. Only the travel agency under contract with the Coast Guard may be used for Coast Guard funded travel. A command is expected to take appropriate disciplinary action when a member and/or an AO fail to follow the regulation concerning mandatory TMC use. A command must not permit the TMC to issue a YCA (non-capacity controlled city-pair) airfare purchased at the Government's expense to a traveler when a CA (capacity controlled city-pair) airfare is available and the AO determines that a CA airfare meets mission needs.

010204 Government Travel Charge Card (GTCC) and Advance of Funds.

Refer to the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). These instructions outline the policy and procedures for the issuance and use of the GTCC Individually Billed Account (IBA) by Coast Guard military and civilian personnel (including Non-Appropriated Fund (NAF) employees), and covers the use of CBA for the purchase of common carrier transportation and AMHS ferry tickets.

- A. Advance of Funds. Travel financing may be accomplished by directly charging authorized expenses to an individual GTCC and using the card for ATM withdrawals for only those expenses where the card is not accepted or its use is prohibited (e.g., group meals). Alternately, non-cardholders or in cases where card use is prohibited or optional, may request travel advances charged to the Coast Guard, use personal funds or a personal charge card subject to reimbursement, or a combination of these methods. Requests for travel advances are processed in accordance with the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#) and travel debit card program in the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#), Chapter 3.
- B. Travel advances for a member with a GTCC are limited to:
1. For travel in CONUS: Travel advances may be paid up to the meals and incidental expense (M&IE) portion of the per diem rate for the TDY location plus the estimated costs for authorized reimbursable expenses. When circumstances

are expected to prohibit the use of the GTCC, travel advances may be paid up to the estimated cost of the authorized travel and transportation expenses that cannot be charged to the GTCC; or

2. For travel OCONUS or TDY exceeding 21 calendar days: Travel advances may be paid up to the per diem rate for the TDY location plus the estimated costs of the authorized reimbursable expenses. A member with a GTCC in this travel category is not required to use the GTCC. Those members who elect to use their GTCC are required to make necessary arrangements to pay bills that arrive while they are away.
- C. Travel advances for a member without a GTCC may be paid up to the per diem rate for the TDY location plus the estimated costs of the authorized reimbursable expenses.
- D. Procurement of Common Carrier Transportation. Common carrier transportation services will normally be procured using one of the methods listed below in accordance with the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#).
1. Individually Billed Account (IBA): Common carrier transportation must be charged to the IBA GTCC unless exempt from use in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). Reimbursement for authorized travel and transportation expenses not paid for by the official traveler may only be approved by [Commandant \(CG-133\)](#).
 2. Centrally Billed Account (CBA): Common carrier transportation must be charged to the CBA for travelers without an IBA GTCC or when IBA GTCC use is exempt in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#), to include dependent transportation tickets. Authorized CBA use and specified travel locations must be annotated on the travel order.

010206 Travel Authorizations and Orders.

Travel orders are prepared in accordance with the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.](#)

- A. A written travel order is not required for travel performed in the local area of the permanent duty station (PDS).
- B. If travel is anticipated to exceed 21 calendar days, a travel order with a 13 document type travel order number (TONO) may be issued to allow a traveler to file multiple vouchers in accordance with Paragraph 0204. Blanket type orders may only be issued in limited circumstances prescribed in the [Personnel and Pay Procedures Manual](#)

[\(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.](#) The following types of travel must be authorized on a trip-by-trip basis:

1. Other than economy/coach-class transportation;
2. Conference travel;
3. Foreign travel;
4. Travel funded from a non-federal source (donated travel);
5. Training-related travel; or
6. Travel by volunteers (invitational travel).

C. Time Limitation for Travel Authorizations and Orders. TDY orders are limited to 180 or fewer consecutive days. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, a written request with justification and the TDY order must be submitted to [Commandant \(CG-133\)](#) for authorization or approval. When the anticipated TDY period is in excess of 180 days, consecutive TDY orders for shorter periods of time must not be issued to avoid the requirement for [Commandant \(CG-133\)](#) authorization or approval. This would include a reserve member on active duty for other than training in accordance with the [JTR](#), Paragraph 0303.

010302 Duplicate Payments and Fraudulent Claims.

When there is a reason to believe that a member has falsified any portion of the voucher, the AO or [CG PPC \(tv\)](#) must notify the commanding officer and/or CGIS, and provide a copy of the member's suspected fraudulent voucher. When there is a reasonable suspicion that a member falsified an expense for lodging, meals, and/or incidentals, the applicable per diem or Actual Expense Allowance (AEA) is denied for the entire day on which the false expense was claimed.

Chapter 2: Standard Travel and Transportation Allowances

020203 Transportation Types Most Advantageous to the Government.

A member cannot be directed to use a POV or a special conveyance, nor may dependent travel be directed by a particular mode. It is mandatory policy that all Coast Guard travelers use the contracted TMC for all official transportation requirements. Air transportation is normally the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless it has been determined that this mode of transportation cannot meet the mission requirement efficiently or economically.

020204 Distance Determinations.

The [Defense Table of Official Distance \(DTOD\)](#) is the official source for worldwide PCS and TDY distance information and replaces all other sources used to compute distance except for local travel by POV, which is determined by odometer reading, and for travel by an airplane. Methodology for distance measurement is zip-code to zip-code and/or U.S. Installation for travel in CONUS and non-foreign OCONUS locations, and city-to-city distance elsewhere (e.g., within foreign locations or to/from foreign locations). The Defense Table of Distances programmed in the electronic travel system (e.g., T-PAX) on the date the voucher is approved for payment is used to calculate the official mileage.

Note: When privately owned airplane use is authorized or approved, the distance must be determined through the [U.S. Department of Transportation Bureau of Transportation Statistics](#).

020206 Airplane, Train, Ship, and Bus Transportation.

The [JTR](#) addresses “reimbursable” allowances funded by the Government. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional costs to the Government, do not require authorization/approval, and are not reimbursable regardless of the AO's authorization or approval.

- A. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.
- B. If a member is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Government. The member must request that the carrier shows the “Treasurer of the United States” as payee on the compensation check and forward the payment to USCG ART/Others, PO Box 530249, Atlanta, GA 30353-0249.
- C. Premium Class Travel. Requests for premium-class travel must be submitted to [Commandant \(CG-133\)](#) using the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#), the normal processing time is 21 calendar days, additional

processing time is required for first-class travel accommodations. A copy of the traveler's travel order, itinerary, and, if the reason for travel is medical in nature, a copy of the attending physician's recommendation that the patient/attendant travel in premium-class accommodations must be submitted with the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#). A traveler using premium-class accommodations (plane, ship, or train) without authorization or approval will not receive reimbursement for any additional costs beyond coach-class accommodations.

- D. Commercial Train Transportation. Reserved coach-class train accommodations may be authorized or approved by the AO when this mode is determined to be advantageous to the Government or dictated by security considerations. When a train only has two accommodation classes the lowest class offered becomes the coach-class. Regular AMTRAK Acela service is considered business-class travel accommodations and may only be authorized or approved in accordance with the [JTR](#), Table 2-5. Requests for premium-class train accommodations must be submitted using the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#) in accordance with the [JTR](#), Paragraph 020206.
- E. Commercial Ship Transportation. Commercial ship transportation may be directed only for operational reasons and may be authorized or approved by the AO when the travel can only be completed by a ship or performed more economically or efficiently by a ship. A traveler must use the least costly room accommodations for specific reasons contained in the [JTR](#), Paragraph 020206. Requests for more costly room accommodations on a ship must be submitted using the [Premium Class Travel Authorization/Approval Request, Form CG-4600](#) in accordance with the [JTR](#), Paragraph 020206.

020207 Reimbursement for Commercial Transportation.

Excess accompanied baggage includes personal effects of a member needed in connection with official travel (PCS or TDY) and immediately upon arrival at the assignment point. Government material required for the member to perform their duties may be included. Government material required by multiple members of a group or team is not considered a reimbursable travel expense for an individual member and must be paid for by other procurement methods.

020209 Rental Vehicle.

Reimbursement for multiple rental vehicles at one time is not authorized. Rental vehicle reimbursement is not authorized for PCS travel. If PCS travel is performed by a rental vehicle, reimbursement is based on monetary allowance in lieu of transportation (MALT).

020210 Privately Owned Vehicles (POV).

- A. The AO should authorize or approve POV travel only if it is to the Government's advantage when compared to travel by Government's conveyance or commercial

carrier and not solely for the member's convenience in accordance with the [JTR](#) 020210-F. Consideration should be given to lost productive time when comparing travel time authorized by POV to that of travel by Government conveyance or common carrier. An AO cannot direct a member to use a POV for official travel.

- B. If a POV is used but not authorized by the AO as being to the Government's advantage, travel time and per diem is limited to that authorized for commercial carrier transportation for the official ordered travel distance. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation mode. Reimbursable expenses associated with driving a POV (e.g., parking, tolls) between the PDS and TDY location are not authorized.

020211 Car Ferry Transportation.

A member and/or dependents may be authorized reimbursement of ferry fees for POV travel when the POV is a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size. This does not include vehicles that are primarily used for other than personal transportation (e.g., recreational vehicle (RV), semi-truck, etc.) or trailers. A member and/or dependents must be performing PCS travel in a POV to be reimbursed ferry fees for that POV, reimbursement of ferry fees for an unaccompanied POV is not authorized.

020303 Lodging.

- A. Multiple Occupancy of a Room. Multiple occupancy does not limit a traveler's per diem ceiling eligibility. Each official traveler must request the lodging costs be split into the appropriate percentage; payment must be made by each official traveler and documented on separate itemized lodging receipts. An official traveler is only authorized the single room rate if lodging is shared with a non-official traveler. Refer to Paragraph 020303-D for reimbursement of long-term lodging shared by official travelers in accordance with the [JTR](#), Paragraph 020303.
- B. Dual Lodging Reimbursement on a Single Day. Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond a member's control. Dual lodging may be approved after the fact by an amended order or by the AO on the travel voucher. Long-term reimbursement for dual lodging is not permitted in advance and an order may not contain such a provision. Dual lodging in excess of 7 days must be approved by [Commandant \(CG-133\)](#), in accordance with the [JTR](#), Table 2-16. Dual lodging reimbursement cannot be authorized or approved at the same TDY location.
- C. Contingency Operation Flat Rate Per Diem.
1. Effective for an order beginning on 1 October 2012 through 30 September 2013, members under a voluntary TDY in support of a Contingency Operation order at

one location in CONUS for more than 180 consecutive days are authorized a per diem rate equal to 55% of the applicable locality per diem rate (lodging and M&IE). Multiple orders must not be issued in shorter increments for the sole purpose of paying the full locality per diem. Prior to traveling, a designated O-6 or GS-15 in the order issuing authorities' chain of command may adjust the 55% per diem rate if it is determined to be insufficient or overly generous. An adjustment to increase or reduce the 55% per diem rate must be on the TDY order or amendment. If the adjustment is not on the TDY order, the 55% per diem rate applies. A valid lodging receipt must be initially verified for reimbursement and submitted with the voucher when claiming applicable lodging taxes and fees. Members must incur a lodging expense to be reimbursed for the lodging portion of per diem. Members who stay in a residence owned or leased by a friend or relative are only authorized 55% of the M&IE portion of per diem.

2. Effective for an order beginning on 1 October 2013, members under a voluntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized PCS allowances in accordance with the [JTR](#) and Chapter 5 of this Manual. Multiple orders must not be issued in shorter increments for the sole purpose of paying the applicable percent of the locality per diem rate. TDY travel and transportation allowances to include per diem are no longer authorized unless the member is assigned to a unit with an exemption (e.g., Deployable Specialized Forces (DSF)).
3. Effective for an order beginning on 1 October 2014 through 12 August 2018, members under an involuntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized a per diem rate equal to 55% of the applicable locality per diem rate (lodging and M&IE). Multiple orders must not be issued in shorter increments for the sole purpose of paying the applicable percent of the locality per diem rate. Prior to traveling, a designated O-6 or GS-15 in the order issuing authorities' chain of command (i.e., LANT-1, PAC-1, and DOL-3) may adjust the 55% per diem rate if it is determined to be insufficient or overly generous. An adjustment to increase or reduce the 55% per diem rate must be on the TDY order or amendment. If the adjustment is not on the TDY order, the 55% per diem rate applies. Members must incur a lodging expense to be reimbursed for the lodging portion of per diem. A valid lodging receipt must be initially verified for reimbursement and submitted with the voucher when claiming applicable lodging taxes and fees. Members who stay in a residence owned or leased by a friend or relative would only be reimbursed 55% of the M&IE portion of per diem.
4. Effective 13 August 2018, members under an involuntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized the full applicable locality per diem rate (lodging and M&IE).

Note: Refer to Figure 2-1 (pg. 2-8) to determine the entitlement to per diem.

D. Renting Apartment, House, or Recreational Vehicle while TDY. An apartment, house, or recreational vehicle leased or rented in connection with official TDY qualifies as lodging. In accordance with the [JTR](#), Paragraph 010302, a member is not entitled to reimbursement from the Government for any expenses which are paid directly to them by another entity. A member could not request reimbursement from the Government for any rental/lease/mortgage expenses for which they received payment from another person (e.g., payments from a person not officially on the lease).

020304 M&IE Portion of Per Diem.

A schoolhouse commander (from any Service) is authorized to determine the appropriate meal rate (GMR, PMR, or locality meal rate) regardless of what the AO authorizes.

020307 AEA (Instead of Per Diem).

When a situation warrants AEA in accordance with the [JTR](#), Paragraph 020307, an AO may authorize or approve up to 300% of the locality per diem rate (rounded to the next higher dollar) for travel when the per diem rate is insufficient for the TDY location. The AO may authorize AEA for TDY beyond 30 days for member assigned to a presidentially declared disaster or pandemic area.

020308 Reduced Per Diem.

When circumstances warrant, [Commandant \(CG-133\)](#) may authorize zero per diem or a per diem rate that is less than the full locality per diem rate. Reduced per diem is normally authorized for members staying in long-term lodging or assigned to a unit that has adequate cooking facilities available.

020309 Trip Length As It Affects Per Diem.

Per diem is payable for whole days, except for PDS departure and return days that are reimbursed at 75% of the appropriate locality M&IE rate. No per diem is authorized for a dependent accompanying a member at a TDY location unless otherwise authorized in the [JTR](#).

020315 Other Circumstances Impacting a Traveler's Per Diem.

A. Non Travel Status. A member is not authorized per diem on any day not in a travel status or any day classified as leave (e.g., annual leave, sick leave, paternity leave, etc.) or administrative absence. Refer to the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#) for a complete listing of authorized absences. Refer to the [JTR](#), Paragraph 032902, for the lodging reimbursement authorized to a member ordered TDY in support of a Contingency Operation who retains lodging at the TDY location during an authorized absence.

B. Essential Unit Messing (EUM) for Meal.

1. Members TDY to a EUM site may receive travel reimbursements for incidental expense, but not for meals. The Government Meals Rate (GMR) is not authorized. Members are required to pay for their meals via mandatory daily deductions from their pay accounts in accordance with the [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#), Chapter 3. Current Coast Guard EUM duty locations/assignments include:
 - a. Sea Duty;
 - b. Coast Guard Class “A” Schools;
 - c. Officer Candidate School (OCS);
 - d. Reserve Officer Candidate Indoctrination (ROCI); and
 - e. Field Duty.
2. The mandatory daily deduction for meals while attending Public Affairs Specialist (PA) Class “A” School is suspended and students are authorized to purchase meals on a Pay-As-You-Go (PAYGO) basis, the GMR is not authorized.

0204 Miscellaneous Reimbursable Expenses.

- A. Passport, Visa, and Country Clearance. Members and/or dependents performing official travel OCONUS to include Emergency Leave travel, Funded Rest and Recuperation (R&R) Leave travel, Funded Environmental and Morale Leave (FEML) travel, and Consecutive Overseas Tour (COT) leave travel will normally travel on a no-fee official (red) passport. Reimbursement for regular fee (blue) passports will be limited to members traveling through a high risk airport (as identified by the State Department and the [Foreign Clearance Guide](#)) by commercial air. Application procedures for passports, visas, and international travel are available on [CGPORTAL](#). Official travelers have a duty to ensure that the senior defense official and/or defense attaché at the U.S. Embassy in the country in which they are traveling is aware of their presence. This may be accomplished through the Aircraft and Personnel Automated Clearance System (APACS). Submitting the information in APACS does not necessarily discharge this duty or guarantee that Country Clearance is granted. The traveler must ensure that the senior defense official or defense attaché staff is aware of their presence and coordinate any activity with the embassy.
- B. Submission of Travel Vouchers. Travel vouchers must be submitted within three working days after completion of TDY travel and 30 calendar days after completion of PCS travel. For TDY exceeding 21 calendar days, interim travel vouchers must be

submitted for partial payment in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). Upon completion of travel, a designated Approving Official (AO) must conduct an administrative review of the travel voucher to ensure that the mission was completed and travel expenditures including reimbursable expenses were reasonable, justified, and consistent with the mission. AOs must verify that a sufficient obligation exists in the financial management system and that all advances have been declared prior to approving any travel settlement.

1. The AO's review must be performed within two working days of receipt of travel voucher.
2. Any questionable items on the travel voucher should be resolved with the member prior to approval.

020603 Travel within the PDS Local Area.

- A. The local area may include separate counties, cities, towns, or installations adjacent to or within 50 miles or less, or a two hour round-trip commute as determined by [DTOD](#), or served by local public transit systems, or between which the commuting public travels on a daily basis; refer to Figure 2-1 (pg. 2-8) when determining the entitlement to per diem. If the mission requires a member to obtain overnight lodging outside of the PDS area but within the local commuting area, TDY allowances may be authorized by the order issuing authority as noted in the [JTR](#), Paragraph 0206.
- B. If Government transportation is not available, a member who is ordered to a medical facility within the local travel area is authorized reimbursement for transportation.

DETERMINING THE ENTITLEMENT TO PER DIEM (ACTIVE DUTY & RESERVE)

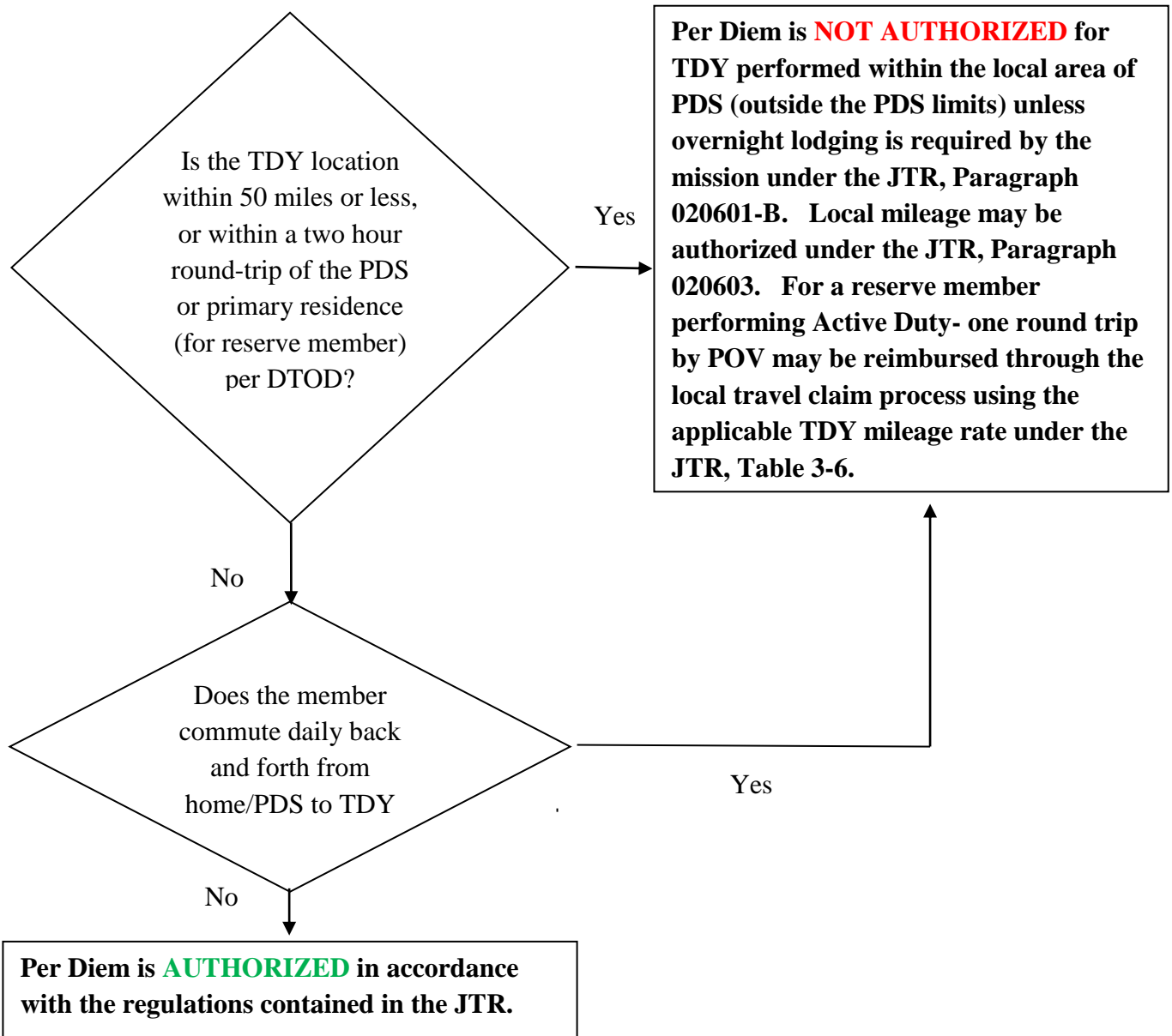


FIGURE 2-1

Chapter 3: TDY Travel031102 Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port.

- A. A member on permanent duty aboard a ship being constructed, overhauled, or inactivated at a location other than the home port may be authorized round-trip travel allowances to the home port in accordance with the [JTR](#), Paragraph 031102.
- B. The member must have a dependent and that dependent must reside in the local area of the home port.
- C. Travel allowances accrue on the 31st day and every 60th day thereafter.

Note: A member must be permanently assigned to the ship for 31 or more consecutive days.

- D. Travel time is not chargeable as leave. Time spent in the area of the home port is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or in the area of the home port.

031902 Yellow Ribbon Reintegration Program Event.

[Commandant \(CG-133\)](#) may authorize or approve travel and transportation for more than two designated individuals.

032201 Courses of Instruction at a School or Installation.

Assignment to a course of instruction for 140 days (20 weeks) or more at one location, uninterrupted by TDY at another location is a PCS assignment. Intervening holidays when no instruction is presented are not part of the scheduled duration for courses which are normally less than 140 days. A written request with justification and the TDY order must be submitted to [Commandant \(CG-13\)](#) for authorization by the Secretary of Homeland Security to perform TDY to a course of instruction over 139 days not to exceed 180 days. Only the [Defense Travel Management Office \(DTMO\)](#) can authorize or approve TDY to a course of instruction in excess of 180 days. This would include a reserve member on active duty for training (ADT) in accordance with the [JTR](#), Paragraph 0323.

A. Type of Orders:

1. PCS/TEMUINS. Sometimes a traveler must perform TDY between the old PDS and the new PDS. This is known as a PCS/TEMUINS order, since the primary order is permanent in nature and a secondary order, within the realm of the permanent order, is issued to perform temporary duty en route.

2. Temporary Duty Order. TDY orders are orders under which the intent is for the traveler to return to the PDS upon completion of the temporary duty. However, this does not mean that the member must or will return to the PDS.
- B. PCS/TEMUINS Entitlements. All members without dependents (single) and some members with dependents will be issued this type of order to a class "A" school of less than 20 weeks. A member departing under this order shall not normally be authorized to return to the old PDS. However, in extraordinary circumstances a request to return to the old PDS under PCS/TEMUINS orders may be forwarded to CG PSC (epm-2) for consideration.
1. Member's Travel Entitlement. The member may elect the mode of transportation which will be used for travel to the TDY location and from the TDY location to the new PDS in accordance with the [JTR](#), Paragraph 0502. Advance travel allowances may be paid for travel to the TDY location upon receipt of the PCS/TEMUINS orders, and from the TDY location to the new PDS once the new PDS is identified.
 2. Dependent Travel Entitlement. Those members with dependents, electing the PCS/TEMUINS option, will probably do so because their dependents desire to leave the area of the old PDS while the member is in school. The member is entitled to travel allowances on behalf of the dependents only from the old PDS to the new PDS - not via the TDY location in accordance with the [JTR](#), Paragraph 050303. Advance dependent travel allowances, this includes Dislocation Allowance (DLA), may only be paid after the new PDS is identified. Regardless of where, when, and how the dependents travel, reimbursement will be limited to what it would have cost the Government had the dependents traveled directly from the old PDS to the new PDS.
 3. Household Goods (HHG) Entitlement. The member may place HHG into non-temporary storage and/or may ship a portion thereof to the TDY location. The total HHG weight to the TDY location may not exceed the TDY HHG weight allowance contained in the [JTR](#), Table 2-25. The member may ship HHG to the new PDS from the old PDS or from non-temporary storage once the new PDS is identified.
 4. Privately Owned Vehicle (POV) Shipment Entitlement. A member whose old PDS is OCONUS may have a POV shipped to CONUS in accordance with the [JTR](#), Paragraph 0530. Since the new PDS is not known prior to traveling on a PCS/TEMUINS order, a member may be responsible for any excessive POV transportation costs in accordance with the [JTR](#), Paragraph 053001-B8.
- C. TDY Entitlements. All members with dependents will be issued this type of order to a class "A" school of less than 20 weeks. A member traveling under a TDY order must return to the old PDS prior to departing to the new PDS upon completion of training. A member may request PCS/TEMUINS orders, through the chain of

command, when the dependents do not reside with the member, or when the dependents do not wish to remain at the old PDS while the member undergoes training.

1. Member's Travel Entitlement. Order issuing authority normally directs the mode of transportation a member will use for travel to the TDY location, which will usually be Government procured air transportation. A member may request POV travel for their own convenience, however, reimbursement of the TDY mileage rate is limited to the policy-constructed cost for air transportation and only one day of travel would be authorized.
2. Dependent Travel Entitlement. The member is not entitled to travel allowances on behalf of the dependents under these TDY orders.
3. HHG Entitlement. The member may ship HHG to the TDY location, however, the total weight may not exceed the TDY HHG weight allowance contained in the [JTR](#), Table 2-25.
4. As determined by the Secretary of Homeland Security, all class "A" schools located in Elizabeth City, NC are considered TDY regardless of the duration.

0323

Reserve Component (RC) Member.

- A. When a member's primary residence/home/PLEAD is not within the corporate limits of the same city/town but is within the local area as defined in Paragraph 020603-A, of this manual, or the member commutes back and forth, one round-trip during the active duty period may be reimbursed through the local claim process using the applicable TDY mileage rate determined by odometer reading; per diem would not be authorized.
- B. A member ordered to active duty for training for less than 140 days may be authorized TDY travel and transportation allowances for TDY performed outside the local area of their primary residence/home/PLEAD. Regardless of the travel distance, per diem is not authorized during annual training when Government quarters and messing are available on (not near) the normal drilling installation. Active duty for training in a TDY status for more than 139 days up to 180 days requires authorization or approval by the Secretary of Homeland Security, active duty for training in a TDY status in excess of 180 days requires authorization or approval by [DTMO](#). Normally, PCS travel and transportation allowances are authorized for any active duty for training in excess of 139 days.
- C. Active duty for other than training in a TDY status for more than 180 days requires authorization or approval by [Commandant \(CG-133\)](#). Normally, PCS travel and transportation allowances are authorized for any active duty for other than training in excess of 180 days. There is an exception to the 180 day rule for members ordered to active duty in support of a Contingency Operation. Refer to Paragraph 4950, for

members under a TDY in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days.

D. In addition to the criteria to determine the primary residence/home contained in the [JTR](#), Appendix A (definition of primary residence/home of reserve component member), one of the following documents must be reviewed to determine the location of the member's primary residence/home prior to entering active duty:

1. A lease, rental agreement, or mortgage in the member's name;
2. Proof of civilian employment;
3. Driver's license;
4. Voter's registration card; or
5. Utility bills.

Note: Refer to Figure 2-1 (pg. 2-8) to determine the entitlement to per diem. The primary residence/home/PLEAD can only change if there is a break of active duty exceeding one full day (24 hours).

032304 IDT outside the Normal Commuting Distance.

Travel and Transportation allowances are not authorized when a Reserve member travels from home to their drilling unit to perform IDT, unless otherwise authorized or approved by [Commandant \(CG-133\)](#) for eligible members in accordance with the [JTR](#), Paragraph 032304.

033007 Medical Specialty Care Travel of More Than 100 Miles.

The Coast Guard Authorization Act of 2010, Pub. L. No. 111-128, 124 Stat. 2909, signed into law on 15 October 2010 authorizes reimbursement for travel to specialty care less than 100 miles for a beneficiary and one necessary attendant residing on an island in CONUS which lacks public access roads to the mainland. The beneficiary must be enrolled in TRICARE Prime and referred to a specialty care provider by a primary care physician.

033102 Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS.

The use of Air Mobility Command (AMC) transportation to overseas destinations is frequently the most economical means and should be utilized when cost effective. For additional information refer to Air Mobility Command's website <http://www.amc.af.mil/amctravel/index.asp>.

033201 Travel of a Designated Individual for the Health and Welfare of a Wounded or Ill Service Member.

[CG PSC-psd-fs \(Casualty Matters\)](#) may authorize or approve travel for more than three designated individuals in extenuating circumstances. No more than three round-trips may be authorized in any 60-day period except when [CG PSC-psd-fs \(Casualty Matters\)](#) authorized or approved travel for more than three designated individuals. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant.

033202 Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet.

[CG PSC-psd-fs \(Casualty Matters\)](#) may authorize or approve travel. An individual is not authorized to receive dual entitlements at the same time to serve as a non-medical attendant and a designated individual in the [JTR](#), Paragraph 0332. However, a designated individual under the [JTR](#), Paragraph 0332 who remained to assist the member with continued outpatient treatment after the member was released from the hospital may continue to receive per diem if designated as a non-medical attendant.

033401 Service Member Personal Emergency Travel While on TDY.

A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port is authorized round-trip personal emergency travel and transportation allowances between the TDY/unit location or the ship to the PDS or home port. Travel and transportation to another location is limited to the cost between the TDY/unit location or the ship to the PDS or home port. Travel time is not chargeable as leave. Time spent at the emergency leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is authorized during travel but is not authorized at the emergency leave location.

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Chapter 4: Government-Funded Leave040201 Transportation in Personal Emergencies.

- A. Funded round-trip transportation may be provided to eligible members and dependents described in the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Article 2.A.5.d., incident to emergency leave granted in accordance with the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Article 2.A.7.
- B. Air is the only authorized transportation mode. Reimbursement is authorized only for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination to the airport is not authorized.
- C. Travel time is not chargeable as leave. Time spent at the emergency leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or at the emergency leave location.

040401 Funded Environmental and Morale Leave (FEML) Transportation.

- A. Transportation entitlements are from the PDS to the authorized FEML destination as listed on [DTMO](#)'s website. An alternate destination may be selected by the member and eligible dependent, not to exceed the costs of travel to the authorized destination. Any additional costs to travel to an alternate destination are the member's responsibility. City-pair airfares are authorized if travel to the alternate destination is less expensive than travel to the authorized destination.
- B. FEML funding requests are sent to Commandant (DCMS-831) through [CG PSC-psd-fs](#). The request must include the member's name/EMPLID/unit, dependent's name, authorized or alternate destination, dates of travel, and estimated travel costs.
- C. Travel time is not chargeable as leave. Time spent at FEML destination is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or at the FEML destination.

040501 Rest and Recuperation (R&R) Leave.

- A. R&R leave transportation may be authorized by the Area or District Commander for a member assigned to an authorized R&R location as listed in the [JTR](#), and the assigned tour length meets the criteria contained in the [JTR](#), Paragraph 0405. The transportation entitlement is from the PDS to the authorized R&R destination as listed in the [JTR](#), Table 4-11. An alternate destination may be selected by the member not to exceed the costs of travel to the authorized destination. The member is responsible for any excessive costs. City-pair airfares are authorized if travel to the alternate destination is less expensive than travel to authorized destination.

- B. Travel time is not chargeable as leave. Time spent at the R&R leave location is chargeable as leave, unless otherwise authorized administrative absence up to 15 calendar days by [Commandant \(CG-13\)](#). Reimbursement for per diem (lodging and meals) is not authorized during travel or at the R&R destination.

Chapter 5: Permanent Duty Travel (PDT)050105 Temporary Lodging Expense (TLE).

TLE is intended to partially pay for lodging and meal expenses when a member and/or dependents occupy temporary quarters in CONUS due to a PCS. TLE is limited to 10 days for a member with a PCS order to a CONUS PDS and 5 days to an OCONUS PDS, unless a temporary increase in the amount of TLE days is authorized for a location listed in the [JTR](#), Table 5-14. Requests for individual increases cannot be authorized or approved. TLE is not authorized on any day for which per diem is paid.

050203 Privately Owned Vehicle (POV).

The payment of MALT may be authorized or approved by [Commandant \(CG-133\)](#) for the use of more than two POVs during PCS travel when one or more of the conditions contained in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.A.16](#) are met.

050205 Authorized Travel Time.

Travel time under PCS orders is counted in whole days. The day of detachment from the PDS will in all cases be a day of duty.

- A. A member is not authorized reimbursement for PCS travel when the old and new PDSs are within the local area of each other and/or residence relocation is unnecessary because the residence is within the local area of the new PDS, refer to Paragraph 0519 and Figure 5-1.
- B. Additional travel time may be authorized or approved by the member's new Commanding Officer when actual travel exceeds authorized travel time for reasons beyond the member's control such as natural disasters (e.g., hurricanes, floods, fires, etc.) not to include normal regional weather conditions, restrictions by Government authorities, and difficulties in obtaining fuel for a POV. When approved by the receiving Commanding Officer members who elect and are authorized to travel via the Alaska Marine Highway System (AMHS) ferry may be granted non-chargeable absence for any additional days spent en route waiting for a scheduled or delayed ferry. Additional travel days and entitlements are not authorized.
- C. Travel time for a member separating/retiring is not authorized because PCS travel time is a constructed time based on the effective date of orders. In accordance with the [JTR](#), Appendix A, the effective date of orders for a member separating/retiring is the last day of active duty.

050406 Service Member Attains Eligibility for Dependent Travel.

A member who acquires a dependent, on or before the PCS order effective date is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, not to exceed the travel and transportation allowances for travel from the old PDS to the new PDS unless otherwise authorized in the [JTR](#). Command sponsorship is required for dependent travel to an OCONUS PDS and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.

0505 Dislocation Allowance (DLA).

- A. When a dependent does not move with the member, DLA at the without rate is authorized when the member is not assigned Government quarters at the new PDS. If the dependent moves at a later date, the member may be paid the difference between DLA with and without.
- B. A member is normally authorized only one DLA during a fiscal year, [CG PSC-psd-fs](#) may authorize or approve a second DLA payment in one fiscal year.
- C. A member assigned PCS to a ship is authorized DLA when:
 - 1. The member has no dependents (this does not include a member with dependents who elects not to move their dependents in connection with a PCS); and
 - 2. Elects not to occupy assigned shipboard quarters for a member above E-5, or an E-4 or E-5 authorized BAH who occupies private sector housing ashore.

Note: A geographic bachelor assigned to a ship that does not relocate their dependents in connection with a PCS is not authorized DLA.
- D. DLA is not authorized in connection with a PCS from home or from the PLEAD to the first PDS unless the member has dependents that relocate. This would include a reserve member issued a long-term active duty PCS order that is not currently serving on a long-term active duty PCS order.
- E. A member married to member couple (with or without dependents) who both relocate in connection with a PCS during the same assignment season, from the same residence at the old PDS to the same residence at the new PDS, are only authorized the applicable DLA rate (with or without dependents) to one of the members, not both. An exception to this rule may be authorized by CG-133 if the member that remained at the old PDS was required to establish a new non-temporary residence and had a separate HHG shipment.

050804 Early Return of Dependents (ERD).

The [JTR](#), Paragraph 050804 covers situations in which a dependent's early return travel, under certain circumstances, before the member's PCS, is in the Government's best interest.

- A. ERD requests are submitted to [CG PSC-psd-fs](#) using the [OCONUS Early Return of Dependents –Request for TONO/LOA, Form CG-2026](#).
- B. If, in the event of a custody agreement change or other legal arrangements, a former family member (other than the spouse) again becomes a dependent of the member, [Commandant \(CG-133\)](#) may authorize return travel to the member's OCONUS PDS. Command sponsorship is required for dependent travel to an OCONUS PDS and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.

050812 Consecutive Overseas Tour Leave.

- A. COT leave travel authorization applies to a member and eligible dependents stationed OCONUS and ordered to another (or the same) OCONUS PDS. Command sponsored dependents must have accompanied the member for both tours.
 - 1. In-Place COT (IPCOT). Personnel who receive consecutive tours of duty at the same OCONUS PDS must have completed their initial tour length to include any extensions and their new assignment must be for the tour length published by Commander (CG PSC-opm) or Commander (CG PSC-epm) as mentioned in [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Articles 1.A.4.a.(1)-(3) for officers and Article 1.A.4.b for enlisted, to be entitled to IPCOT leave travel. The member must complete the first overseas tour regardless of billet reassignment at the PDS to qualify for IPCOT leave travel.
 - 2. COT. Personnel who receive a PCS order between OCONUS PDS are entitled to COT leave travel when:
 - a. One tour is unaccompanied; or
 - b. Both tours are served accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied (without dependent) tour lengths for the PDSs published by Commander (CG PSC-opm) or Commander (CG PSC-epm) as mentioned in [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Articles 1.A.4.a.(1)-(3) for officers and Article 1.A.4.b. for enlisted. The total time to be served at the PDSs for single members without dependents must equal the sum of the without dependent tour lengths for the PDSs to be eligible for COT leave travel and transportation.

Note. The tour lengths (with or without dependents) contained in the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#) govern COT/IPCOT leave travel eligibility; any deviation in tour lengths (e.g., short tours) could adversely affect eligibility.

- B. The authorized COT/IPCOT leave travel destination is the member's HOR or an alternate location to which travel is no more expensive than to the HOR. The member is responsible for the additional travel costs if travel to the alternate location is more expensive than travel to the HOR unless travel to the alternate location is authorized or approved by [Commandant \(CG-133\)](#). City-pair airfares are authorized if travel to the alternate location is less expensive than travel to the HOR or if the alternate location is authorized by [Commandant \(CG-133\)](#).
- C. COT travel performed by POV may be authorized or approved by [Commandant \(CG-133\)](#) if determined to be cost advantageous to the Government. If POV use is authorized or approved the member is authorized MALT plus per diem. If a POV is used for PCS travel between two OCONUS PDSs without authorization or approval the member's reimbursement is limited to the policy-constructed airfare contained in the [JTR](#), Appendix A. Authorization by [Commandant \(CG-133\)](#) is not required when POV travel is performed within the same non-U.S. Country to include a U.S. territory/possession or within the same U.S. State. Return travel from a COT leave location to an old PDS to drive a POV to the new PDS may be authorized or approved by [Commandant \(CG-133\)](#) if determined to be cost advantageous to the Government.
- D. COT leave travel is meant to be taken between two OCONUS tours in connection with PCS travel and should only be deferred when the member is operationally unable to travel to the HOR or an alternate location en route. Commands should counsel detaching personnel eligible for COT leave travel as to this requirement. Deferral of COT leave travel for an eligible traveler that travels through CONUS (not to include normal layovers spent in a CONUS airport for connecting flights), or through or near an OCONUS HOR may only be authorized by [Commandant \(CG-133\)](#). Commands have no authority to authorize deferral of COT leave travel for an eligible traveler that travels through CONUS, or through or near an OCONUS HOR. Commands must ensure COT leave travel deferrals not requiring authorization by [Commandant \(CG-133\)](#), are only being authorized for members who are operationally unable to travel and not primarily for member's convenience. Members are not authorized to accumulate multiple COT leave travel entitlements to include any previously approved COT leave travel deferrals.
- E. Travel time is not chargeable as leave. Time spent at the COT leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is authorized during travel but is not authorized at the COT leave location.

050814 Dependent-Restricted Tour.

A member ordered PCS to an unaccompanied tour at an OCONUS PDS or to an unusually arduous sea duty vessel is entitled to dependent travel and transportation from the old PDS to the new PDS, or to the designated place in CONUS or a non-foreign OCONUS area if one of the criteria contained in the [JTR](#), Paragraph 050814-B2 is met, or to a foreign location justified under unusual conditions or circumstances and authorized or approved by [Commandant \(CG-133\)](#). The Commandant has designated Maritime Security Cutters Large (WMSL), High Endurance Cutters (WHEC), Medium Endurance Cutters (WMEC), and Polar Class Icebreakers (WAGB) as unusually arduous sea duty vessels.

050816 Dependent Student Travel (DST).

- A. Funding requests for eligible dependents are sent to Commandant (DCMS-831) through [CG PSC-psd-fs](#) at least 30 days prior to the scheduled commencement of travel. The request must include:
1. The member's name/EMPLID/unit;
 2. Name and birth date of the dependent student;
 3. The name and location of the institution being attended, and a statement that the institution accreditation has been verified;
 4. Certification that the student was a dependent (see the definition of dependent in the [JTR](#), Appendix A) on the effective date of the PCS order directing the member to the OCONUS location and still qualifies as a dependent; and
 5. Requested travel dates, estimated travel costs, and a statement that the trip being requested is the only one for this specific dependent during the fiscal year in which the travel will be performed.
- B. An unmarried dependent child under the age 23 who graduates, quits, or is separated from the school and no longer qualifies as a dependent due to age is authorized a return trip to the member's OCONUS PDS, travel must be performed within 30 days following the separation from school. Extensions to the 30-day time period may be authorized or approved by [Commandant \(CG-133\)](#) when the child is unable to travel due to extenuating circumstances such as an illness or the inability to schedule travel during peak travel periods. No additional travel during the same fiscal year will be authorized if the dependent re-enrolls in school.

051002 Service Member Separates or is Released from Active Duty, Excluding a Discharge with Severance or Separation Pay.

- A. Travel to a processing station is not authorized for a member separating in accordance with the [JTR](#), Paragraph 051002.
- B. Travel by the member and dependents must be completed to the HOR or place from which call/ordered to active duty (PLEAD) before the 181st day following separation. If completion of travel before this time imposes a severe hardship on the separated member and dependents, a time limit extension may be authorized or approved for a specific period of time by [Commandant \(CG-133\)](#). A copy of the separation order must be included along with the justification for the extension no earlier than 90 days prior to the initial expiration date. Members must file a travel voucher within 30 calendar days after completing travel in conjunction with separation.
- C. A member must actually establish a permanent residence at the HOR or PLEAD to be entitled to travel and HHG transportation.
- D. A member who separates from active duty to continue military service in the reserve component is authorized PCS allowances based on travel from the last PDS to the HOR or the PLEAD, not to the Selected Reserve drilling location.

051003 Service Member on Active Duty who Retires, is Placed on the TDRL, is Discharged with Severance or Separation Pay, or is Involuntarily Released with Readjustment or Separation Pay and Associated Dependent Travel.

- A. Travel to a processing station may be authorized for a member separating/retiring in accordance with the [JTR](#), Paragraph 051003. Per diem at the processing point is authorized only for a member retiring from a foreign location and issued a TDY order in accordance with the [Military Separations Manual, COMDTINST M1000.4 \(series\)](#), Article 1.C.1.e, per diem is not be authorized for dependents while at the TDY processing station. PCS allowances (MALT and per diem) are authorized for the member and dependents from the foreign PDS to the home of selection via the TDY processing station.
- B. Travel by the member and dependents must be completed to the HOS within one year after active duty termination. If completion of travel before this time imposes a severe hardship on the separated/retired member and dependents, a one-year extension may be authorized or approved by [Commandant \(CG-133\)](#). A copy of the separation or retirement order must be included along with the justification for the extension no earlier than 90 days prior to the initial expiration date. Member must file a travel voucher within 30 calendar days after completing travel.
- C. A member must establish a permanent residence at the HOS to be entitled to travel and HHG transportation.

051201 PCS Order and The Impact on Allowances.

There may be circumstances when a command determines that POV travel is unsafe or impracticable (e.g., Alaska in the winter), in which case the member will be reimbursed for travel performed by the directed mode. Normally, travel by POV in CONUS is the authorized travel mode. Dependents cannot be directed to use a specific travel mode. POV travel through CONUS is not authorized for a consecutive overseas tour (COT) PCS order unless in accordance with Paragraph 050812-C, POV travel is authorized or approved by [Commandant \(CG-133\)](#) because it has been determined to be cost advantageous to the Government.

0519 Local Moves.

A member is not entitled to travel and transportation allowances (e.g., HHG move, DLA, MALT plus per diem, travel time, TLE) if the PCS is considered short distance in nature (i.e., old and new PDSs are within the local area of each other as defined in Paragraph 020603-A and Figure 5-1 (pg. 5-9) and/or residence relocation is unnecessary because the residence is within the local area of the new PDS. In accordance with the [JTR](#), Paragraph 051901-A, [Commandant \(CG-133\)](#) may authorize or approve a local short distance HHG move to include DLA in connection with a PCS order when the member's residence or old PDS are within the local area of the new PDS and household relocation is mission essential, in the Government's best interest, and not primarily for the member's convenience, this would include a short distance HHG move for a member when the new or old PDS is an Unusually Arduous Sea Duty vessel in accordance with the [JTR](#), Paragraphs 050907 and 051901-A1. Due to limitations with the PCS assignment operating system there may be times when a PCS order is issued with funding but the member is not entitled to PCS allowances.

052901 Shipment of a POV at Government Expense.

A member ordered on a PCS between CONUS PDSs may be authorized by [Commandant \(CG-133\)](#) transportation of one POV from the old CONUS PDS to the new CONUS PDS when:

- A. The member is physically unable to drive as documented by a competent medical authority (i.e., a licensed medical practitioner); or
- B. There is insufficient time for the member to drive and report to the new PDS as ordered. A statement is required from the departing and reporting commands that the member is unable to take the applicable travel time to safely travel by POV because of operational reasons.

Note: A dependent's inability to drive does not satisfy this criterion.

052902 Shipment of a POV by the Service Member.

When eligible, personally procured POV transportation reimbursement must be authorized on the PCS order to include the computation. Computation examples can be found in the [JTR](#), Paragraph 052902-B. Costs associated with personally towing a vehicle are not reimbursable travel expenses (e.g., auto transporter, tow dolly/hitch). Additional guidance can be found in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.A.11](#)

053001 Authorized Shipment of a POV at Government Expense.

- A. Selection of authorized port of embarkation/debarkation (POE/POD) will be made after consideration of costs (transoceanic commercial carrier) and authorized location of delivery/pickup of a POV. See the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.A.12](#) for designated and authorized alternate POD/POE/Vehicle Processing Centers (VPC). Designated passenger POE, POD, and VPC are considered the closest POE, POD, and VPC servicing a member's old and new permanent duty station (PDS). If the designated POE/POD/VPC are within the local area of the PDS, no additional PCS travel time is authorized. If the designated POE/POD/VPC are outside the local area of the PDS, PCS travel time is constructed based on the total overland distance (i.e., outside the local area of PDS up to 400 miles equals one additional travel day, 401 miles up to 750 miles equals two additional travel days, etc.).
- B. Allowance for POV Delivery Pick up or Drop Off. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the TDY automobile mileage rate to deliver and pick-up a POV at the designated VPCs. PCS travel time is authorized, however, per diem is not.

Determining the PDS Local Area and the Entitlement to PCS Allowances

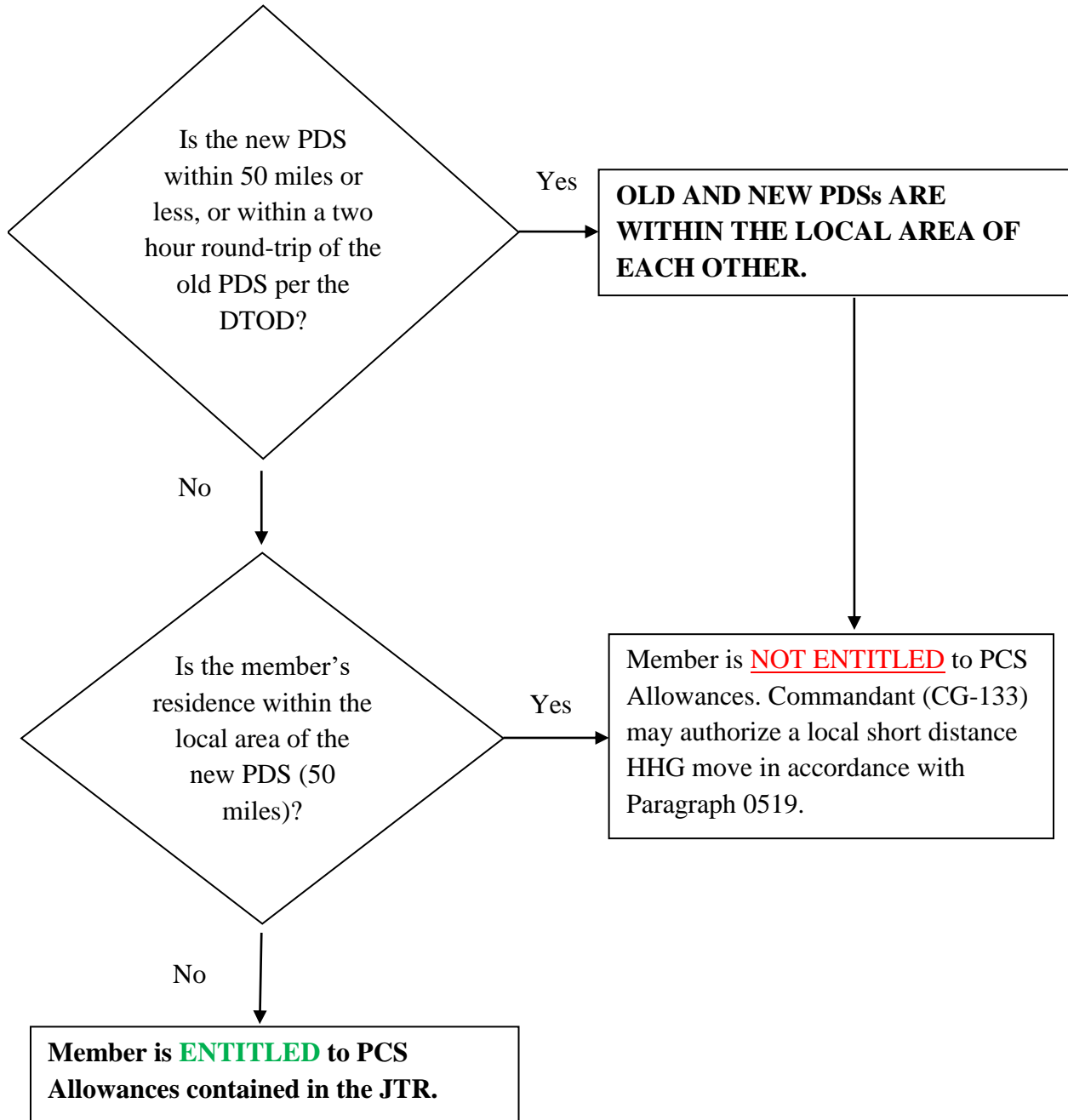


FIGURE 5-1

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Chapter 6: EVACUATION TRAVEL060101 Authority to Order an Evacuation.

- A. OCONUS. The decision to evacuate a dependent from a foreign location rests with the Department of State (DoS) in consultation with the senior defense official in country or in theater in accordance with the JTR, Table 6-2. The decision to evacuate a dependent from an OCONUS non-foreign area rests with the applicable Area/District Commander and/or Commandant (CG-133).
1. Commandant (CG-133) following Secretary of State authority may authorize or approve an alternate safe haven in a foreign location. The authority that ordered the evacuation or Commandant (CG-133) may authorize or approve an alternate safe haven in CONUS or non-foreign OCONUS location.
 2. Commandant (CG-133) determines when a member may or must select a designated place for their dependent.
 3. The authority that ordered the evacuation or Commandant (CG-133) may terminate the evacuation and authorize the dependent's return to the location from which the evacuation occurred.
- B. CONUS. The decision to evacuate a dependent from a CONUS area to a safe haven rests with the individuals designated in the JTR, Table 6-2. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making the evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, Commandant (CG-133) may authorize the dependent be evacuated to a designated place.
1. The authority that ordered the evacuation normally issues the evacuation written orders for the dependent. The Area/District or assigned fund managers will provide the accounting lines.
 2. The authority that ordered the evacuation or Commandant (CG-133) must name the original safe haven location. A safe haven located OCONUS will not be named without authority from Commandant (CG-133).
 3. The authority that ordered the evacuation or Commandant (CG-133) may authorize or approve an alternate safe haven in CONUS.
 4. The authority that ordered the evacuation or Commandant (CG-133) may terminate the evacuation and authorize dependent's return to the location from which they were evacuated.

060102 Identifying Evacuees.

A. OCONUS.

1. The evacuation applies to:
 - a. A command and a non-command sponsored dependent residing in the local area of the member's PDS at the time of the evacuation. A non-command sponsored dependent is authorized transportation only, no safe haven allowances.
 - b. A command sponsored dependent en route to the member's PDS to establish a permanent residence with the member;
 - c. A dependent student authorized to travel to the member's PDS in accordance with the [JTR](#), Paragraph 050816.
 - d. A dependent who resides in the local area of the member's former PDS or authorized designated place following the member's assignment elsewhere.

Note: A dependent of a reserve member not on active duty is not authorized evacuation allowances.

2. The statute pertaining to a dependent's evacuation does not apply to the member. A member, ordered to depart an area being evacuated, must be issued a TDY or PCS order.

Note: Reserve component members not on active duty are not authorized TDY orders in connection with an evacuation, nor is there authorization to issue an active duty order for the sole purposes of evacuating.

3. Active Duty Member dependents ordered to evacuate will travel under their sponsors' travel orders. The orders must specifically authorize use of the CBA and the transportation tickets must be charged to the CBA when a TMC is available to make travel arrangements; use of the member's IBA is not authorized. For single parents or members married to members the AO may authorize travel of an escort for a dependent incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances in accordance with the [JTR](#), Paragraph 0602.
4. Commandant (CG-832) manages the funds for OCONUS evacuations.

- B. CONUS. For single parents or members married to members the AO may authorize travel of an escort for a dependent incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances in accordance with the [JTR](#), Paragraph 060203.

060103 Choosing an Evacuation Destination.

- A. When an evacuation of the member's OCONUS PDS is ordered a command sponsored dependent en route must remain where they are (interim safe haven) awaiting a decision from the applicable Area/District Commander or [Commandant \(CG-133\)](#), authorizing their onward travel to the OCONUS PDS, to another safe haven, or to a designated place.
- B. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS when authorized by [Commandant \(CG-133\)](#).

060107 Who Can Terminate Evacuation Allowances.

- A. Who Terminates Evacuation Status and Authorizes Return.
 - 1. When the authority that ordered the evacuation or [Commandant \(CG-133\)](#) determines, on an individual basis, that the dependent's situation does not warrant additional reimbursement assistances;
 - 2. When the member departs from the OCONUS PDS from which the dependent's evacuation was ordered except when authority for evacuation safe haven allowance is extended by [DTMO](#) or the member dies;
 - 3. When the evacuation has been for a period exceeding 180 consecutive days unless extended by [Commandant \(CG-133\)](#);
 - 4. When the dependent departs the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or
 - 5. On the expiration date established by the authority that ordered the evacuation or [Commandant \(CG-133\)](#).
- B. A command sponsored dependent at a safe haven must comply immediately when [Commandant \(CG-133\)](#) determines that a designated place be selected. Safe haven allowances will terminate on the date specified in [Commandant \(CG-133\)](#) designated place determination. Safe haven allowance at the designated place may be authorized up until the dependent occupies a permanent residence, not to exceed 30 days.

Note: The procedures to issue and process dependent evacuation orders are contained in the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 2](#).

060205 Allowances While at the Safe Haven.

- A. An evacuated command sponsored dependent (to include a dependent student) is authorized safe haven allowances computed using the 'Lodging Plus' computation for each day in an evacuation status. AEA does not apply to an evacuation. A non-command sponsored dependent is not authorized safe haven allowances.
1. If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. However, the dependent would be entitled to the daily M&IE rate.
 2. [Commandant \(CG-13\)](#) may authorize or approve the full safe haven allowance after the initial 30-day period, without authorization or approval the reduced safe haven allowance applies on the 31st day, not to exceed 150 consecutive additional days. The authority who ordered the evacuation must ensure evacuees are notified of per diem reductions occurring after the initial 30-day period.

Note 1: A dependent age 12 or older is authorized the full safe haven evacuation allowance amount (100% of the locality per diem rate), a dependent under 12 is authorized a safe haven allowance not to exceed 50% of the locality per diem rate. After the initial 30-day period, a dependent age 12 or older is authorized 60% of the locality per diem rate and a dependent under 12 is authorized 30% of the locality per diem rate.

Note 2: The procedures to issue and process dependent evacuation orders are contained in the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 2.](#)

Chapter 8: COST-OF-LIVING ALLOWANCE (COLA) IN THE CONTINENTAL UNITED STATES (CONUS)

0801 COLA for Service Members Assigned to High-Cost Areas in the CONUS (CONUS COLA).

- A. While in the accession training pipeline (Training Pipeline includes members who are under instruction at initial Basic Training as well as members who report to a Class “A” School (less than 20 weeks) upon completion of Recruit Basic Training). Members in the training pipeline do not have a permanent duty station. Only Coast Guard ET, HS, and IT Class “A” Schools are PCS assignments; all others are TDY assignments and treated as under 20 weeks, regardless of actual duration.
1. Members without Dependents. Effective on the reporting date to the accession training location, a new member ordered to active duty is authorized CONUS COLA at the without dependent rate for the duty location. The rate will change on the member’s arrival day at each duty location until the member arrives at the initial PDS (i.e., reporting to Class “A” School will result in COLA based upon Class “A” School location in accordance with the [JTR](#), Paragraph 080103-C1). Reserve members on Initial Active Duty for Training (IADT) orders are not authorized CONUS COLA for any active duty time when the order to active duty is for less than 140 days in accordance with the [JTR](#), Paragraph 080401. Effective on the reporting date to the accession training location, a member paying child support and in receipt of BAH-DIFF will be authorized CONUS COLA at the without dependent rate for the accession training location in accordance with the [JTR](#), Paragraph 080201.

Note: Please follow guidelines within [CG Pay Manual, COMDTINST M7220.29 \(series\)](#) Chapter 3.B.6.(b).(1) concerning BAH-DIFF when a member is authorized housing allowance solely on the payment of child support while assigned to single-type Government owned quarters.
 2. Members with Dependents. The member may elect the ‘with dependent’ rate for the duty location or the primary dependent’s location. If the primary dependent’s location rate is selected, the rate is based on the primary dependent’s location until the day before the member’s arrival day at the initial PDS in accordance with the [JTR](#), Paragraph 080103-C2. Members who have dependents residing in an OCONUS location are only authorized COLA based upon the accession training pipeline location. Reserve members on IADT orders are not authorized CONUS COLA for any active duty time when the order to active duty is for less than 140 days in accordance with the [JTR](#), Paragraph 080401.
- B. While attending Class “A” School (less than 20 weeks) after the member has reported to their first PDS.
1. Members without Dependents. Members will be authorized COLA at the without dependent rate for Class “A” School location, effective on the reporting date. A

member paying child support and in receipt of BAH-DIFF will be authorized CONUS COLA at the without dependent rate for the Class “A” School location.

2. Members with Dependents. Members will be authorized COLA based upon the PDS for which the member was ordered to Class “A” School. When the member receives their Class “A” School order, if the member has a BAH protection memorandum from [CG PSC-PSD-fs](#) or [Commandant \(CG-133\)](#) basing BAH and COLA on their dependent location, these rates will continue while the member is in school.

080104 Secretarial Waiver When the Primary Dependent does not reside at the CONUS PDS.

A member is only authorized to receive one CONUS COLA rate, which is normally based on the member’s PDS or ship’s home port. A member authorized a dependent’s designated place in accordance with Paragraph 5116 may request CONUS COLA based on the location of their primary dependent. Refer to the [JTR](#), Paragraph 080101-F, for the definition of primary dependent.

080105 Concurrent Payment of OCONUS CONUS and CONUS COLA.

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate and a CONUS COLA at the with-dependent rate applicable for the CONUS dependent’s designated place. This may occur only if there are no command sponsored dependents residing OCONUS with the member.

080202 Effects of Physical Custody of a Child on CONUS COLA.

A member who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

- A. Member must be authorized BAH; and
- B. Physical custody must be for a minimum of 90 consecutive days (excluding breaks for five days or less).

080205 Government Defers Dependent Travel.

A. When the Government defers dependent travel at the Government’s expense to a member’s new PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new PDS.

1. If the dependent residence is located at the member’s old CONUS PDS, CONUS COLA for that PDS continues.

2. If the dependent is located other than at the member's old CONUS PDS, start CONUS COLA for that location.
- B. CONUS COLA payment based on the dependent's location continues for up to 60 days after dependent travel is authorized unless an extension for a longer period is authorized by [Commandant \(CG-133\)](#).

080304 Service Member Whose PDS is Evacuated.

A member, whose dependent receives an evacuation order, continues to receive CONUS COLA at the with-dependent rate for the PDS, unless a designated place for their dependent is authorized or approved by [Commandant \(CG-133\)](#). When such a determination is made, authority for CONUS COLA at the with-dependent rate based on the location of the dependent's designated place begins on the day after the day on which the per diem at the designated place terminates.

080401 Reserve Member.

A reserve member called/ordered to active duty for more than 139 days or in support of a Contingency Operation for any duration is authorized CONUS COLA for the location of their primary residence/home beginning on the first day of active duty. The primary residence/home can only change if there is a break of active duty exceeding one full day (24 hours). If the reserve member is authorized PCS HHG transportation, CONUS COLA is based on the member's PDS on the actual reporting and departing dates. If a reserve member receives an order amendment extending the assignment, the prospective (new) active duty period from the amendment date determines the CONUS COLA authorization.

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Chapter 9: COST OF LIVING ALLOWANCE OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS COLA) AND TEMPORARY LODGING ALLOWANCE (TLA)

090102 OCONUS COLA General Information.

- A. While in the accession training pipeline (Training Pipeline includes members who are under instruction at initial Basic Training as well as members who report to a Class “A” School (less than 20 weeks) upon completion of initial Basic Training). Members in the training pipeline do not have a permanent duty station. Only Coast Guard ET, HS, and IT Class “A” Schools are PCS assignments; all others are TDY assignments and treated as under 20 weeks, regardless of actual duration.
1. Member without Dependents. The Coast Guard does not have OCONUS training locations so therefore no pipeline training will be conducted in an OCONUS location.
 2. Member with Dependents. Members who have dependents located OCONUS while in the training pipeline are ineligible for OCONUS COLA as those dependents are not command sponsored in accordance with [JTR](#), Paragraph 090203. The member does not have an OCONUS PDS so bona fide resident qualification does not apply.
- B. While attending Class “A” School (less than 20 weeks) after the member has reported to their first PDS.
1. Member without Dependents. The Coast Guard does not have OCONUS training locations so therefore no pipeline training will be conducted in an OCONUS location. Member will be authorized CONUS COLA at the without dependent rate for Class “A” School location, effective on the reporting date.
 2. Member with Dependents. If the member’s PDS is an OCONUS location then OCONUS COLA will continue if the dependents were command sponsored and still reside in the vicinity of the OCONUS PDS. If the dependents relocate from the OCONUS PDS to a residence in CONUS, CONUS COLA will be paid based upon the dependents’ CONUS location, only if there is no command sponsored dependent residing OCONUS with the member, and reduced OCONUS COLA rate for member based upon the availability of government quarters and government dining facility in accordance with the [JTR](#), Paragraph 090204.

090203 OCONUS COLA for Service Member with a Dependent.

OCONUS COLA at the with dependent rate is terminated effective on the dependent’s departure date incident to an evacuation unless a designated place for their dependent is authorized or approved by [Commandant \(CG-133\)](#). When such a determination is made, authority for OCONUS or CONUS COLA at the with-

dependent rate is based on the location of the designated place for the primary dependent, COLA begins the day after the day on which the per diem at the designated place terminates. TLA is not payable incident to an evacuation.

090207 Fractional Cost of Living Allowance (COLA) for a Service Member without a Dependent.

A reduced OCONUS COLA is paid to a member without dependents or without command sponsored dependents at the OCONUS PDS when both Government quarters and Government dining facility/mess are available.

- A. The rates for reduced OCONUS COLA are contained in the [JTR](#), Paragraph 090204-A.
- B. The presence of a non-command sponsored dependent at or near the OCONUS PDS is not a reason for a member to receive OCONUS COLA at the 0-dependent rate, reduced OCONUS COLA would apply.
- C. A member who has Government quarters available but whose commanding officer furnishes a statement that Government dining facility/mess use is impractical, is authorized OCONUS COLA at the 0-dependent rate, reduced OCONUS COLA would not apply. A commanding officer cannot determine that Government dining facility/mess use is impractical for a member who routinely eats two or more meals a day in a Government dining facility/mess. Refer to the [JTR](#), Paragraph 090204-B, for other reduced OCONUS COLA exceptions.

090302 TLA Authority Responsibilities.

- A. The senior commander in a country/area is the OCONUS TLA Authority and must issue written TLA guidance. Additional responsibilities of the OCONUS TLA Authority are contained in the [JTR](#), Paragraph 090302.
- B. TLA Payment Approving/Authorizing Officials (PAO) must be in the pay-grade of E-6 or GS-7 and above, possess a competent understanding of the TLA regulations contained in the [JTR](#), Chapter 9 and PAO responsibilities and liabilities contained in the [Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#), Chapter 1, and designated by the unit commander. In accordance with the TLA Field User Guide available on [CG FINCEN](#)'s website, TLA PAO designation memos are submitted to [CG FINCEN](#) (CC) through [Commandant \(CG-133\)](#) and [CG FINCEN \(OPA-MT\)](#).
- C. For TLA purposes a member paying child support is a member without dependents unless the member has command sponsored dependents at the OCONUS PDS other than the dependents on whose behalf the member is paying child support.

090310 Special TLA Requests (TLA Special).

TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by [DTMO](#) when the lodging costs in a specific area are anticipated to escalate due to a forthcoming special event. Request must be submitted through [Commandant \(CG-133\)](#) and include the date of an event, hotel prices (U.S. currency) before and anticipated during the event from at least five to seven different hotels located in the affected area, the number of authorized travelers and dependent's age, locations affected, recommended lodging amounts, and documentation indicating the forthcoming special event occurrence. Examples of one-time special events that warrant TLA-Special are listed in the [JTR](#), Paragraph 090310.

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APPENDIX A**ACRONYMS**

ADT	Active Duty for Training
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AMHS	Alaska Marine Highway System
AO	Authorizing/Approving Official
APACS	Aircraft and Personnel Automated Clearance System
ATM	Automated Teller Machine
ATU	Administrative Target Unit
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BLS CES	Bureau of Labor Statistics Consumer Expenditure Survey
CA Airfare	Capacity Controlled City-Pair
CBA	Centrally Billed Account
CCRN	Credit Card Refund Notice
CDW	Collision Damage Waiver
CFR	Code of Federal Regulations
CG FINCEN	Coast Guard Finance Center
CGIS	Coast Guard Investigative Service
CG PPC	Coast Guard Pay and Personnel Center
CG PSC	Coast Guard Personnel Service Center
CGS-JTR	Coast Guard Supplement to the Joint Travel Regulations
COLA	Cost-of-Living Allowance
COMDTINST	Commandant Instruction
CONUS	Continental United States
COT	Consecutive Overseas Tour
DLA	Dislocation Allowance
DMR	Discounted Meal Rate
DST	Dependent Student Transportation
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
EMPLID	Employee Identification Number
EUM	Essential Unit Messing
ERD	Early Return of Dependents
FEML	Funded Environmental and Morale Leave
GMR	Government Meal Rate
GOV'T	U.S. Government
GTCC	Government Travel Charge Card
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
IE	Incidental Expenses
IBA	Individually Billed Government Travel Charge Card Account

Appendix A to COMDTINST M4600.17B

IPCOT	In-Place Consecutive Overseas Tour
JTR	Joint Travel Regulations
LOA	Line of Accounting
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
NAF	Non-Appropriated Fund
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance
PAO	Payment Approving/Authorizing Official
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PLEAD	Place from Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PPPM	Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
RITA	U.S. DOT Research and Innovation Technology Administration RPS Retail Price Schedule
RMC	Regular Military Compensation
R&R	Rest and Recuperative Leave
SWE	Service Wide Exam
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TEMDUINS	Temporary Duty Under Instruction (same as TDY)
TLA	Temporary Lodging Allowance – OCONUS
TLE	Temporary Lodging Expense – CONUS
TMC	Travel Management Center
TONO	Travel Order Number
TVS	Travel Voucher Summary
VPC	Vehicle Processing Center
U.S.	United States
U.S.C.	United States Code
YCA Airfare	Non-Capacity Controller City-Pair