



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
4800 MARK CENTER DRIVE, SUITE 05E22  
ALEXANDRIA, VA 22350-9000

January 29, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 14-23(R), "Child Care Reimbursement Incident to a Permanent Change of Station (PCS)"

1. Purpose: This item implements a new pilot program pursuant by Section 627 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2023. In accordance with Section 627, the Secretary of Defense must carry out a pilot program to reimburse a member of the Armed Forces for travel and transportation expenses incurred by a child care provider during a permanent change of station (PCS) when child care is not available at a military child development center at the new permanent duty station (PDS) within 30 days of the Service member's reporting date. Per the FY23 NDAA, some Uniformed Services that are not a part of the Armed Forces were excluded (e.g. National Oceanic and Atmospheric Administration and U.S. Public Health Service). Not later than January 1, 2027, the Secretary of Defense shall submit a report on the pilot program to Congress, including a recommendation on whether to make the pilot program permanent.
2. This revision was approved at the by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.
3. This change was approved on January 29, 2024, and is scheduled to appear in the Joint Travel Regulations, dated February 1, 2024.
4. This pilot program is effective on October 1, 2024.

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Donna K. Haddix

Donna K. Haddix  
Chief, Policy, Compliance, and Training  
Division

Attachment:  
Joint Travel Regulations Revisions  
Chair Signature Memorandum

cc:

Defense Travel Management Office

# Joint Travel Regulations Revisions

## 050107. Pet Quarantine Due to a PCS

A. Eligibility. A Service member on a PCS order is authorized reimbursement for mandatory quarantine fees for household pets. A household pet is a cat or a dog.

B. Allowances. Reimbursement for the actual cost of these fees is authorized, limited to \$550 per PCS move.

C. Pet Quarantine Information. See [Pet Quarantine Information](#) and the DTMO website for more details.

D. Pet Transportation. Transportation for a household pet is not a reimbursable expense unless the transportation is due to an evacuation from a foreign PDS in accordance with [par. 060204](#).

## 050108. Pilot Program to Reimburse Child Care **Provider** Transportation Costs Due to a PCS

A. Eligibility. Effective October 1, 2024 to September 30, 2027, a Service member on a PCS order is eligible for a **designated child care provider** transportation reimbursement if all of the following circumstances apply:

1. The Service member is authorized dependent travel allowances;
2. Child care is not available at a child development center at the new PDS within 30 days of the Service member's reporting date;
3. The Service member's dependent child is on the wait list for the child development center at the new PDS; and
4. The Service member is a member of one of the Armed Forces (Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard).

B. Allowances. An eligible Service member may be reimbursed for commercial transportation expenses incurred by a **designated child care provider for travel to the PCS location**, up to the maximum reimbursement amounts below. If a household contains more than one Service member **eligible for reimbursement** (e.g. Service members married to one another, **cohabitating, etc.**), **then only one Service member may be reimbursed for child care provider transportation as such members shall jointly elect.**

1. CONUS. For a PCS between CONUS locations, reimbursement is limited to \$500.

2. OCONUS. For a PCS to or from an OCONUS location, reimbursement is limited to \$1,500.

# Joint Travel Regulations Revisions

C. Documentation. To meet statutory requirements, a Service member must provide written or electronically generated documentation in accordance with Service guidance establishing that the child is on the waitlist (e.g. [militarychildcare.com](http://militarychildcare.com)), the child development center is unavailable within 30 days of arrival at the new PDS, and the child care provider has been designated by the Service member in writing.

D. Time Limitation. The time limit for a member to apply for reimbursement for child care provider transportation reimbursement is no later than 1 year from the Service member's reporting date at the new PDS.

\* \* \* \*

## APPENDIX A: DEFINITIONS AND ACRONYMS

This Appendix contains definitions and acronyms used in the Joint Travel Regulations (JTR).

**ACCOMMODATION** is lodging or transportation offered to an individual for official travel.

A. Federal Emergency Management Agency approved places of public lodging are identified on the [National Master List of Approved Accommodations for Federal Travelers](#). The Federal Emergency Management Agency compiles, updates, and publishes the list in the Federal Register.

B. Other than economy or coach is first- or business-class accommodations. First class is the highest accommodation class offered by airlines, trains, and ships. Business class is other than the least expensive unrestricted economy or coach accommodation offered by airlines, trains, or ships that is higher than economy or coach and lower than first class for cost and amenities. Business class may be referred to as business elite, business first, world business, connoisseur, or envoy, depending on the airline, train, or ship. AMTRAK Acela Express and extra fare trains are considered business class.

C. Economy or coach is the least expensive unrestricted accommodation offered by airlines, trains, or ships that includes a service level available to all passengers regardless of the fare paid.

1. Economy or coach applies if an airline, train, or ship offers only one class that is sold as economy or coach. Some airlines, trains, or ships only offer true first class or true business class and are not to be mistaken for economy or coach class.

2. Economy or coach class includes economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not "other than economy or coach travel." This type of seating normally provides extra leg room and requires an additional fee. The authorizing official must authorize or approve use of this seating service for it to be reimbursable by the Government. If overnight train travel is required, the authorizing official may authorize or approve the least expensive sleeping accommodations.

**ACCOMPANIED BAGGAGE** is Government property and personal property of the traveler that is necessary for official travel. Accompanied baggage is not part of the traveler's household goods weight allowance. If the accompanied baggage is excessive in weight, size, or number of pieces, then the authorizing official may authorize or approve excess accompanied baggage.

**ACQUIRED DEPENDENT** is an individual who becomes a dependent through marriage, adoption, or

# Joint Travel Regulations Revisions

other action during the Service member's current tour of duty. A dependent or child born of a marriage that existed before the beginning of a current tour is not considered an acquired dependent.

**ACTIVE DUTY** is full-time duty in the active service of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. A Service member is on active duty while in a travel status or on authorized leave. See [37 United States Code \(U.S.C.\) §101\(18\)](#).

**ACTIVE DUTY FOR TRAINING** is full-time training duty in an active military service for a Ready Reserve member to acquire or maintain military skills. Active duty for training includes initial basic training, advanced individual training, annual training, or full time attendance at a school designated as a Service school by law or by the Secretary concerned.

**ACTIVITY** is a unit, organization, or installation performing a function or mission.

**ACTUAL EXPENSE ALLOWANCE** is the reimbursement of incurred expenses, up to the limit specified in the JTR. Reimbursement is contingent on per diem eligibility, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE** is the fixed or permanent domicile, also referred to as the home of record, of a civilian employee that can be justified as a bona fide residence. For a separation after an outside the continental United States (OCONUS) assignment, the actual residence is the residence occupied at the time the civilian employee received the assignment. This residence is listed in the service agreement signed by the civilian employee before departure to an OCONUS permanent duty station (PDS). The civilian employee is authorized return travel and transportation expenses to the actual residence.

**ADVANCE TRAVEL OF DEPENDENTS** is the travel of a Service member's dependents based on a permanent change of station (PCS) order, but before the Service member's travel.

**ALTERNATE PLACE** is a location in the continental United States (CONUS) or a non-foreign location OCONUS authorized or approved by the Secretarial Process to which a Service member's dependent moves at Government expense in conjunction with an indeterminate temporary duty.

**ANNUAL TRAINING** is the minimum period of active duty for training that a Reserve Component member must perform each year to satisfy the training requirements associated with the Reserve Component member's assignment. The primary purpose of annual training is to provide readiness training. Annual training may provide support to active component missions and requirements. See Department of Defense (DoD) Instruction (DoDI) [1215.06](#), non DoD Services see Service issuances.

**APPROVE** means to ratify or confirm a completed act.

**ARMED FORCES** means the Army, Navy, Air Force, Marine Corps, and Coast Guard. See [37 U.S.C. §101\(4\)](#).

**ATTENDANT** is a Service member, civilian employee, or invitational traveler who is authorized to accompany a Service member or civilian employee to or from a medical facility for required medical attention that is not available locally. The attendant takes care of and waits upon the Service member or civilian employee patient. The attendant may travel with the patient and is appointed by a medical authority.

# Joint Travel Regulations Revisions

**AUTHORIZE** means to give permission before an act. If the JTR states that an allowance is authorized, without requiring further permission, then a traveler is eligible to receive that allowance.

**AUTHORIZING/ORDER-ISSUING OFFICIAL** is the official who directs travel and is responsible for the funding. This person is known as an AO.

**BREAK IN SERVICE** is a period of four or more calendar days during which a civilian employee is no longer on the rolls of an executive agency. See [5 Code of Federal Regulations \(CFR\) §300.703](#).

**CALENDAR DAY** is the 24-hour period from midnight to the next midnight. The calendar day begins 1 second after midnight and ends at midnight.

**CHIEF OF MISSION** is the principal officer in charge of a diplomatic mission of the United States or of a United States office abroad which is designated by the Secretary of State. See [22 U.S.C. §3902](#).

**CHILD CARE PROVIDER** is an individual selected by a Service member as a designated child care provider to take care of and attend the Service member's children. A child care provider must be at least 18 years old and cannot be a Service member's dependent.



**HEADQUARTERS  
DEFENSE HUMAN RESOURCES ACTIVITY  
4800 MARK CENTER DRIVE, SUITE 05E22  
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DIRECTOR, DEFENSE TRAVEL MANAGEMENT OFFICE

SUBJECT: Military Advisory Panel Item 14-23(R), "Child Care Reimbursement Incident to a Permanent Change of Station (PCS)"

I hereby approve Military Advisory Panel Item 14-23(R) for publication in the Joint Travel Regulations. Please take action to update the Joint Travel Regulations as appropriate.

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Jeffrey R. Register  
Director, Defense Human Resources Activity  
Chair, Per Diem, Travel, and Transportation  
Allowance Committee