



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
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ALEXANDRIA, VA 22350-9000

July 1, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 43-24(I), "Miscellaneous Corrections"

1. Purpose: This item corrects miscellaneous minor grammatical errors and corrects language regarding house hunting trip (HHT) and temporary quarters subsistence expenses (TQSE) in the JTR. Additionally, this item corrects the definition of "Special Needs" in Appendix A.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective when publication in the JTR, dated July 1, 2024.
5. Action Office: Ashley Aguilar (ashley.aguilar5.civ@mail.mil)

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Christopher M. Woods  
Chief, Policy Branch

Attachment:  
Joint Travel Regulations Revisions

cc:  
Civilian Board of Contract Appeals  
Defense Travel Management Office  
General Services Administration  
U.S. Coast Guard Pay and Personnel Center

# Joint Travel Regulations Revisions

## 054008. HHT and TQSE

If a civilian employee is paid or reimbursed for HHT days, and authorized TQSE Lodgings Plus (LP) or TQSE Actual Expense (AE) for more than 30 days, then the actual number of HHT days that are paid or reimbursed are deducted from the ~~second authorized 30-day overall~~ TQSE (AE) or TQSE (LP) period. The number of days paid or reimbursed for an HHT are not deducted from TQSE Lump Sum (LS).

## 054206. TQSE (LP) Option

### 9. HHT and TQSE (LP) Deduction

a. When the AO authorizes TQSE (LP), they must also consider if an HHT will be authorized. TQSE (LP) and an HHT are independently authorized and reimbursed. The percentage multiplier used for calculating TQSE (LP) may not cannot be reduced based on the number of days used for an HHT.

~~If a civilian employee is paid or reimbursed for HHT days and authorized TQSE (LP) for more than 30 days, then the actual number of HHT days paid or reimbursed are deducted from the second 30-day TQSE (LP) period, limited to 10 days. When HHT (Lump Sum) is paid, 5 days are subtracted from TQSE (LP) if one person travels on the HHT. Subtract 6 days from TQSE (LP) if more than one person travels on the HHT (Lump Sum). If an HHT was originally authorized for more than the number of days used, then subtract the actual number of HHT days used. The number of days authorized for TQSE (LP) is reduced for the entire family when the civilian employee, the spouse, or both make an HHT. The percentage multiplier used for calculating TQSE (LP) may not be reduced based on the number of days used for an HHT.~~

b. To illustrate how AOs should consider the deduction of an HHT from and TQSE (LP), an example is provided below. Additional examples are on the [DTMO website](#).

(1) Scenario – TQSE (LP) with HHT Lodging Plus Deduction. The AO authorizes 50 days of TQSE (LP) and authorizes 10 days of HHT. A civilian employee is authorized and used 60 days of TQSE (LP) in the CONUS. The civilian employee used and was reimbursed 9 days for an HHT.

(2) Computation. The first 30 days of the TQSE (LP) are paid at the higher percentage rate of the locality per diem rate. The remaining ~~20~~ 24 days are paid at the reduced percentage of the locality per diem rate. A total of 50 days of TQSE (LP) are paid. Although 60 days of TQSE (LP) were authorized and used, the civilian employee is actually paid for 51 days. The difference is the 9 days of HHT that were deducted from the second 30-day period.

Table 5-85a. Per Diem and M&IE Daily Rate for TQSE (LP)		
First 30 days		
	If...	Then the daily rate is limited to...
1	a civilian employee is authorized TQSE (LP),	the maximum <u>lodging per diem</u> rate and M&IE rate.
2	an unaccompanied spouse or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	
3	a spouse or domestic partner accompanies a civilian employee in TQSE (LP),	50% of the daily maximum <u>per diem lodging</u> rate and 50% of the daily maximum M&IE rate.
4	a dependent other than a spouse or domestic partner is age 12 or older,	

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Table 5-85a. Per Diem and M&IE Daily Rate for TQSE (LP)		
5	a dependent is under age 12,	40% of the daily maximum <del>per diem</del> lodging rate and 40% of the daily maximum M&IE rate.
<b>Second 30 days</b>		
6	a civilian employee, unaccompanied spouse, or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	75% of the daily maximum <del>per diem</del> lodging rate and 75% of the daily maximum M&IE rate.
7	a spouse or domestic partner accompanies a civilian employee,	45% of the daily maximum <del>per diem</del> lodging rate and 45% of the daily maximum M&IE rate.
8	a dependent, other than a spouse or domestic partner, is age 12 or older,	
9	a dependent is under age 12,	35% of the daily maximum <del>per diem</del> lodging rate and 35% of the daily maximum M&IE rate.
<b>Beyond First 60 days</b>		
10	a civilian employee, unaccompanied spouse, or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	55% of the daily maximum <del>per diem</del> lodging rate and 55% of the daily maximum M&IE rate.
11	a spouse or domestic partner accompanies a civilian employee in TQSE (LP),	40% of the daily maximum <del>per diem</del> lodging rate and 40% of the daily maximum M&IE rate.
12	a dependent other than a spouse or domestic partner is age 12 or older,	
13	a dependent is under age 12,	30% of the daily maximum <del>per diem</del> lodging rate and 30% of the daily maximum M&IE rate.

## 054207. TQSE (AE) Option

### 9. HHT and TQSE (AE) Deduction

a. When the AO authorizes TQSE (AE), they must also consider if an HHT will be authorized. TQSE (AE) and an HHT are independently authorized and reimbursed. The percentage multiplier used for calculating TQSE (AE) ~~may not~~cannot be reduced based on the number of days used for a HHT.

a. ~~If a civilian employee is paid or reimbursed for HHT days and authorized TQSE (AE) for more than 30 days, then the actual number of HHT days paid or reimbursed are deducted from the second 30-day TQSE (AE) period, limited to 10 days. When HHT (Lump Sum) is paid, 5 days are subtracted from TQSE (AE) if one person travels on the HHT. Subtract 6 days from TQSE (AE) if more than one person travels on the HHT (Lump Sum). If an HHT was originally authorized for more than the number of days used, then subtract the actual number of HHT days used. The number of days authorized for TQSE (AE) is reduced for the entire family when the civilian employee, the spouse, or both make an HHT.~~

b. To illustrate how AOs should consider HHT and TQSE (AE), an example is provided below. Additional examples are on the DTMO website.

~~To illustrate the deduction of an HHT from TQSE(AE), one example is provided below. Additional examples are on the DTMO website.~~

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(1) Scenario - TQSE(AE) with HHT Lodging Plus~~Deduction~~. The AO authorizes 50 days of TQSE (AE) and authorizes 10 days of HHT.~~A civilian employee is authorized and used 60 days of TQSE(AE) in the CONUS. The civilian employee used and was reimbursed 9 days for an HHT using the Lodging Plus method.~~

(2) Computation. The first 30 days of the TQSE (AE) are paid at the higher percentage rate of the locality per diem rate. The remaining ~~21~~20 days are paid at the reduced percentage of the locality per diem rate. A total of 50 days of TQSE (AE) are paid.~~Although 60 days of TQSE (AE) were authorized and used, the civilian employee is actually paid for 51 days. The difference is the 9 days of HHT that were deducted from the second 30-day period.~~

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## 033401. Service Member Personal Emergency Travel While on TDY

A. Eligibility. A Service member who is on TDY, or assigned to a ship operating away from the home port, and experiences a personal emergency is authorized ~~for~~ travel and transportation allowances.

## 054301. Eligibility

A. \*\*\*\*\*

B. Origin and Destination. HHG may be transported when:

1. The shipment originates at the civilian employee's last PDS, actual residence, or another location.
2. A shipment originates at the last PDS and the remainder originates at one or more other locations.
3. The destination is the new PDS or another location.
4. The destinations for the HHG are the new PDS and one or more other locations.

## 054302. Documentation ([FTR §302-7](#))

### Appendix A:

**SPECIAL NEEDS** are the physical characteristics of a traveler that may not be defined under disability. Examples of special needs include a traveler's height or weight. Another example of a special physical need is a traveler's need to express breast milk for a nursing child ~~under 2 years old~~ up to 12 months of age.