



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

May 29, 2024

MEMORANDUM FOR: CIVILIAN ADVISORY PANEL

SUBJECT: CTD for CAP 22-24(E), “Shipment of Alternative Fueled POV or Circuitous Route to New PDS”

1. Purpose: This item inserts clarifying language identified in General Service Administration’s (GSA) Federal Travel Regulation (FTR) Case 2022-03, which issued a final ruling to allow agencies greater flexibility for authorizing shipment of an alternative fueled privately-owned vehicle (POV) or authorizing a circuitous route for these types of POVs to a new permanent duty station (PDS). These changes will provide Services with additional factors to help determine whether shipping a traveler’s alternative fueled POV is more cost-effective and advantageous to the Government than authorizing the traveler to drive their POV to the new permanent duty station (PDS).
2. This revision was approved by the CAP through electronic votes.

CAP	Vote
USA	X
USN	X
USAF	X
USMC	X
OSD	X

3. These changes are scheduled to appear in the Joint Travel Regulations, dated June 1, 2024.
4. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

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Christopher M. Woods
Chief, Policy Branch

Attachment:
Joint Travel Regulations Revisions

cc:
Defense Travel Management Office
General Services Administration
U.S. Coast Guard Pay and Personnel Center

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053609. POV Transportation

Transportation allowances for shipping a POV are discretionary. POV transportation may be authorized or approved by the commanding officer (CONUS) or the overseas command (OCONUS). A maximum of two POVs may be shipped at Government expense between CONUS locations. In CONUS, the AO may determine that it is both advantageous and cost effective to the Government to allow for shipment of an alternative fuel POV which would be impractical to drive a long distance to the new PDS due to vehicle range capability and fueling availability limitations. Only one POV may be shipped between CONUS and OCONUS locations or between OCONUS locations. POV storage is not authorized in connection with a Civilian employee's PCS. A civilian employee assigned to a temporary change of station (TCS) for an operational deployment or contingency operation is eligible for POV storage in [par. 032905](#). A civilian employee is eligible for POV storage in connection with an OCONUS evacuation in [par. 060405](#).

053807. Authorized Travel Time

A. Travel Time Rules. A civilian employee or dependent is authorized travel time to complete a PDT move. There is no mandatory distance that must be driven each day. If necessary, the authorized travel time may be extended by the commanding officer, or supervisor, when the alternative fuel POV requires a circuitous route due to vehicle range capability and fueling availability limitations.

1. If ordered to travel 400 or fewer miles between official points using a POV or Government automobile, then 1 day of travel is authorized for the official distance.

2. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, 1 additional travel day is allowed. The result determines the maximum number of authorized travel days.

3. If traveling by an alternative fuel POV and authorized or approved circuitous route, then travel time is calculated based upon the distance traveled necessary to accommodate vehicle range capability and fueling availability limitations.

Table 5-72. Authorized Travel Time Rules for Civilian PDT		
If a civilian employee...		Then authorized travel time is...
1	travels by Government or Government-procured airplane, train, ship, or bus,	the actual time needed to travel over the direct route, including necessary delays.
2	uses a POV not authorized by the AO as being to the Government's advantage,	limited to that authorized for Government-procured transportation for the official ordered travel distance.
3	travels by a transportation mode other than the one authorized,	the actual travel time used, limited to the travel time for the authorized transportation mode.
4	spends less time traveling and the authorized travel time from the departure date through the arrival date,	the actual travel time (called the elapsed time).
5	<u>uses an alternative fuel POV and the AO authorizes or approves circuitous travel to accommodate vehicle range capability and fueling availability limitations for travel to the new PDS,</u>	<u>calculated based upon actual distance traveled or actual travel time used, whichever is less.</u>

B. Mixed-Mode Travel Time. Regardless of the number of transportation modes used,

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authorized travel time is limited to that allowed as if a POV were used for the entire travel, unless additional travel time is authorized.

1. The authorized travel time when transportation is by mixed modes is computed using the total distance traveled by POV in whole days, limited to the travel time authorized for the official distance between the origin and destination, plus 1 day for commercial transportation other than transoceanic.

2. Compute authorized mixed-mode travel time in [Table 5-73](#). The distance traveled to leave points is considered when computing travel time. When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.

Table 5-73. Computation for Mixed-Mode Travel	
1	Determine the official distance between the authorized separate legs of the journey in par. 020205 . a. If the distance is 400 or fewer miles, 1 day of travel is allowed. b. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. c. If the remainder is 51 or more, 1 additional travel day is authorized. The result determines the maximum number of authorized travel days.
2	Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). a. If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. b. If the distance is less than what was allowed in Step 1, then divide by 350. c. If the remainder is 51 or more, 1 additional travel day is authorized.
3	Allow 1 day for travel by air, train, or bus transportation.
4	Add Step 2 and Step 3 together, to determine the authorized travel time.

C. Transoceanic Travel Time. The actual time required for transoceanic travel by aircraft or ship over a usually traveled direct route is authorized. The embarkation or debarkation day at the terminal or port while awaiting transportation is included, regardless of the arrival or departure hour.

1. When transoceanic travel is by POV for the entire distance between duty locations and is authorized by the AO as more advantageous to the Government, then travel time is based on travel by POV.

2. When travel is by privately owned boat, travel time is based on the air travel time.

D. Additional Travel Time. The commanding officer, or supervisor, may authorize or approve additional travel time for reasons beyond a civilian employee's control, when an alternative fuel POV cannot meet the authorized travel time due to vehicle range capability and fueling availability limitations, or when the alternative fuel POV requires a circuitous route. The additional time may be authorized or approved for the actual time used or for a shorter period. The commanding officer may require additional documentation supporting the circumstances.

054701. POV Transportation in the CONUS

POV transportation from the old PDS to the new PDS may be authorized or approved if the civilian employee is transferred in the Government's interest, or from the actual residence to the new PDS of a new appointee or student trainee relocating to the first PDS in CONUS, when the transportation is

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advantageous to the Government. Commanding officers, or supervisors, may determine that it is both advantageous and cost effective to the Government to allow for shipment of an alternative fuel POV which would be impractical to drive a long distance to the new PDS due to vehicle range capability and fueling availability limitations. A civilian employee may be reimbursed the cost of towing equipment or a car carrier used for transporting the POV to the new PDS if POV transportation at Government expense is authorized or approved. Mileage reimbursement is not allowed for the towed vehicle.

054702. Authorizing POV Transportation in the CONUS

Commanding officers, or their designated representatives, are authorized to determine eligibility to transport a POV at Government expense. Both the old PDS, or the actual residence of a new appointee or student trainee, and the new PDS must be within the CONUS. The distance the POV is shipped must be 600 or more miles.

A. Eligibility. It must be more advantageous and cost effective to the Government to transport the POV to the new PDS at Government expense and to pay for transportation of the civilian employee or immediate family by other means than to have the civilian employee or immediate family member drive a POV, or two POVs if applicable, to the new PDS.

1. Each DoD Component determines that the POV is in operating order, legally titled, and tagged for driving before POV transportation within the CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV.

2. The Service or Agency determines the number of POVs authorized transportation at Government expense, limited to two. Two POVs can be authorized only when at least two licensed drivers are on the relocation travel order.

B. Mandatory Cost Comparison. For each travel order, an AO must consider the cost of POV travel, the cost of transporting the POV, travel costs if the POV is transported, the productivity benefit from the civilian employee's accelerated arrival at the new PDS, and the distance that the POV is to be shipped is greater than 600 miles. An exception to the 600-mile or more distance requirement may be made for alternative fuel vehicle range capability and fueling availability limitations. Performing a cost comparison is mandatory for each order.