



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

November 26, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 52-24(R), "Add Secretarial Process Authority to Reimburse Pet Transportation Expenses in Excess of \$2,000"

1. Purpose: This item amends the Joint Travel Regulations and authorizes the Services, through the Secretarial Process, to reimburse up to \$4,000 in pet transportation expenses for OCONUS permanent change of station travel. In extenuating circumstances, if pet transportation expenses exceed \$2,000, then the Service's Secretarial Process may approve up to \$4,000.
2. This revision was approved at the by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.
3. This change is scheduled to appear in the Joint Travel Regulations, dated December 1, 2024.
4. This revision is effective on November 25, 2024, when it was approved by the Chair.

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Date: 2024.11.26 09:24:01 -05'00'

Joel T. Ridenour

Joel T. Ridenour
Acting Chief, Policy, Compliance, and Training
Division

Attachment:
Chair Signature Memorandum
Joint Travel Regulations Revisions
JTR Supplement - Pet Allowance Locations

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

Joint Travel Regulations Revisions

050107. Pet Expenses Due to a PCS

A. Authority Effective January 1, 2024. On January 1, 2024, the following pet transportation allowances apply:

1. Eligibility. A Service member on a PCS order with an effective date of January 1, 2024 or later, as defined in Appendix A, may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. A Service member is responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement. See [How to Compute a Permanent Change of Station \(PCS\) Order's Effective Date](#).

2. CONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, boarding fees, hotel service charges, licensing fees at the new PDS, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. Reimbursement for the actual cost of all expenses is limited to \$550 per PCS move.

3. OCONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is limited to \$2,000 per PCS move.

B. Pet Transportation. Transportation for a household pet due to an evacuation from a foreign PDS is a reimbursable expense in accordance with [par. 060204](#).

C. In extenuating circumstances where both Patriot Express capacity and regularly scheduled commercial airline service are not available for pets, the Secretarial Process may approve pet transportation expenses that exceed \$2,000 for an OCONUS PCS, not to exceed \$4,000, for a Service member that departs a permanent duty station listed in [JTR Supplement AP-PQ-02](#). The Service is responsible for validating and approving these requests. This authority is effective November 25, 2024.

D. Authority prior to January 1, 2024. 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. Reimbursement for the actual cost of these fees is authorized, limited to \$550 per PCS move.