



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

September 11, 2025

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD for MAP/CAP 12-25(I), "Update PDTATAC Computation Examples and JTR Supplements for Section 508 Compliance (3)"

1. Purpose: This item updates the listed PDTATAC Computation Examples and Joint Travel Regulations (JTR) Supplements to comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d).

- PDTATAC Computation Examples: CE-CPDT-01, CE-CPDT-11, CE-CPDT-20, CE-CPDT-26, CE-CPDT-27, CE-CPDT-28, CE-EMLV-03, CE-LT-05, CE-MPDT-05, CE-MPDT-08, CE-MPDT-13, CE-MPDT-17, CE-MPDT-19, CE-NWD-02, CE-TQSE-LP-and-HHT, CE-TQSE-LP, and CE-TQSE-LP-Rent-Mobile-Home.
- JTR Supplements: AP-ECA-01, AP-PCT-01, and Storage in Transit Extension Request.

2. This revision is forwarded for information purposes. No coordination is required.

3. Staff initiated this revision.

4. This revision is effective when published on the DTMO website.

5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil)

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

## Agreement Violations for Transfers to, from, and within CONUS (JTR, par. 054913-C)

A civilian employee's financial responsibility to the Government for travel and transportation allowances and costs for a permanent change of station (PCS) is determined separately under each service agreement, as illustrated in the following examples.

### Scenario 1

1. A civilian employee moves on a PCS order to a permanent duty station (PDS) "PDS A" and signs a 12-month service agreement.
2. After serving 6 months at "PDS A," he or she is authorized a PCS at Government expense to "PDS B" and signs a new 12-month service agreement.
3. After serving 4 months at "PDS B," he or she resigns.
4. Since the combined total service period at "PDS A" and "PDS B" is less than 12 months, the civilian employee is indebted to the Government for the PCS costs paid by the Government for the PCS to "PDS A" and from "PDS A" to "PDS B."

### Scenario 2

1. A civilian employee moves on a PCS order to a permanent duty station (PDS) "PDS A" and signs a 12-month service agreement.
2. After serving 6 months, he or she is authorized a PCS at Government expense to "PDS B" and signs a new 12-month service agreement.
3. The civilian employee serves 7 months at "PDS B" and then resigns.
4. The combined total service at "PDS A" and "PDS B" is 13 months.
5. The 12-month service requirement under the service agreement relating to "PDS A" is satisfied (the 6 months served at "PDS A" and 6 of the 7 months employed at "PDS B"). There is no liability for travel to "PDS A."
6. The civilian employee is financially responsible for the PCS costs paid for travel from "PDS A" to "PDS B," since only one month of the total 13 months employed is attributed to the service agreement at "PDS B."

## House-Hunting Trip (HHT) Subsistence Calculation (JTR, par. 054005)

The per diem rates used in the examples below are for illustrative purposes only and may not reflect current per diem rates or the current Standard CONUS per diem rate.

### Lodging Plus Method for Employee and Spouse Traveling Together

#### Scenario 1:

A civilian employee is authorized a 10-day house-hunting trip (HHT) to Arlington, Virginia, traveling together with his or her spouse. The Standard CONUS per diem rate is \$178 (\$110/\$68). The single occupancy lodging cost is \$130. The DoD Component offers an HHT and the option of either the Lodging Plus or the Lump Sum option for calculating the HHT. The civilian employee selects the Lodging Plus computation method. The civilian employee must provide lodging receipts under the Lodging Plus method. The per diem rate for the spouse is 75 percent of the civilian employee's per diem rate when they travel together.

Action	Lodging	M&IE	Total
1. Calculate the civilian employee's per diem for the travel day to Arlington.	\$110 < \$130	75% x \$68 = <b>\$51</b>	\$110 + \$51 = <b>\$161</b>
2. Calculate the civilian employee's per diem for 8 days in Arlington.	\$110 x 8 days = <b>\$880</b>	\$68 x 8 days = <b>\$544</b>	\$880 + \$544 = <b>\$1,424</b>
3. Calculate the civilian employee's per diem for travel day returning to Arlington.	N/A	75% x \$68 = <b>\$51</b>	<b>\$51</b>
4. Calculate the total per diem for the civilian employee by adding the totals from Actions 1-3.	N/A	N/A	\$161 + \$1,424 + \$51 = <b>\$1,636</b>
5. Calculate the per diem for the spouse. The per diem rate for the spouse is 75% of the civilian employee's per diem rate.	75% x (\$110 + \$880) = <b>\$742.50</b>	75% x (\$51 + \$544 + \$51) = <b>\$484.50</b>	\$742.50 + \$484.50 = <b>\$1,227</b>
6. Calculate the total amount paid to the civilian employee by adding Actions 4 and 5.	N/A	N/A	\$1,636 + \$1,227 = <b>\$2,863</b>

### Lump Sum Method Employee and Spouse

#### Scenario 2:

A civilian employee is authorized a 10-day HHT to Arlington, traveling together with his or her spouse. The per diem rate for Arlington at the time of travel is \$327 (\$251/\$76). The single occupancy lodging cost is \$130. The civilian employee is authorized a lump sum HHT. No lodging receipts are required. Under the lump sum method for two persons, multiply the applicable locality per diem rate by 6.25.

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Action	Total
Calculate the total amount paid to the civilian employee and spouse for an HHT.	$\$327 \times 6.25 = \mathbf{\$2,043.75}$

**Comparison of Lodging Plus and Lump Sum Methods for Spouse Only HHT Trip**

**Scenario 3:**

A civilian employee reports to the new PDS without performing an HHT. The spouse performs an HHT alone. The Agency offers the civilian employee the option of the 10-day HHT with per diem computed under the Lodging Plus method or the Lump Sum method. Under the Lodging Plus method, the civilian employee is authorized per diem for the spouse up to the Standard CONUS per diem rate and lodging receipts are required. Under the Lump Sum method, no lodging receipts are required. If only one person (either the civilian employee or the spouse) travels, the lump-sum amount is calculated by multiplying five (5) by the applicable locality per diem rate. The per diem rate for Arlington at the time of travel is \$327 (\$251/\$76). The Standard CONUS per diem rate is \$178 (\$110/\$68). Lodging for the spouse is \$110 per night, and the spouse actually uses 8 days for the HHT. However, if the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse. This example provides a comparison of both HHT computation methods for this trip.

**Lodging Plus Method**

Action	Lodging	M&IE	Total
1. Calculate the spouse's per diem for the travel day to Arlington.	\$110 vs. \$110	$75\% \times \$68 = \mathbf{\$51}$	$\$110 + \$51 = \mathbf{\$161}$
2. Calculate the spouse's per diem for 6 days in Arlington.	$\$110 \times 6 \text{ days} = \mathbf{\$660}$	$\$68 \times 6 \text{ days} = \mathbf{\$408}$	$\$660 + \$408 = \mathbf{\$1,068}$
3. Calculate the spouse's per diem for travel day returning to Arlington.	N/A	$75\% \times \$68 = \mathbf{\$51}$	$\mathbf{\$51}$
4. Calculate the total amount paid to the spouse by adding Actions 1-3.	N/A	N/A	$\$161 + \$1,068 + \$51 = \mathbf{\$1,280}$

**Lump Sum Method**

Action	Total
Calculate the Lump Sum total amount paid to the spouse for an HHT.	$\$327 \times 5 = \mathbf{\$1,635}$

**Lodging Plus Method When Civilian Employee and Spouse Take Separate HHT Trips**

**Scenario 4:**

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A civilian employee is authorized a 10-day HHT to Arlington with per diem computed under the Lodging Plus method. The civilian employee and the spouse perform separate HHTs. The civilian employee spends 5 days in the Arlington area and the spouse spends 4 days. The Standard CONUS per diem rate is \$178 (\$110/\$68). The single occupancy lodging cost is \$130. When the spouse travels separately, the maximum amount allowable is 100% of the civilian employee's per diem rate. The civilian employee must provide lodging receipts.

Action	Lodging	M&IE	Total
1. Calculate the civilian employee's per diem for the travel day to Arlington.	\$110 < \$130	75% x \$68 = <b>\$51</b>	\$110 + \$51 = <b>\$161</b>
2. Calculate the civilian employee's per diem for 3 days in Arlington.	\$110 x 3 days = <b>\$330</b>	\$68 x 3 days = <b>\$204</b>	\$330 + \$204 = <b>\$534</b>
3. Calculate the civilian employee's per diem for travel day returning to Arlington.	N/A	75% x \$68 = <b>\$51</b>	<b>\$51</b>
4. Calculate the civilian employee's total per diem for a 5-day HHT by adding the totals from Actions 1-3.	N/A	N/A	\$161 + \$534 + \$51 = <b>\$746</b>
5. Calculate the spouse's per diem for the travel day to Arlington.	\$110 < \$130	75% x \$68 = <b>\$51</b>	\$110 + \$51 = <b>\$161</b>
6. Calculate the spouse's per diem for a 3-day HHT. The per diem rate for the spouse is 100% of the civilian employee's per diem rate.	\$110 x 3 days = <b>\$330</b>	\$68 x 3 days = <b>\$204</b>	\$330 + \$204 = <b>\$534</b>
7. Calculate the spouse's per diem for travel day returning to Arlington.	N/A	75% x \$68 = <b>\$51</b>	\$110 + \$51 = <b>\$161</b>
8. Calculate the spouse's total per diem for a 5-day HHT by adding the totals from Actions 5-7.	N/A	N/A	\$161 + \$534 + \$51 = <b>\$746</b>
9. Calculate the total amount paid to the civilian employee and spouse by adding Actions 4 and 8.	N/A	N/A	\$746 + \$746 = <b>\$1,492</b>
10. Compare the cost of the civilian employee and their spouse traveling separately on an HHT to the cost of a single round-trip HHT that they could make together and reimburse the lesser.			\$1,636 vs \$1,492 <b>Reimburse</b> <b>\$1,314</b>

**PCS Travel Time Computation when Travel Is by Mixed Modes with Leave  
(JTR, par. 053807-B2)**

The per diem rates used in the examples below are for illustrative purposes only and may not reflect current per diem rates or the current Standard CONUS per diem rate.

**Scenario 1:**

A civilian employee travels from his or her old permanent duty station (PDS) at Fort Belvoir, Virginia, to a leave location in Miami, Florida. The civilian employee then travels from Miami to a leave location in Chicago, Illinois. From Chicago the civilian employee travels to the new PDS at Fort Irwin, California. The civilian employee travels by privately owned vehicle (POV) the entire trip, so the travel time is computed using only the 2,627 miles between Fort Belvoir to Fort Irwin.

Actual POV miles driven:

- Fort Belvoir to leave location in Miami is 1,063 miles.
- Miami to leave location in Chicago is 1,392 miles.
- Chicago to new PDS Fort Irwin is 2,094 miles.
- Total actual driven between Fort Belvoir to Fort Irwin, including leave locations, is 4,549 miles.

Action	Calculation	Result
1. Determine the official distance between authorized travel points (in this case, old PDS to new PDS) by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,627 miles	2,627 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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 determined the maximum number of authorized travel days.	$2,627 \div 350 = 7,$ remainder 177	8 maximum travel days
3. Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included).	4,549 miles	4,549 miles

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4. If the result of Action 3 is greater than the result of Action 1, then the authorized travel is the result of Action 1 and no further computation is required. If the result of Action 3 is less than the result of Action 1, and at least 350 miles, then divide by 350. If the excess distance is equal to or greater than 51 or more miles, 1 additional travel day is authorized.	No further computation required	8 maximum travel days
5. Allow 1 day for travel by air, train, or bus transportation.	0 day	0 day
6. Add Action 4 and Action 5 together.	$8 + 0 = 8$	8 days
<b>7. Determine the Total Authorized Travel Time by comparing the result in Action 6 with the maximum authorized travel time in Action 2 and choose the lesser.</b>	<b>8 = 8</b>	<b>8 days</b>

**Scenario 2:**

A civilian employee travels by privately owned vehicle (POV) from his or her old permanent duty station (PDS) at Fort Belvoir to a leave location in Miami. He or she then travels by commercial plane from Miami to Chicago, to his or her new PDS at Fort Irwin. The travel time is computed using the 1,063 miles traveled by POV, which is less than the distance between the old and new PDSs, and then adding 1 day of travel time for travel by commercial plane.

Official Distances Used in this Example:

- The distance by POV from the old PDS at Fort Belvoir to the leave location at Miami is 1,063 miles.
- The distance by commercial air from the Miami leave point to Chicago leave point is 1,392 miles.
- The distance by commercial air from the Chicago leave point to the new PDS at Fort Irwin is 2,094 miles.
- The DTOD distance from the old PDS at Fort Belvoir to the new PDS at Fort Irwin is 2,627 miles.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,627 miles	2,627 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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 determined the maximum number of authorized travel days.	$2,627 \div 350 = 7,$ remainder 177	8 maximum travel days

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3. Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included).	1,063 miles	1,063 miles
4. If the result of Action 3 is greater than the result of Action 1, then the authorized travel is the result of Action 1, then no further computation is required. If the result of Action 3 is less than the result of Action 1, and at least 350 miles, then divide by 350. If the excess distance is equal to or greater than 51, 1 additional travel day is authorized.	$1,063 \div 350 = 3,$ remainder 13	3 travel days
5. Allow 1 day for travel by air, train, or bus transportation.	1 day	1 day
6. Add Action 4 and Action 5 together.	$3 + 1 = 4$	4 days
<b>7. Determine the Total Authorized Travel Time by comparing the result in Action 6 with the maximum authorized travel time in Action 2 and choose the lesser.</b>	$4 < 8$	<b>4 days</b>

**Scenario 3:**

A civilian employee travels by privately owned vehicle (POV) from his or her old permanent duty station (PDS) at Fort Belvoir, to a leave location in Miami. He or she then travels by POV to a leave location in Chicago. From Chicago, the civilian employee travels to his or her new PDS at Fort Irwin by commercial plane. Travel time is computed using the distance from Fort Belvoir to Chicago, which is less than the distance between the old and new PDSs, and then adding 1 day for travel by commercial plane.

Official Distances Used in this Example:

- The distance by POV from the old PDS at Fort Belvoir to the leave location at Miami is 1,063 miles.
- The distance by POV from the Miami leave location to Chicago leave location is 1,392 miles.
- The total POV miles driven from the old PDS to Chicago, including leave points, is 2,455 miles.
- The DTOD distance from the old PDS at Fort Belvoir to the new PDS at Fort Irwin is 2,627 miles.
- The DTOD distance from the old PDS at Fort Belvoir to the location where the traveler boarded a commercial plane (Chicago) is 715 miles.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,627 miles	2,627 miles

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<p>2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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 determined the maximum number of authorized travel days.</p>	<p align="center"><math>2,627 \div 350 = 7,</math> remainder 177</p>	<p align="center">8 maximum travel days</p>
<p>3. Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). In this case, the travel time is constructed between the official point of Fort Belvoir and the location of the commercial air terminal used (Chicago). The distance to the interim leave location is not counted.</p>	<p align="center">715 miles</p>	<p align="center">715 miles</p>
<p>4. If the result of Action 3 is greater than the result of Action 1, then the authorized travel is the result of Action 1 and no further computation is required. If the result of Action 3 is less than the result of Action 1, and at least 350 miles, then divide by 350. If the excess distance is equal to or greater than 51, 1 additional travel day is authorized.</p>	<p align="center"><math>715 \div 350 = 2,</math> remainder 15</p>	<p align="center">2 travel days</p>
<p>5. Allow 1 day for travel by air, train, or bus transportation.</p>	<p align="center">1 day</p>	<p align="center">1 day</p>
<p>6. Add Action 4 and Action 5 together.</p>	<p align="center"><math>2 + 1 = 3</math></p>	<p align="center">3days</p>
<p><b>7. Determine the Total Authorized Travel Time by comparing the result in Action 6 with the maximum authorized travel time in Action 2 and choose the lesser.</b></p>	<p align="center"><math>3 &lt; 8</math></p>	<p align="center"><b>3 days</b></p>

**Scenario 4:**

A civilian employee travels by air from his or her old permanent duty station (PDS) at Fort Belvoir, to a leave location in Miami. The civilian employee then travels by privately owned vehicle (POV) from Miami to Chicago. He or she travels from Chicago to his or her new PDS at Fort Irwin by air. Travel time is computed using the distance traveled by POV from Miami to Chicago, which is less than the distance between the old and new PDSs, plus 1 day for the commercial plane, even though the civilian employee traveled by air on 2 separate days.

Official Distances Used in this Example:

- The distance by POV from the Miami leave location to the Chicago leave location is 1,392 miles.
- The DTOD distance from the old PDS at Fort Belvoir to the new PDS at Fort Irwin is 2,627 miles.

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<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,627 miles	2,627 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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 determined the maximum number of authorized travel days.	$2,627 \div 350 = 7,$ remainder 177	8 maximum travel days
3. Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). The only POV miles driven were from Miami to Chicago. Use those POV miles for this part of the computation.	1,392 miles	1,392 miles
4. If the result of Action 3 is greater than the result of Action 1, then the authorized travel is the result of Action 1 and no further computation is required. If the result of Action 3 is less than the result of Action 1, and at least 350 miles, then divide by 350. If the excess distance is equal to or greater than 51, 1 additional travel day is authorized.	$1,392 \div 350 = 3,$ remainder 342	4 travel days
5. Allow 1 day for travel by air, train, or bus transportation.	1 day	1 day
6. Add Action 4 and Action 5 together.	$4+1= 5$	5 days
<b>7. Determine the Total Authorized Travel Time by comparing the result in Action 6 with the maximum authorized travel time in Action 2 and choose the lesser.</b>	<b><math>5 &lt; 8</math></b>	<b>5 days</b>

## Sample Statement and Computation of Liabilities and Credits for Violation of Renewal Agreement (JTR, par. 054914)

The [per diem](#) and [mileage rates](#) used in the following example are for illustrative purposes only and may not reflect current rates. Refer to the Defense Travel Management Office (DTMO) website for current temporary duty (TDY) [mileage rates](#) and the current monetary allowance in lieu of transportation (MALT) rate. The cost figures used are also for illustrative purposes only and are not correct, actual, or constructed costs.

### Sample Statement of Liability and Credit: Violation of Renewal Agreement Employment History

Name, Designation, Grade	Richard A. Rowe, Administrative Assistant, GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, New York
Dependency Status	Single, no dependents
Service Record	Appointed July 1, 1990. Completed initial tour June 30, 1993. Signed renewal agreement July 1, 1993. Provided return transportation to Buffalo and after a period of leave, transportation to Munich, Germany, where a new tour began on August 20, 1993. Resigned January 15, 1994, for reasons not acceptable to the Department of the Army.

### Travel and Transportation Allowances Liability or Credit

#### Liabilities

Round-trip rail transportation between Munich, Germany, and Frankfurt, Germany	\$28.00
Round-trip Air Mobility Command (AMC) transportation between Frankfurt, Germany, and McGuire Air Force Base (AFB), New Jersey	\$162.00
Round-trip transportation service between McGuire AFB and Philadelphia, Pennsylvania (airport)	\$7.00
Round-trip commercial air transportation between Philadelphia and Buffalo	\$52.00
Per diem to and from Munich, Germany (multiply number of days by appropriate rates)	\$16.00
<b>Total</b>	<b>\$265.00</b>

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**Credits**

Rail transportation from Munich, Germany, to Frankfurt, Germany	\$14.00
AMC transportation from Frankfurt, Germany, to McGuire AFB	\$81.00
Transportation service from McGuire AFB to Philadelphia	\$3.50
Commercial air transportation from Philadelphia to Buffalo	\$26.00
Per diem from Munich, Germany, to Buffalo	\$8.00
<b>Total</b>	<b>\$132.50</b>
Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further Government liability. Statement approved:  [Signature Line] A. B. Person, Civilian Personnel Officer January 17, 2011	

**Explanation:** The civilian employee satisfactorily completed the service required by the initial service agreement so he is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The civilian employee violated the renewal agreement prior to completion of 1 year of service so he owes the Government for round-trip travel and transportation allowances for travel from Munich to Buffalo. Since the civilian employee completed the first tour and he is authorized one return trip to Buffalo at Government expense, the civilian employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.

### **Scenario 1**

A civilian employee is transferred from the Army Materiel Command Headquarters, Fort Belvoir, Virginia, to London, England, for a 3-year tour. The civilian employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the civilian employee. The daughter remains at a school in the United States. The Government pays for transportation of 7,800 pounds (lbs) of household goods (HHG) to London. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the civilian employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The civilian employee, spouse, and son returned to Washington for leave on renewal agreement travel. Before shipment to Berlin, 8,750 lbs of HHG were stored in London for 90 days. The dependent parent visited Paris and returned to London while the civilian employee was in the Washington, DC on leave. The civilian employee's daughter, who had remained in the United States, traveled at Government expense to Berlin with the civilian employee, spouse, and son. The civilian employee's dependent parent and the HHG were transported at Government expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the civilian employee was removed from the position and he or she separated from Government service due to misconduct. Since the removal resulted in a violation of the renewal agreement, the civilian employee is liable for the costs of transporting self, family, and the HHG from Berlin to Washington, DC. Since the civilian employee satisfactorily completed the service required by the initial service agreement, the civilian employee is not liable for the travel and transportation

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allowances for travel of self, spouse, son, and parent from Washington to London. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of 1 year.

**Liabilities**

Round-trip rail transportation between Munich, Germany, and Frankfurt, Germany	\$28.00
Round-trip Air Mobility Command (AMC) transportation between Frankfurt, Germany, and McGuire Air Force Base (AFB), New Jersey	\$162.00
Round-trip transportation service between McGuire AFB and Philadelphia, Pennsylvania (airport)	\$7.00
Round-trip commercial air transportation between Philadelphia and Buffalo	\$52.00
Per diem to and from Munich, Germany (multiply number of days by appropriate rates)	\$16.00
<b>Total</b>	<b>\$265.00</b>

**Credits**

Transportation of self, spouse, son, and dependent parent from London to Washington, DC	\$836.00
Packing, crating, drayage of HHG in London	\$90.00
Transportation, SIT, and unpacking of HHG (8,750 lbs) from London to Washington, DC	\$1,240.00
Per diem for the civilian employee, spouse, son, and dependent parent from London to Washington, DC	\$12.00
<b>Total</b>	<b>\$2,178.00</b>

**Scenario 2**

A civilian employee is recruited under a service agreement for a position in Okinawa, Japan, for a 24-month tour. The civilian employee is married and has one son. The civilian employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but household goods (HHG) remain at the actual residence in Atlanta, Georgia. The civilian employee completed the required tour in Okinawa and was provided return transportation to Atlanta, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the civilian employee, spouse, and 6,000 lbs of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and, at the end of 9 months, travels at Government expense under the renewal agreement from Atlanta to Ankara.

The civilian employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, Germany. The civilian employee was furnished return transportation to Washington, DC, but the spouse and son did not accompany. After a period of leave in Washington, the civilian employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG was packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage in transit (SIT) for 30 days prior to the family's arrival. The spouse and son were furnished Government transportation from Ankara to Bremerhaven.

The civilian employee serves 18 months under the renewal agreement, resigns to return to the United States to enter private business, and separates from Government service. Since the resignation is prior to the expiration of the 2-year tour, the civilian employee has violated the service agreement and he or she is liable for

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transportation costs from Bremerhaven to Atlanta. The tour in Okinawa was completed and civilian employee is not liable for any of the travel and transportation allowances paid. The tour in Ankara was completed and no liability exists for travel and transportation allowances paid. Although the civilian employee violated the Service agreement at Bremerhaven, because he served more than 12 months at Bremerhaven, he is not indebted for any of the travel and transportation allowances previously paid under the agreement.

The tour in Ankara was the tour completed immediately before the transfer to Bremerhaven. Any credits that may be available to offset the cost of return travel from Bremerhaven to Atlanta will be based on any allowance that could have been allowed for travel from Ankara to Atlanta

**Credits**

Transportation for spouse and son (Ankara to Atlanta)	\$500
Transportation HHG (8,700 lbs gross packed and crated at time of violation) from Ankara to Atlanta	\$840
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	\$180
<b>Total:</b>	<b>\$1,520</b>

The cost of transportation for the civilian employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. The civilian employee was authorized a credit of \$1,520. The credits accrue from the allowance that would have been paid to return to Atlanta after completing the tour in Ankara. Because the credits exceed the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

**Temporary Quarters Subsistence Expenses Lump Sum (TQSE (LS)) (JTR, par. 054208)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario 1**

A civilian employee with four dependents is authorized a TQSE (LS) payment for 30 days. The locality per diem rate at the new permanent duty station (PDS) in Detroit, MI is \$209 a day (\$145/\$64). All four dependents move to the new PDS. For the civilian employee, unaccompanied spouse, or domestic partner, the TQSE (LS) daily rate is computed by multiplying the locality per diem rate by 75 percent. Then, multiple the daily rate by the number of days authorized. For dependents, the TQSE (LS) daily rate is computed by multiplying the locality per diem rate by 25 percent. Then, multiple the daily rate by the number of days authorized and by number of dependents. The number of days reimbursed for a house-hunting trip (HHT) are not deducted from TQSE (LS). The total TQSE (LS) payment for the civilian employee and dependents is \$10,972.50.

Action	Calculation	Total
1. Determine the daily rate for the civilian employee with the 75% multiplier.	\$209 x 75%	<b>\$156.75</b>
2. Determine the civilian employee's total payment for 30 days.	\$156.75 x 30 days	<b>\$4,702.50</b>
3. Determine the dependent's daily rate with a 25% multiplier.	\$209 x 25%	<b>\$52.25</b>
4. Determine the payment for 30 days of a single dependent using the total from Action 3.	\$52.25 x 30 days	<b>\$1,567.50</b>
5. Determine the TQSE (LS) payment for all dependents using the total from Action 4.	\$1,567.50 x 4 dependents	<b>\$6,270</b>
<b>6. To determine the total TQSE (LS) payment, add Action 2 and Action 5.</b>	\$4,702.50 + \$6,270	<b>\$10,972.50</b>

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**Scenario 2**

A civilian employee with no dependents is relocating to Fairbanks, AK in June. The employee accepts the offer to relocate in January and is authorized a 30-day TQSE (LS) payment. The locality per diem rate in Fairbanks is \$362 per day during the high season from May 16<sup>th</sup> to September 30<sup>th</sup> and \$287 per day during the low season from October 1<sup>st</sup> to May 16<sup>th</sup>. Although the employee accepted the offer in January, during the low season, the applicable per diem rate is the high season rate because the traveler will occupy temporary lodging in June ([CBCA 2189-RELO](#)). For the civilian employee, unaccompanied spouse, or domestic partner, the TQSE (LS) daily rate is computed by multiplying the locality per diem rate by 75 percent. Then, multiple the daily rate by the number of days authorized. The civilian employee is paid a total of \$8,145 for June.

Action	Calculation	Total
1. Determine the daily rate for the civilian employee with the 75% multiplier.	\$362x 75%	<b>\$271.50</b>
<b>2. Determine the civilian employee’s total payment during the month of June.</b>	\$271.50 x 30 days	<b>\$8,145</b>

**Scenario 3**

A civilian employee with no dependents is relocating to Washington, D.C. The employee accepts the offer to relocate and is authorized a 30-day TQSE (LS) payment. The employee plans to occupy temporary quarters between October 22nd and November 20th. The locality per diem rate in Washington, D.C. is \$340 per day between October 1st and October 31st and \$272 per day between November 1st and February 29th ([CBCA 6635-RELO](#)). For each period, the TQSE (LS) daily rate is computed by multiplying the locality per diem rate by 75 percent. Then, multiple the daily rate by the number of days authorized for the civilian employee, unaccompanied spouse, or domestic partner. TQSE (LS) payments for both time periods are added for a total \$6,630.

Action	Calculation	Total
1. Determine the daily rate used from Oct. 22 to Oct. 31, with the 75% multiplier.	\$340 x 75%	<b>\$255</b>
2. Determine the civilian employee’s total payment for 10 days in October.	\$255 x 10 days	<b>\$2,550</b>
3. Determine the daily rate used from Nov. 1 to Nov. 20, with the 75% multiplier.	\$272 x 75%	<b>\$204</b>
4. Determine the civilian employee’s total payment for 20 days in November.	\$204 x 20 days	<b>\$4,080</b>
<b>5. Determine the total TQSE (LS) payment, add Action 2 and Action 4.</b>	\$2,550 + \$4,080	<b>\$6,630</b>

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### Scenario 4

A civilian employee with no dependents is relocating to Honolulu, HI from Kansas City, MO. The employee accepts the offer to relocate and is authorized a 30-day TQSE (LS) payment. The employee plans to occupy temporary quarters in Kansas City for 5 days before traveling to Honolulu and occupying temporary quarters for 25 days. The locality per diem rate in Honolulu is \$359 per day and the locality per diem rate in Kansas City is \$190 per day. For each location, the TQSE (LS) daily rate is computed by multiplying the locality per diem rate by 75 percent. Then, multiply the daily rate by the number of days authorized for the civilian employee, unaccompanied spouse, or domestic partner. The old and new PDS' TQSE (LS) payments are added for a total TQSE payment of \$7,443.75.

Action	Calculation	Total
1. Determine the daily rate used for Kansas City, with the 75% multiplier.	$\$190 \times 75\%$	<b>\$142.50</b>
2. Determine the civilian employee's total payment for 5 days in Kansas City.	$\$142.50 \times 5 \text{ days}$	<b>\$712.50</b>
3. Determine the daily rate used for Honolulu, with the 75% multiplier.	$\$359 \times 75\%$	<b>\$269.25</b>
4. Determine the civilian employee's total payment for 20 days in Honolulu.	$\$269.25 \times 25 \text{ days}$	<b>\$6,731.25</b>
<b>5. Determine the total TQSE (LS) payment, add Action 2 and Action 4.</b>	$\$712.50 + \$6,731.25$	<b>\$7,443.75</b>

## Timing of Real Estate Transactions (JTR, par. 054501-B)

The following are examples drawn from Comptroller General (Comp. Gen.) and General Services Board of Contract Appeals (GSBCA) decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

### Scenario 1

A civilian employee transferred from Alaska to a foreign permanent duty station (PDS), Singapore, in the Government's interest. After Agency officials notified the civilian employee that return would not be to Alaska and that return rights would be to a prior position in Savannah, Georgia, the civilian employee sold the Alaska residence. Upon the completion of the Singapore tour of duty, the civilian employee was transferred back to a prior position that had been relocated to Charleston, South Carolina. Upon transfer to Charleston—an official station other than the one from which the civilian employee was transferred to the foreign PDS—the civilian employee became eligible for the allowable expenses incurred in the residence sale in Alaska since it was sold after the civilian employee had been officially notified that the return would not be to Alaska but to a different duty station in the continental United States (CONUS) or non-foreign area outside the continental United States (OCONUS) ([72 Comp. Gen. 130 \(1993\)](#)).

### Scenario 2

A civilian employee assigned at Fort Shafter, Hawaii, was notified that he would be transferred to Fort McPherson, Georgia. In anticipation of the transfer, he signed a listing agreement to sell the residence in Hawaii. However, before the sale, he accepted a position in Seoul, South Korea, and reported for duty at that duty station. The residence in Hawaii was sold while he was in South Korea and he requested reimbursement for real estate expenses. The request was denied based on statutory and regulatory provisions that provide that both the old and new duty station must be located within the United States (including non-foreign locations outside the continental United States) or other named locations for such expenses to be reimbursable. The civilian employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit a civilian employee from staying overseas for more than 5 years. Since he would have completed 5 years overseas after the assignment in South Korea, it would have been impossible for him to return to Hawaii. He was later transferred from South Korea to Huntsville, Alabama. The record contains a memorandum indicating that the civilian employee was advised that the assignment in South Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, or in the alternative, Huntsville if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the civilian employee that he would not be returning to the old duty station in Hawaii. The civilian employee sold the residence in Hawaii after receiving the official notice. The Comp. Gen. authorized real estate allowances for the civilian employee's residence sale in Hawaii since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the civilian employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that a civilian employee is not to be returned to the old duty station; and (4) the civilian employee's return to another official duty station ([B-255822, May 17, 1994](#)).

### Scenario 3

A civilian employee who transferred to Brasilia, Brazil, from Grand Junction, Colorado, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same duty station in the CONUS ([B-242558, June 19, 1991](#)).

### Scenario 4

In early July 1993, a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Realignment and Closure Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, he sold a house in Newark, California, on July 29, 1993. The BRAC list, however, did not become final until Congress approved it in September 1993. A civilian employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program that helps a soon-to-be displaced civilian employee find a new position within DoD. The civilian employee's base was not scheduled to be closed until September 1996, and each civilian employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The civilian employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, Florida. The civilian employee's claim for reimbursement of the expenses incurred in connection with the home sale was denied because the sale predated both final approval of the BRAC list and his registration in the PPP ([GSBCA 13699-Relo, March 21, 1997](#)).

### Scenario 5

A DoD civilian employee listed a residence for sale in anticipation that the base at which he worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the civilian employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for a civilian employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, January 7, 1993](#), which is cited in the regulation, requires a civilian employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, a civilian employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the civilian employee and he or she is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether this intent existed. In this case, the civilian employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, November 13, 1995](#)).

## Scenario 6

The civilian employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a permanent duty station (PDS) in South Korea to a different PDS in the United States other than one in the vicinity of Pueblo, Colorado, from which he was transferred to South Korea. As a result, the civilian employee believed the residence could be sold prior to him being officially notified of a transfer from South Korea back to the United States. In 1988, the civilian employee's agency in Pueblo was placed on the BRAC list. On December 10, 1991, he was transferred to Camp Humphries in South Korea.

In August 1992, he sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, he was transferred to McAlester, Oklahoma. The civilian employee's agency denied his claim for real estate expenses for the residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester. Under the JTR, a civilian employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the civilian employee's return would be to a PDS other than the one from which the civilian employee transferred to the foreign post of duty ([GSBCA 14889-Relo, April 7, 1999](#)). The Comp. Gen. noted in this decision that the PDS includes the residence or other quarters from which the civilian employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which a civilian employee could be assigned within the commuting distance of the civilian employee's last domestic residence.

## Personal Emergencies while on a TDY or away from Homeport (Service Members Only)—Reimbursement for Personally Procured Transportation Costs (JTR, par. 040201-C)

*Note: Rates used in these examples may not be current and are for illustrative purposes only.*

### Scenario:

A Service member’s permanent duty station (PDS) is Ft. Belvoir, Virginia. The Service member is on a TDY at Ft. Campbell, Kentucky. The Service member’s emergency leave destination is Denver, Colorado. There is no city pair airfare between Ft. Campbell (the TDY location) and Ft. Belvoir (the PDS). The policy-constructed airfare between the TDY location and the PDS, incorporating some city-pair airfare connections, is \$400. The city-pair airfare cost from Ft. Campbell (the TDY location) to Denver (the emergency leave location) is \$500. The policy-constructed airfare cost from Ft. Campbell to Denver is \$600. Since the transportation cost to the emergency leave location (Denver) is more expensive than the transportation cost to the PDS (Ft. Belvoir), the Service member is not authorized the city pair airfare to Denver. The reimbursement to the Service member is limited to \$400.

### Determining Transportation Reimbursement for Personal Emergency while on a TDY or away from Homeport

Action	Result
1. Determine the policy-constructed airfare between the PDS (Ft. Belvoir) and the TDY location (Ft. Campbell) since there is no city-pair airfare.	\$400
2. Determine the roundtrip, city-pair airfare cost between the TDY (Ft. Campbell) location and the emergency leave location (Denver).	\$500
3. Determine the policy-constructed airfare cost between the TDY location (Ft. Campbell) and the emergency leave location (Denver).	\$600
4. Compare the airfare in Action 1 and Action 2 and reimburse the lesser.	\$400 < \$500
<b>5. Determine the total authorized airfare. City pair airfare may not be used.</b>	<b>\$400</b>

**Computing Travel within the Local PDS Area - Public Transportation vs. Mixed Modes - Cost Less Than Normal Commute**  
**(JTR, par.020603-B1b)**

*Note: Rates used in these examples may not be current and are for illustrative purposes only.*

**Scenario:**

A traveler's one-way commuting cost to the PDS is \$3 by bus, totaling \$6 for the round-trip ordinary commuting cost. The traveler uses the bus to the PDS, at a cost of \$3. Later, the traveler uses a Government-furnished fare card to take public transportation to travel to two alternate work sites. The traveler returns to the residence by bus at a cost of \$2. The traveler is not authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary commuting cost.

**Public Transportation Cost Less Than Ordinary Cost**

Action	Result
1. Calculate the ordinary round-trip commuting distance.	\$3 both ways = <b>\$6</b>
2. Calculate the total cost the traveler incurred commuting to the PDS, alternate work sites, and returning to the residence.	\$3 (to PDS) + \$0 (to two alternate work sites) + \$2 (to residence) = <b>\$5</b>
3. Compare the ordinary round-trip commuting cost in Action 1 to the total distance in Action 2.	<b>\$6 &gt; \$5</b>
<b>4. The total amount authorized to the traveler.</b>	<b>None</b>

**Permanent Change of Station (PCS) Per Diem for Service Member and Dependents through Ports of Embarkation and Debarkation (JTR, par. 050303)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario**

A Service member, spouse, and 3 year-old dependent perform a PCS from Fort Benning, Georgia, to Vicenza, Italy. They depart Fort Benning on July 15, traveling 269 miles by privately owned vehicle to the port of embarkation at Savannah, Georgia. Savannah’s per diem rate is \$227 (\$147 for lodging and \$80 for meals and incidentals). They arrive at Savannah the evening of July 15 and paid \$225 for lodging at a hotel. According to the JTR, the Lodging Plus method is used, so although the Service member is authorized up to \$147 for lodging, the spouse’s lodging entitlement is used to cover the remainder amount and reimbursement must be limited to the actual lodging cost of \$225. In this case MALT & lodging plus per diem are paid for the same day (July 15).

In this scenario, July 15 is a travel day because the family is driving to the port of embarkation that day, so the Service member is paid 75 percent of Savannah’s full per diem rate for meals and incidentals. The spouse is authorized 75 percent of the Service member’s payment. The 3 year-old dependent is authorized 50 percent of the Service member’s payment because the child is under 12 years old. For mileage, the Service member is paid a monetary allowance in lieu of transportation at the “other mileage rate” of 0.21 cents per mile. The MALT reimbursement is \$56.49 (269 miles x \$0.21). See the JTR, Table 5-4, Rule 4, and Table 5-6.

On July 16, the family boards a commercial flight to Vicenza. The per diem rate for Vicenza is \$352 (\$229 for lodging and \$123 for meals and incidentals). The Service member is paid Vicenza’s meal and incidental rate of \$123. The spouse is authorized 75 percent of the Service member’s payment and the child is authorized 50 percent of the Service member’s payment. See the JTR, Tables 5-5 and 5-6.

Action	Lodging	M&IE	Total
1. Determine the Service member’s entitlement (75%) for the travel day on July 15. Choose the lesser of actual and maximum lodging allowed. Add the reimbursement amount for MALT.	\$225 vs. \$147	\$80 x 75% = \$60	\$147 + \$60 + \$56.49 (MALT) = <b>\$263.49</b>
2. Determine the Service member spouse’s entitlement (75%) for the travel day on July 15. The lodging entitlement amount is capped once actual lodging is covered.	\$147 x 75% = \$110.25, capped at \$78	\$60 x 75% = \$45	\$78 + \$45 = <b>\$123</b>

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<b>Action</b>	<b>Lodging</b>	<b>M&amp;IE</b>	<b>Total</b>
3. Determine the child's entitlement (50%), aged 3, for the travel day on July 15. There is no lodging entitlement because actual lodging is already covered.	\$0	\$60 x 50% = \$30	<b>\$30</b>
4. Determine the total authorized amount for the travel day on July 15.	\$147 + \$78 + \$0 = \$225	\$60 + \$45 + \$30 = \$135	\$225 + \$135 +\$56.49 (MALT) = <b>\$416.49</b>
5. Determine the Service member's entitlement (75%) for the travel day on July 16.	N/A	\$123 x 75% = \$92.25	<b>\$92.25</b>
6. Determine the Service member spouse's entitlement (75%) for the travel day on July 16.	N/A	\$92.25 x 75% = \$69.18	<b>\$69.18</b>
7. Determine the child's entitlement (50%), aged 3, for the travel day on July 16.	N/A	\$69.18 x 50% = \$34.59	<b>\$34.59</b>
8. Determine the total authorized daily amount for the travel day on July 16.	N/A	\$92.25 + \$69.18 + \$34.59 = \$196.02	<b>\$196.02</b>
9. Determine the total amount paid to the Service member for travel on July 15 and July 16, and MALT.	N/A	N/A	\$416.49 + \$196.02 = <b>\$612.51</b>

## Household Goods (HHG) Transportation – Unused Balance to New Permanent Duty Station (PDS) (JTR, par. 051301-D)

### Scenario

A Service member was ordered from PDS A to PDS B. The authorized HHG weight under the permanent change of station (PCS) order was 8,000 pounds. The Service member actually transported 6,000 pounds to PDS B. The unused HHG weight balance is 2,000 pounds. The Service member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 pounds. The Service member may ship up to 8,000 pounds at Government expense to PDS C of which 2,000 pounds of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply as specified in par. 051306.

Weight Allowed or Transported	Net Weight
Authorized weight from PDS A to PDS B	8,000 lbs.
Actual weight transported from PDS A to PDS B	6,000 lbs.
Unused HHG weight balance (8,000-6,000)	2,000 lbs.
Authorized total weight to PDS C	8,000 lbs.
Authorized weight from PDS A to PDS C	2,000 lbs.
If HHG is shipped from PDS A to PDS C, weight allowance remaining to PDS C (8,000-2,000)	6,000 lbs.

## POV Transportation in the Continental United States (CONUS): Driving One POV and Shipping One POV -- Cost Reimbursement Examples (JTR, par. 052901-B)

The per diem rates used in the examples below are for illustrative purposes only and may not reflect current per diem rates or the current Standard CONUS per diem rate. Refer to the [DTMO website](#) for the [standard CONUS per diem rate](#) and the [mileage in lieu of transportation](#) (MALT) rate.

### Lodging Plus Method for Employee and Spouse Traveling Together

#### Scenario 1:

A Service member, spouse, and two dependents (both aged 12 or older) are traveling across the continental United States (CONUS) on a permanent change of station (PCS) move. The cost to transport a privately owned vehicle (POV) is \$1,500. The standard CONUS per diem rate at the time of travel is \$178 (\$110/\$68). The official distance between authorized points is 2,665 miles. The MALT rate is 20 cents a mile.

**Step 1:** Construct the cost for the Service member, spouse and two children to travel together in one POV.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,665 miles	2,665 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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.	$2,665 \text{ miles} \div 350 = 7 \text{ days, remainder } 215$	8 days
3. Determine the Service member's per diem rate using the Standard CONUS rate.	$\$178 \times 100\%$	<b>\$178</b>
4. Determine the dependent's daily per diem rate using the Standard CONUS rate.	$\$178 \times 75\%$	<b>\$133.50</b>
5. Determine the total per diem amount for three dependents.	$\$133.50 \times 3 \text{ dependents}$	<b>\$400.50</b>
6. Determine the daily total per diem paid for all travelers.	$\$178 + \$400.50$	<b>\$578.50</b>
7. Determine the total per diem rate for 8 days.	$\$578.50 \times 8 \text{ days}$	<b>\$4,628</b>
8. Calculate the MALT payment.	$2,665 \text{ miles} \times 20 \text{ cents}$	<b>\$533</b>
9. Calculate the total constructed cost for the Service member, spouse, and two children to travel together in one POV.	$\$4,628 + \$533$	<b>\$5,161</b>

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**Step 2:** Construct the cost for the Service member, spouse, and two children to travel non-concurrently, not traveling on the same route at the same time, in two POVs. Since the spouse is traveling separately from the Service member, he or she is authorized 100 percent of the per diem that the Service member would have received.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,665 miles	2,665 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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.	$2,665 \text{ miles} \div 350 = 7 \text{ days, remainder } 215$	8 travel days
3. Determine the Service member's per diem rate using the Standard CONUS rate.	$\$178 \times 100\%$	<b>\$178</b>
4. Determine the non-accompany spouse's per diem rate using the Standard CONUS rate.	$\$178 \times 100\%$	<b>\$178</b>
5. Determine the dependent's daily per diem rate using the Standard CONUS rate.	$\$178 \times 75\%$	<b>\$133.50</b>
6. Determine the total per diem amount for dependents accompanying the spouse.	$\$133.50 \times 2 \text{ dependents}$	<b>\$267</b>
7. Determine the daily total per diem paid for all travelers.	$\$178 + \$178 + \$267$	<b>\$623</b>
8. Determine the total per diem rate for 8 days.	$\$623 \times 8 \text{ days}$	<b>\$4,984</b>
9. Calculate the MALT payment.	$2,665 \text{ miles} \times 20 \text{ cents} \times 2 \text{ POVs}$	<b>\$1,066</b>
10. Calculate the total constructed cost for the Service member, spouse, and two children to travel separately in two POVs.	$\$4,984 + \$1,066$	<b>\$6,050</b>

**Step 3:** Determine the funds available to the Service member to transport one POV while the entire family travels together in the other POV. The reimbursement for transporting one POV is limited to the difference between the cost of the Service member and spouse with two children performing non-concurrent travel in two POVs and the cost of the Service member, spouse, and two children performing concurrent travel in one POV. MALT and reimbursement for the cost of driving the second vehicle are separately authorized as specified in par. 0530.

Action	Calculation	Result
1. Determine the difference between the cost of driving both POVs with the cost (Step 2, Action 10) with the cost of driving one POV (Step 1, Action 9).	$\$6,050 - \$5,161$	<b>\$889</b>

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Action	Calculation	Result
2. Determine the difference between the actual shipping cost for one POV and the maximum reimbursement. This is the amount the Service member is out-of-pocket for POV transportation.	\$1,500 - \$889	<b>\$611</b>

In this example, the total out-of-pocket expense for the Service member to drive one POV and ship one POV, otherwise known as 'drive one, ship one', is \$611.

**POV Transportation in the Continental United States (CONUS): Driving One POV and Shipping One POV -- Service Member Married to Service Member - Cost Reimbursement Examples (JTR, par. 5328)**

**Scenario 2:**

A Service member is married to another Service member. The two Service members and two other dependents, both age 12 or older, travel across the CONUS on a PCS move. The cost to transport a POV is \$1,500. The standard CONUS per diem rate at the time of travel is \$178 (\$110/\$68). The official distance between authorized points is 2,665 miles. The MALT rate is 20 cents a mile.

**Step 1:** Construct the cost for the two Service members and the two children to perform concurrent travel in one POV.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,665 miles	2,665 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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.	2,665 miles ÷ 350 = 7 days, remainder 215	8 travel days
3. Determine the first Service member's per diem rate using the Standard CONUS rate.	\$178 x 100%	<b>\$178</b>
4. Determine the second Service member's per diem rate using the Standard CONUS rate.	\$178 x 100%	<b>\$178</b>
5. Determine the dependent's daily per diem rate using the Standard CONUS rate.	\$178 x 75%	<b>\$133.50</b>
6. Determine the total per diem amount for dependents.	\$133.50 x 2 dependents	<b>\$267</b>
7. Determine the daily total per diem paid for all travelers.	\$178 + \$178 + \$267	<b>\$623</b>

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Action	Calculation	Result
8. Determine the total per diem rate for 8 days.	$\$623 \times 8 \text{ days}$	<b>\$4,984</b>
9. Calculate the MALT payment.	$2,665 \text{ miles} \times 20 \text{ cents}$	<b>\$533</b>
10. Calculate the total constructed cost for two Service members and two children to travel together in one POV.	$\$4,984 + \$533$	<b>\$5,517</b>

**Step 2:** Construct the cost for the two Service members and two children to travel non-concurrently, not traveling on the same route at the same time, in two POVs.

Action	Calculation	Result
1. Determine the official distance between authorized travel points by using the <a href="#">Defense Table of Official Distances (DTOD)</a> .	2,665 miles	2,665 miles
2. If the distance in Action 1 is at least 350 miles but no more than 400 miles, 1 day of travel is allowed. 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.	$2,665 \text{ miles} \div 350 = 7 \text{ days, remainder } 215$	8 travel days
3. Determine the first Service member's per diem rate using the Standard CONUS rate.	$\$178 \times 100\%$	<b>\$178</b>
4. Determine the second Service member's per diem rate using the Standard CONUS rate.	$\$178 \times 100\%$	<b>\$178</b>
5. Determine the dependent's daily per diem rate using the Standard CONUS rate.	$\$178 \times 75\%$	<b>\$133.50</b>
6. Determine the total per diem amount for dependents accompanying one Service member.	$\$133.50 \times 2 \text{ dependents}$	<b>\$267</b>
7. Determine the daily total per diem paid for all travelers.	$\$178 + \$178 + \$267$	<b>\$623</b>
8. Determine the total per diem rate for 8 days.	$\$623 \times 8 \text{ days}$	<b>\$4,984</b>
9. Calculate the MALT payment.	$2,665 \text{ miles} \times 20 \text{ cents} \times 2 \text{ POVs}$	<b>\$1,066</b>
10. Calculate the total constructed cost for the Service member, spouse, and two children to travel separately in two POVs.	$\$4,984 + \$1,066$	<b>\$6,050</b>

**Step 3:** Determine the funds available to the Service member to transport one POV while the entire family travels together in the other POV. The reimbursement for transporting one POV is limited to the difference between the cost of the two Service members each traveling with one child performing non-concurrent travel in two POVs and the cost of both Service members and two children performing concurrent travel in one POV. MALT and reimbursement for the cost driving the second vehicle are separately authorized as specified in par. 0530.

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the difference between the cost of driving both POVs with the cost (Step 2, Action 10) with the cost of driving one POV (Step 1, Action 10).	\$6,050 - \$5,517	<b>\$533</b>
2. Determine the difference between the actual shipping cost for one POV and the maximum reimbursement. This is the amount the Service member is out-of-pocket for POV transportation.	\$1,500 - \$533	<b>\$967</b>

In this example, the total out-of-pocket expense for the Service member to drive one POV and ship one POV, otherwise known as 'drive one, ship one', is \$967.

## **Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member without a Dependent (JTR, par. 050601-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### **Scenario**

A Service member without dependents relocates on a permanent change of station (PCS) between two permanent duty stations (PDS) in the continental United States (CONUS). Before and after reporting at the new PDS in Tampa, Florida, the Service member occupies temporary, private sector lodging at the new PDS for 4 nights at \$115 a night (\$108 plus \$7 tax). The new PDS locality per diem rate is \$280 (\$200/\$80). Since the Service member is one person occupying temporary quarters, the applicable percentage rate is 65. The Service member certifies that Government quarters are not available. The Service member is authorized TLE.

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member with no dependents.	N/A	65%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rates.	65% of \$200	\$130
3. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rates.	65% of \$80	\$52
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$115 vs \$130	\$115
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$52 + \$115	\$167
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$167	\$167
<b>7. Determine the total TLE authorized for 4 days.</b>	\$167 x 4 days	<b>\$668</b>

## **Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member and Dependents (JTR, par. 050601-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### **Scenario**

A Service member with a spouse not entitled to basic pay and two children, aged 12 and 9, relocates on a PCS between two PDSs in the CONUS. The Standard CONUS per diem rate of \$178 (\$110/\$68) applies to both PDSs. After reporting to the new PDS, the Service member and the dependents occupy temporary, private sector lodging off post for 8 nights at \$115 a night (\$108 plus \$7 tax). The Service member certifies that Government quarters are not available. The Service member is authorized TLE.

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member, spouse, 12 year-old child, and a 9 year-old child.	100% + 35% + 25%	160%
2. Determine maximum lodging rate by applying the percentage rate to the Standard CONUS per diem rate.	160% of \$110	\$176
3. Determine maximum M&IE rate by applying the percentage rate to the Standard CONUS per diem rate.	160% of \$68	\$108.80
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$115 vs \$176	\$115
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$115 + \$108.80	\$223.80
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$223.80	\$223.80
<b>7. Determine the total TLE authorized for 8 days.</b>	\$223.80 x 8 days	<b>\$1,790.40</b>

**Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Two Service Members Married to Each Other (JTR, par. 050601-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario 1**

Two Service members married to each other with two children, aged 14 and 10, relocate on a PCS between PDSs in the CONUS. The Standard CONUS per diem rate of \$178 (\$110/\$68) applies to both PDSs. Before and after reporting at the new PDS, the Service members and dependents occupy temporary, private sector lodging off post for 6 nights at \$100 a night (\$90 plus \$10 tax). The two Service members split the lodging cost equally. The Service members certify that Government quarters are not available. Each Service member is authorized TLE limited to \$290 a day for 21 days.

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage rate from JTR, Table 5-17 for the first Service member and one dependent.	100%	100%
2. Determine maximum lodging rate by applying the percentage rate to the Standard CONUS per diem rate.	100% of \$110	\$110
3. Determine maximum M&IE rate by applying the percentage rate to the Standard CONUS per diem rate.	100% of \$68	\$68
4. Compare the actual daily lodging cost (\$50 per Service member), including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$50 vs \$110	\$50
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$50 + \$68	\$118
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$118	\$118

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
7. <b>Determine the total TLE authorized for 6 days.</b>	\$118 x 6 days	<b>\$708</b>
8. <b>Repeat Action 1 to Action 7 to determine the total TLE authorized for 6 days for the second Service member and one dependent.</b>	\$118 x 6 days	<b>\$708</b>

**Scenario 2**

Two Service members married to each other with two children, aged 5 and 7, relocate on a PCS between two PDSs in the CONUS. The Standard CONUS per diem rate is \$178 (\$110/\$68). Before and after reporting at the new PDS, the Service members and dependents occupy temporary, private sector lodging off post for a total of 30 nights at \$105 a night (\$94.50 plus \$10.5 tax). The \$105 lodging cost does not change based on the number of people that occupy the room. In this example, each Service member claims the two dependent children, but for different days. The Service members certify that Government quarters are not available. Each Service member is authorized TLE limited to \$290 a day. Each Service member is authorized a maximum of 21 days, the maximum number of days allowable between two PDSs in the CONUS. The first Service member may claim TLE for any 21-day period and the second Service member may claim TLE for any other 21-day period in temporary, private sector lodging as long as there is no overlap in the days claimed.

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage rate from JTR, Table 5-17 for the first Service member, a 5-year-old and 7-year-old child.	100% + 25%	125%
2. Determine maximum lodging rate by applying the percentage rate to the Standard CONUS per diem rate.	125% of \$110	\$137.50
3. Determine maximum M&IE rate by applying the percentage rate to the Standard CONUS per diem rate.	125% of \$68	\$85
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$137.50 vs \$105	\$105
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$105 + \$85	\$190
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$190	\$190
7. <b>Determine the total TLE authorized by the number of actual days (15) in temporary lodging <i>before</i> reporting to the new PDS, limited to the maximum of days (21).</b>	<b>\$190 x 15 days</b>	<b>\$2,850</b>
8. <b>Repeat Action 1 to Action 7 to determine the total TLE authorized by the number of actual days (15 days) in temporary lodging used <i>after</i> reporting to the new PDS, limited to the maximum of days (21).</b>	<b>\$190 x 15 days</b>	<b>\$2,850</b>

**Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member and Dependents Together at Two Locations (JTR, par. 050601-B)**

## Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### Scenario

A Service member with a spouse—who is not entitled to basic pay—and two children, aged 14 and 11, relocates on a PCS between two PDSs in the CONUS. Before departing the old PDS, the Service member and dependents occupy temporary, private sector lodging off post for 2 nights at \$195 a night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/\$71). Before and after reporting to the new PDS, the Service member and dependents occupy temporary, private sector lodging off post for 6 nights at \$85 a night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136 (\$90/\$46). The Service member certifies that Government quarters are not available at either PDS. The Service member is authorized TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member and spouse, 14 year-old child, and an 11 year-old child.	100% + 35% + 25%	160%
2. Determine maximum lodging rate by applying the percentage rate to the <i>old</i> PDS' locality per diem rate.	160% of \$161	\$257.60
3. Determine maximum M&IE rate by applying the percentage rate to the <i>old</i> PDS' locality per diem rate.	160% of \$71	\$113.60
4. Compare the actual daily lodging cost at the <i>old</i> PDS, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$195 vs \$257.60	\$195
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$195 + \$113.60	\$308.60
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$308.60	\$290
<b>7. Determine the total TLE authorized for 2 days.</b>	<b>\$290 x 2 days</b>	<b>\$580</b>
8. Using the applicable percentage rate from Action 1, determine maximum lodging rate by applying the percentage rate to the <i>new</i> PDS locality per diem rate.	160% of \$90	\$144
9. Determine maximum M&IE rate by applying the percentage rate to the <i>new</i> PDS' locality per diem rate.	160% of \$46	\$73.60
10. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 8. Select the lesser amount.	\$85 vs \$144	\$85
11. Determine the daily per diem rate by adding Action 10 lodging amount to Action 9 daily M&IE rate.	\$85 + \$73.60	\$158.60
12. Compare the maximum allowable TLE rate of \$290 with the total in Action 11. Select the lesser amount.	\$290 vs \$158.60	\$158.60
<b>13. Determine the total TLE authorized for 6 days.</b>	<b>\$158.60 x 6 days</b>	<b>\$951.60</b>
<b>14. Determine the total TLE authorized amount for the old and new PDS</b>	<b>\$580 + \$951.60</b>	<b>\$1,531.60</b>

### Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member and Dependents Together at Separate Locations (JTR, par. 050601-B)

## Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### Scenario

A Service member relocates on a PCS between two PDSs in the CONUS. The spouse—who is not entitled to basic pay—and one child remain at the old PDS. The Service member occupies temporary quarters at the new PDS from April 1 to 14 (14 days), selecting those dates for TLE. Lodging is \$65 a night (\$60 plus \$5 tax). The new PDS locality per diem rate is \$178 (\$110/\$68). The Service member’s dependents occupy temporary, private sector lodging at the old PDS from April 18 to May 1 (14 days), which the Service member selected for TLE. Lodging for the two dependents is \$175 a night (\$170 plus \$5 tax). The old PDS locality per diem rate is \$277 (\$191/\$86). The Service member certifies that Government quarters are not available at either PDS. The Service member is authorized TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member at the <i>new</i> PDS.	65%	65%
2. Determine maximum lodging rate by applying the percentage rate to the <i>new</i> PDS’ locality per diem rate.	65% of \$110	\$71.50
3. Determine maximum M&IE rate by applying the percentage rate to the <i>new</i> PDS’ locality per diem rate.	65% of \$68	\$44.20
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$65 vs \$71.50	\$65
<b>5. Determine the Service member’s daily per diem rate at the <i>new</i> PDS by adding Action 4 lodging amount to Action 3 daily M&amp;IE rate.</b>	<b>\$65 + \$44.20</b>	<b>\$109.20</b>
6. Determine the applicable percentage rate from JTR, Table 5-17 for the spouse and one child at the <i>old</i> PDS.	100%	100%
7. Determine maximum lodging rate by applying the percentage rate to the <i>old</i> PDS’ locality per diem rate.	100% of \$191	\$191
8. Determine maximum M&IE rate by applying the percentage rate to the <i>old</i> PDS’ locality per diem rate.	100% of \$86	\$86
9. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 7. Select the lesser amount.	\$175 vs \$191	\$175
<b>10. Determine the spouse and child’s daily per diem rate at the <i>old</i> PDS by adding Action 9 lodging amount to Action 8 daily M&amp;IE rate.</b>	<b>\$175 + \$86</b>	<b>\$261</b>
11. Determine the total authorized amount for the Service member, spouse, and child.	\$109.20 + \$261	\$370.20
12. Compare the maximum allowable TLE rate of \$290 with the total in Action 11. Select the lesser amount.	\$290 vs \$370.20	\$290
<b>13. Determine the total TLE amount authorized by the number of actual days (14) in temporary lodging, limited to the maximum number of days (21).</b>	<b>\$290 x 14 days</b>	<b>\$4,060</b>

**Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member and Dependents in Two Rooms (JTR, par. 050601-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario**

A Service member with a spouse—who is not entitled to basic pay—and three children, aged 14, 12, and 9, relocates on a PCS between two PDSs in the CONUS. The new PDS locality per diem rate is \$178 (\$110/\$68). After reporting to the new PDS, the Service member and the dependents occupy two rooms in temporary, private sector lodging off post for 8 nights. Each room costs \$114 a night (\$99 plus \$15 tax). The Service member certifies that Government quarters are not available. The Service member is authorized TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member and spouse, 14 year-old child, 12 year-old child, and a 9 year-old child.	100% + 35% + 35%+ 25%	195%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	195% of \$110	\$214.50
3. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	195% of \$68	\$132.60
4. Compare the actual daily lodging cost for two rooms, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	(\$114 x 2 rooms) \$228 vs \$214.50	\$214.50
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$214.50 + \$132.60	\$347.10
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$347.10	\$290
<b>7. Determine the total TLE authorized for 8 days.</b>	<b>\$290 x 8 days</b>	<b>\$2,320</b>

**Extended Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member without a Dependent (JTR, par. 050604-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario**

A Service member without dependents relocates on a PCS order between two PDSs in the CONUS. The new PDS is among the [Locations with Approved TLE Extensions](#) due to a housing shortage. The Service member is an E-6 and the applicable non-locality BAH Transit rate is \$1,122.60. Before and after reporting at the new PDS, the Service member occupies temporary, private sector lodging at the new PDS for 21 nights at \$173.25 a night (\$165.00 plus \$8.25 tax). The new PDS locality per diem rate is \$255 (\$176/\$79). Since the Service member is one person occupying temporary quarters, the applicable percentage rate is 65 for the first 21 days. After the

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first 21 days, the Service member receives an additional 10 days of extended TLE. The applicable percentage is 100 for lodging and 65 for M&IE for the next 10 days. The Service member certifies that Government quarters are not available. The Service member is authorized TLE and extended TLE.

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member without dependents.	65%	65%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	65% of \$176	\$114.40
3. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$79	\$51.35
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$173.25 vs \$114.40	\$114.40
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$114.40 + \$51.35	\$165.75
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$165.75	\$165.75
<b>7. Determine the total TLE authorized for 21 days.</b>	<b>\$165.75 x 21 days</b>	<b>\$3,480.75</b>
8. Calculate TLE for the Service Member's 10 Days of Extended TLE by determining the applicable percentage from JTR, par. 050604-B2.	100% for Lodging 65% for M&IE	100% 65%
9. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	100% of \$176	\$176
10. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$79	\$51.35
11. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 9. Select the lesser amount.	\$173.25 vs \$176	\$173.25
12. Determine the daily non-locality BAH Transit rate.	\$1,122.60 / 30 days	\$37.42
13. Reduce the lodging portion from Action 11 by the amount in Action 12 daily non-locality BAH Transit rate.	\$173.25 - \$37.42	\$135.83
14. Add Action 13 lodging amount to Action 10 daily M&IE rate.	\$135.83 + \$51.35	\$187.18
15. Compare the maximum allowable TLE rate of \$290 with the total in Action 14. Select the lesser amount.	\$290 vs \$187.18	\$187.18
<b>16. Determine the total extended TLE authorized for 10 days.</b>	<b>\$187.18 x 10 days</b>	<b>\$1,871.80</b>
<b>17. Determine the total TLE Authorized by adding Action 7 and Action 16.</b>	<b>\$3,480.75 + \$1,871.80</b>	<b>\$5,352.55</b>

**Extended Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member Temporarily Lodging without Dependents under DoD Financial Management Regulation, Vol. 7A, Chapter 26, par. 10.14 (261014) (JTR, par. 050604-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

## Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

### Scenario

A Service member with dependents relocates on a PCS between two PDSs in the CONUS. The new PDS is among the [Locations with Approved TLE Extensions](#) due to a housing shortage. DoD Financial Management Regulation, Vol. 7A, Chapter 26, par. 10.7 applies, and the Service member is exempt from an extended TLE reduction due to receipt of BAH.

Before and after reporting at the new PDS, the Service member occupies temporary, private sector lodging at the new PDS for 21 nights at \$173.25 a night (\$165.00 plus \$8.25 tax). The new PDS locality per diem rate is \$255 (\$176/\$79). Since the Service member is one person occupying temporary quarters, the applicable percentage rate is 65 for the first 21 days. After the first 21 days, the Service member receives an additional 10 days of extended TLE. The applicable percentage is 100 for lodging and 65 for M&IE for the next 10 days. The Service member certifies that Government quarters are not available. The Service member is authorized TLE and extended TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member without dependents.	65%	65%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	65% of \$176	\$114.40
3. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$79	\$51.35
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$173.25 vs \$114.40	\$114.40
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$114.40 + \$51.35	\$165.75
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$165.75	\$165.75
<b>7. Determine the total TLE authorized for 21 days.</b>	<b>\$165.75 x 21 days</b>	<b>\$3,480.75</b>
8. Calculate TLE for the Service Member's 10 Days of Extended TLE by determining the applicable percentage from JTR, par. 050604-B2.	100% for Lodging 65% for M&IE	100% 65%
9. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	100% of \$176	\$176
10. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$79	\$51.35
11. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 9. Select the lesser amount.	\$173.25 vs \$176	\$173.25
12. Add Action 11 lodging amount to Action 10 daily M&IE rate.	\$173.25 + \$51.35	\$224.60
13. Compare the maximum allowable TLE rate of \$290 with the total in Action 14. Select the lesser amount.	\$290 vs \$224.60	\$224.60
<b>14. Determine the total extended TLE authorized for 10 days.</b>	<b>\$224.60 x 10 days</b>	<b>\$2,246</b>
<b>15. Determine the total TLE Authorized by adding Action 7 and Action 14.</b>	<b>\$3,480.75 + \$2,246</b>	<b>\$5,726.75</b>

**Extended Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member without a Dependent and Temporary Lodging Provided at No Cost (JTR, par. 050604-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario**

A Service member without dependents relocates on a PCS between two PDSs in the CONUS. The new PDS is among the [Locations with Approved TLE Extensions](#) due to a housing shortage. The Service member is an E-6 and the applicable non-locality BAH Transit rate is \$1122.60. Before and after reporting at the new PDS, the Service member lodges with a family member at the new PDS for 14 nights at no cost. The new PDS locality per diem rate is \$178 (\$110/\$68). Since the Service member is one person, the applicable percentage rate is 65 for the first 21 days. After the first 21 days, the Service member receives an additional 10 days of extended TLE. The applicable percentage is 100 for lodging and 65 for M&IE for the next 10 days. The Service member certifies that Government quarters are not available. The Service member is authorized TLE and extended TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member without dependents.	65%	65%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	65% of \$110	\$71.50
3. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$68	\$44.20
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$0 vs \$71.50	\$0
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$0 + \$44.20	\$44.20
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$44.20	\$44.20
<b>7. Determine the total TLE authorized for 21 days.</b>	<b>\$44.20 x 21 days</b>	<b>\$928.20</b>
8. Calculate TLE for the Service Member's 10 Days of Extended TLE by determining the applicable percentage from JTR, par. 050604-B2.	100% for Lodging 65% for M&IE	100% 65%
9. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	100% of \$110	\$110
10. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	65% of \$68	\$44.20
11. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 9. Select the lesser amount.	\$0 vs \$110	\$0
12. Determine the daily non-locality BAH Transit rate.	\$1,122.60 / 30 days	\$37.42
13. Reduce the lodging portion from Action 11 by the amount in Action 12 daily non-locality BAH Transit rate.	\$0 - \$37.42	\$0
14. Add Action 11 lodging amount to Action 10 daily M&IE rate.	\$0 + \$44.20	\$44.20

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

Action	Calculation	Result
15. Compare the maximum allowable TLE rate of \$290 with the total in Action 14. Select the lesser amount.	\$290 vs \$44.20	\$44.20
16. <b>Determine the total extended TLE authorized for 10 days.</b>	<b>\$44.20 x 10 days</b>	<b>\$442</b>
17. <b>Determine the total TLE Authorized by adding Action 7 and Action 14.</b>	<b>\$928.20 + \$442</b>	<b>\$1,370.20</b>

**Extended Temporary Lodging Expense (TLE) in the Continental United States (CONUS) - Service Member and Dependents (JTR, par. 050604-B)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**Scenario**

A Service member with a spouse and two children, aged 14 and 10, relocates on a PCS between two PDSs in the CONUS. The new PDS is among the [Locations with Approved TLE Extensions](#) due to a housing shortage. The Service member is an E-6 and the applicable non-locality BAH Transit rate is \$1,496.40. Before and after reporting at the new PDS, the Service member occupies temporary, private sector lodging at the new PDS for 21 nights at \$233 a night (\$210 plus \$23 tax). The new PDS locality per diem rate is \$297 (\$205/\$92). The Service member is authorized 21 days of TLE. After the first 21 days, the Service member receives an additional 10 days of extended TLE. The Service member certifies that Government quarters are not available. The Service member is authorized TLE and extended TLE.

Action	Calculation	Result
1. Determine the applicable percentage rate from JTR, Table 5-17 for a Service member and spouse, 14 year-old child, and a 10 year-old child.	100% + 35% + 25%	160%
2. Determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	160% of \$205	\$328
3. Determine maximum M&IE rate by applying the percentage rate to the <i>old</i> PDS' locality per diem rate.	160% of \$92	\$147.20
4. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 2. Select the lesser amount.	\$233 vs \$328	\$233
5. Determine the daily per diem rate by adding Action 4 lodging amount to Action 3 daily M&IE rate.	\$233 + \$147.20	\$380.20
6. Compare the maximum allowable TLE rate of \$290 with the total in Action 5. Select the lesser amount.	\$290 vs \$380.20	\$290
<b>7. Determine the total TLE authorized for 21 days.</b>	<b>\$290 x 21 days</b>	<b>\$6,090</b>
8. Using the applicable percentage rate from Action 1, determine maximum lodging rate by applying the percentage rate to the locality per diem rate.	160% of \$205	\$328
9. Determine maximum M&IE rate by applying the percentage rate to the locality per diem rate.	160% of \$92	\$147.20
10. Compare the actual daily lodging cost, including lodging tax, to the maximum lodging cost calculated in Action 8. Select the lesser amount.	\$233 vs \$328	\$233

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
11. Determine the daily non-locality BAH Transit rate.	\$1,496.40 / 30 days	\$49.88
12. Reduce the lodging portion from Action 10 by the amount in Action 11 daily non-locality BAH Transit rate.	\$183.12 - \$49.88	\$133.24
13. Determine the daily per diem rate by adding Action 12 lodging amount to Action 9 daily M&IE rate.	\$133.24 + \$147.20	\$280.44
14. Compare the maximum allowable TLE rate of \$290 with the total in Action 13. Select the lesser amount.	\$290 vs \$280.44	\$280.44
<b>15. Determine the total extended TLE authorized for 10 days.</b>	<b>\$280.44 x 10 days</b>	<b>\$2,804.40</b>
<b>16. Determine the total TLE Authorized by adding Action 7 and Action 15.</b>	<b>\$6,090 + \$2,804.40</b>	<b>\$8,894.40</b>

## How to Determine the Excess Weight of Household Goods (HHG) When the Actual Unpacked and Uncrated Weight is Unknown and Professional Books, Papers, and Equipment (PBP&E) Are Authorized (JTR, par. 051304 and Table 5-39)

*Note: Weights used in this example are for illustrative purposes only.*

### Scenario:

A Service member received a permanent change of station (PCS) order and turned his HHG over to the Government-arranged transporter for shipment. The Service member's authorized PCS HHG weight allowance is 7,000 lbs. The Service member has 200 lbs of authorized PBP&E to be transported. The shipping document shows the total weight of the packed and crated HHG and PBP&E is 9,000 lbs. The unpacked and uncrated HHG actual weight, including PBP&E, is unknown.

### Calculating Excess Weight of HHG

Step	Action	Calculation
<b>1</b>	Identify the total weight on the shipping document.	9,000 lbs
<b>2</b>	Calculate 10 percent of the total weight of HHG and PBP&E.	$9,000 \text{ lbs} \times 0.10 = 900 \text{ lbs}$
<b>3</b>	Subtract Step 2 from Step 1. This is the net weight of HHG and PBP&E.	$9,000 \text{ lbs} - 900 \text{ lbs} = 8,100 \text{ lbs}$
<b>4</b>	Identify the weight of PBP&E.	200 lbs
<b>5</b>	Subtract the weight of PBP&E in Step 4 from Step 3. This is the adjusted net weight of HHG.	$8,100 \text{ lbs} - 200 \text{ lbs} = 7,900 \text{ lbs}$
<b>6</b>	Identify the authorized PCS HHG weight allowance (JTR, Table 5-37).	7,000 lbs
<b>7</b>	Subtract Step 6 from Step 5.	$7,900 \text{ lbs} - 7,000 \text{ lbs} = 900 \text{ lbs}$
<b>8</b>	<b>This is the excess weight of HHG.</b>	<b>900 lbs</b>

## Computing Per Diem with Leave and Non-Workdays 2 or Fewer Non-Workdays if Leave is Taken for all Workdays between the Non-Workdays

Note: Rates used in these examples may not be current and are for illustrative purposes only.

### Scenario:

A civilian employee departs from the PDS and travels to a TDY location in the CONUS on Thursday, September 1. The locality per diem rate for the TDY location is \$135 (\$88/47). Civilian employee spends 3 full TDY days (Friday, September 2, through Sunday, September 4) at the TDY location. Monday, September 5, is a holiday. The civilian employee takes annual leave Tuesday, September 6, through Friday, September 9. Saturday and Sunday are non-workdays. **The civilian employee returns to work at the TDY location for 4 full days, Monday, September 12, through Thursday, September 15.** Civilian employee departs the TDY location and arrives at the PDS on Friday, September 16. A non-workday is a legal Federal Government holiday, weekend, or other scheduled non-workday. Per diem is not authorized under any of the following circumstances:

- When a civilian employee returns to a PDS or place of abode on a non-workday.
- For more than 2 non-workdays if leave is taken for all workdays between the non-workdays.
- For a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

Itinerary Location	Date	Lodging Allowed	M&E Allowed	Total
Depart PDS & Arrive TDY Location	9/1	\$88	75% x \$47 = \$35.25	\$88 + \$35.25 = \$123.25
3 Full TDY Days	9/2-4	\$88 x 3 days = \$264	\$47 x 3 days = \$141	\$264 + \$141 = \$405
Holiday	9/5	\$0	\$0	\$0
Annual Leave	9/6-9	\$0	\$0	\$0
Non-Duty Days Weekend	9/10-11	\$0	\$0	\$0
4 Full TDY Days	9/12-15	\$88 x 4 days = \$352	\$47 x 4 days = \$188	\$352 + \$188 = \$540
Depart TDY Location & Arrive PDS	9/16	\$0	75% x \$47 = \$35.25	\$0 + \$35.25 = \$35.25
<b>Total Per Diem Allowance</b>		<b>\$88 + \$264 + 352 = \$704</b>	<b>\$35.25 + \$141 + \$188 + \$35.35 = \$399.50</b>	<b>\$704 + \$399.50 = \$1,103.50</b>

**Temporary Quarters Subsistence Expenses Lodgings Plus (TQSE (LP))  
with House Hunting Trip (HHT) (JTR, par. 054206-D9)**

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

**TQSE (LP) with HHT Lodgings Plus**

**Scenario 1**

In this example, a civilian employee was authorized 10 days for a HHT using the Lodging Plus method. The AO must determine how many overall days of TQSE (LP) to authorize and must reduce the TQSE (LP) period by HHT days if an HHT was authorized. To account for a 10-day HHT, the AO reduces the 60-day TQSE (LP) period by 10 days and authorizes 50 days. However, TQSE (LP) multipliers cannot be reduced based on the HHT days. The civilian employee is authorized and incurred 50 days of TQSE (LP), from July 1 to August 19 in St. Louis, MO. TQSE (LP) is computed based on the actual daily temporary lodging cost and the daily meals and incidentals (M&IE), not to exceed the single maximum lodging amount and the single maximum M&IE amount for the applicable locality per diem rate. Note that the percentage multipliers change after 30 days in temporary lodging and that TQSE (LP) lodging and M&IE remain as separate maximum amounts. HHT Lodgings Plus is computed based on per diem for one round trip for the civilian employee, using the Standard CONUS per diem rate.

The civilian employee was authorized 10 days of HHT using the Lodging Plus method. In this example, the Standard CONUS rate is \$110 per night for lodging and \$68 per day for M&IE. The traveler was authorized \$110 per night for lodging and was charged \$110 by the hotel. The civilian employee receives a maximum HHT reimbursement of \$1,636. For the first 30-day period of TQSE (LP), the civilian employee was authorized up to \$150 per night but is charged \$148 by the hotel and is paid \$64 a day for M&IE at the 100 percent multiplier. Since the civilian employee’s actual lodging and daily M&IE expenses do not exceed the single maximum lodging amount and single maximum M&IE amount for the applicable per diem rate, they are reimbursed \$4,440 for lodging and \$1,920 for M&IE. In the second 30-day period, the civilian employee was authorized 20 days at a per diem rate up to \$112.50, considering the 75 percent multiplier. Since the civilian employee spends more than the single maximum allowable amounts, they are limited to a total reimbursement of \$2,250 for lodging and \$960 for M&IE.

**Part 1: HHT Lodgings Plus with Standard CONUS rate of \$178 (\$110/\$68)**

Day and Entitlement Category	Calculation	Total
<b>Day 1: Lodging &amp; M&amp;IE</b>	\$110 + (\$68 x 0.75)	\$161
<b>Day 2-9: Lodging</b>	\$110 x 8 days	\$880
<b>Day 2-9: M&amp;IE</b>	\$68 x 8 days	\$544
<b>Day 10: Lodging &amp; M&amp;IE</b>	\$68 x 0.75	\$51
<b>Day 1-10: HHT</b>	Add Day 1-10 Totals	<b>\$1,636</b>

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

**Part 2: TQSE (LP) reimbursement for the first 30-day period at the 100% multiplier**

Entitlement Category	Calculation	Total
Max. Lodging Allowed	\$150 x 30 days	\$4,500
Max. M&IE Allowed	\$64 x 30 days	\$1,920
Actual Lodging	\$148 x 30 days	\$4,440
Daily M&IE	\$64 x 30 days	\$1,920
Lodging Reimbursement	Lesser of Max. Lodging and Actual Lodging	<b>\$4,440</b>
M&IE Reimbursement	Lesser of or equal to Max. M&IE and Daily M&IE	<b>\$1,920</b>

**Part 3: TQSE (LP) reimbursement for the second 30-day period at the 75% multiplier**

Entitlement Category	Calculation	Total
Max. Lodging Allowed	\$112.50 x 20 days	\$2,250
Max. M&IE Allowed	\$48 x 20 days	\$960
Actual Lodging	\$148 x 20 days	\$2,960
Daily M&IE	\$55 x 20 days	\$1,100
Lodging Reimbursement	Lesser of Max. Lodging and Actual Lodging	<b>\$2,250</b>
M&IE Reimbursement	Lesser of or equal to Max. M&IE and Daily M&IE	<b>\$960</b>

**Part 4: TQSE (LP) Totals**

Entitlement Category	First 30-day period	Second 30-day period	Total
Lodging Reimbursement	<b>\$4,440</b>	<b>\$2,250</b>	<b>\$6,690</b>
M&IE Reimbursement	<b>\$1,920</b>	<b>\$960</b>	<b>\$2,880</b>

**Part 5: TQSE (LP) and HHT Lodgings Plus**

Entitlement Category	Calculation	Total
TQSE (LP) Reimbursement for 60 days	\$6,690 + \$2,880	<b>\$9,570</b>
HHT Total	Add Day 1-10 Totals	<b>\$1,636</b>
TQSE and HHT	\$9,570 + <b>\$1,636</b>	<b>\$11,206</b>

**TQSE (LP) with HHT Lump Sum**

**Scenario 2**

In this example, a civilian employee was authorized 5 days for a HHT using the Lump Sum method. The AO must determine how many overall days of TQSE (LP) to authorize and must reduce the TQSE (LP) period by HHT days if an HHT was authorized. To account for a 5-day HHT, the AO reduces the 60-day TQSE (LP) period by 5 days and authorizes 55 days. However, TQSE (LP) multipliers cannot be reduced based on the HHT days. The civilian employee is authorized 55 days of TQSE (LP), from January 1 to February 25 in Atlanta, GA. TQSE (LP) is computed based on the actual daily temporary lodging cost and the daily M&IE, not to exceed the single maximum lodging amount and the single maximum M&IE amount for the applicable locality per diem rate. Note that the percentage multipliers change after 30 days in temporary lodging and that TQSE (LP) lodging and M&IE remain as separate maximum amounts. HHT Lump Sum is calculated by multiplying 5 by the applicable locality per diem rate when only one person (either the civilian employee or the spouse) travels.

The civilian employee was authorized 5 days of HHT using the Lump Sum method. The locality per diem rate in Atlanta is \$273 (\$199/\$74) is multiplied by 5. The civilian employee receives a maximum HHT reimbursement of \$1,365. For the first 30-day period of TQSE (LP), the civilian employee was authorized up to \$199 per night but is charged \$187 by the hotel and is paid \$74 a day for M&IE at the 100 percent multiplier. Since the civilian employee’s actual lodging and daily M&IE expenses do not exceed the single maximum lodging amount and single maximum M&IE amount for the applicable per diem rate, they are reimbursed \$5,610 for lodging and \$2,220 for M&IE. In the second 30-day period, the civilian employee is authorized 25 days at a per diem rate up to \$149.25 per night, considering the 75 percent multiplier. Since the civilian employee spends more than the single maximum allowable amounts, they are limited to a reimbursement of \$3,731.25 for lodging and \$1,387.50 for M&IE.

**Part 1: HHT Lump Sum with locality rate of \$273 (\$199/\$74)**

<b>Entitlement Category</b>	<b>Calculation</b>	<b>Total</b>
<b>HHT Lump Sum</b>	\$273 x 5 days	\$1,365

**Part 2: TQSE (LP) reimbursement for the first 30-day period at the 100% multiplier**

<b>Entitlement Category</b>	<b>Calculation</b>	<b>Total</b>
<b>Max. Lodging Allowed</b>	\$199 x 30 days	\$5,970
<b>Max. M&amp;IE Allowed</b>	\$74 x 30 days	\$2,220
<b>Actual Lodging</b>	\$187 x 30 days	\$5,610
<b>Daily M&amp;IE</b>	\$74 x 30 days	\$2,220
<b>Lodging Reimbursement</b>	Lesser of Max. Lodging and Actual Lodging	<b>\$5,610</b>
<b>M&amp;IE Reimbursement</b>	Lesser of or equal to Max. M&IE and Daily M&IE	<b>\$2,220</b>

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

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**Part 3: TQSE (LP) reimbursement for the second 30-day period at the 75% multiplier**

<b>Entitlement Category</b>	<b>Calculation</b>	<b>Total</b>
<b>Max. Lodging Allowed</b>	\$149.25 x 25 days	\$3,731.25
<b>Max. M&amp;IE Allowed</b>	\$55.50 x 25 days	\$1,387.50
<b>Actual Lodging</b>	\$187 x 25 days	\$4,675
<b>Daily M&amp;IE</b>	\$60 x 25 days	\$1,500
<b>Lodging Reimbursement</b>	Lesser of Max. Lodging and Actual Lodging	<b>\$3,731.25</b>
<b>M&amp;IE Reimbursement</b>	Lesser of or equal to Max. M&IE and Daily M&IE	<b>\$1,387.50</b>

**Part 4: TQSE (LP) Totals**

<b>Entitlement Category</b>	<b>First 30-day period</b>	<b>Second 30-day period</b>	<b>Total</b>
<b>Lodging Reimbursement</b>	\$5,610	\$3,731.25	<b>\$9,341.25</b>
<b>M&amp;IE Reimbursement</b>	\$2,220	\$1,387.50	<b>\$3,607.50</b>

**Part 5: TQSE (LP) and HHT Lump Sum**

<b>Entitlement Category</b>	<b>Calculation</b>	<b>Total</b>
<b>TQSE (LP) Reimbursement for 55 days</b>	\$9,341.25 + \$3,607.50	<b>\$12,948.75</b>
<b>HHT Total</b>	\$273 x 5 days	<b>\$1,365</b>
<b>TQSE and HHT</b>	\$12,948.75 + \$1,365	<b>\$14,313.75</b>

## Temporary Quarters Subsistence Expenses Lodgings Plus (TQSE (LP)) Option (JTR, par. 054206)

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### Scenario 1

In this example, a civilian employee resides in temporary lodging at a new permanent duty station (PDS) in St. Louis, MO from July 1 to August 29. The civilian employee was authorized and reimbursed 60 days of TQSE (LP), at the locality per diem rate of \$214 (\$150/\$64). TQSE (LP) is computed based on the actual daily temporary lodging cost and the daily meals and incidental expenses (M&IE), not to exceed the single maximum lodging amount and the single maximum M&IE amount for the applicable locality per diem rate. Note that the percentage multipliers change after 30 days in temporary lodging and that TQSE (LP) lodging and M&IE remain as separate maximum amounts.

For the first 30-day period of TQSE (LP), the civilian employee is authorized up to \$150 per night but is charged \$148 by the hotel and is paid \$64 a day for M&IE. The civilian employee is reimbursed \$4,440 of actual lodging expenses and the single maximum M&IE amount of \$1,920. In the second 30-day period, the 75% multiplier applies. The civilian employee is authorized up to \$112.50 per night but is charged \$148 by the hotel and is paid \$48 a day for M&IE. Since temporary lodging and M&IE expenses are higher in the second 30-day period, the civilian employee is limited to \$3,375 for lodging and \$1,440 for M&IE. The total maximum reimbursement for lodging is \$7,815. The total maximum reimbursement for M&IE is \$3,360.

### TQSE (LP) Reimbursement at a 100% and 75% Multiplier

Action	Calculation	Result
1. Determine the applicable percentage multiplier from JTR, Table 5-85 for the civilian employee.	100%	100%
2. Determine the single maximum lodging amount for 30 days by applying the multiplier to the locality per diem rate.	100% x \$150 \$150 x 30 days	\$4,500
3. Determine the actual lodging cost for 30 days.	\$148 x 30 days	\$4,440
4. Compare the actual lodging cost to the maximum lodging amount calculated in Action 2. Select the lesser amount. This amount is the lodging reimbursement.	\$4,440 vs \$4,500	\$4,440
5. Determine the single maximum M&IE amount for 30 days by applying the multiplier to the locality per diem rates. This amount is the total M&IE reimbursement.	100% x \$64 \$64 x 30 days	\$1,920
6. Determine applicable percentage multiplier from JTR, Table 5-85 for the civilian employee's <i>second</i> 30 days.	75%	75%
7. Determine the single maximum lodging rate for the second 30 days by applying the 75% multiplier to the locality per diem rate.	75% x \$150 \$112.50 x 30 days	\$3,375
8. Determine the actual lodging cost for 30 days.	\$148 x 30 days	\$4,440
9. Compare the actual lodging cost to the maximum lodging cost calculated in Action 7. Select the lesser amount. This amount will be the lodging reimbursement.	\$4,440 vs \$3,375	\$3,375

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
10. Determine the single maximum M&IE amount for the second 30 days by applying the 75% multiplier to the locality per diem rates. This amount will be the total M&IE reimbursement.	75% x \$64 \$48 x 30 days	\$1,440
11. Determine the total lodging reimbursement for the first and second 30-day period.	\$4,400 + \$3,375	<b>\$7,815</b>
12. Determine the total M&IE reimbursement for the first and second 30-day period.	\$1,920 + \$1,440	<b>\$3,360</b>

**Scenario 2**

The AO authorized TQSE (LP), limited to 60 days. The civilian employee travels to the new PDS in Atlanta, GA, but the spouse delays temporary lodging occupancy until 31 days after the civilian employee starts temporary lodging occupancy. The locality per diem rate is \$273 (\$199/\$74). TQSE (LP) is computed based on the actual daily temporary lodging cost and the daily M&IE, not to exceed the single maximum lodging amount and the single maximum M&IE amount for the applicable locality per diem rate. Note that the percentage multipliers change after 30 days in temporary lodging and that TQSE (LP) lodging and M&IE remain as separate maximum amounts. In this example, the spouse’s expenses are reimbursed at 45 percent of the lodging portion and 45 percent of the M&IE portion starting at day 31.

For the first 30-day period of TQSE (LP), the civilian employee is authorized up to \$199 per night but is charged \$187 by the hotel and is paid \$74 a day for M&IE. There is no TQSE (LP) for the spouse in the first 30-day period as they are not in temporary lodging. The civilian employee is reimbursed \$5,610 for actual lodging and \$2,220 for M&IE. In the second 30-day period, the civilian employee is authorized up to \$149.25 per night but is charged \$187 by the hotel and is paid \$55.50 a day for M&IE. The spouse travels to the civilian employee’s PDS and resides in temporary lodgings with the civilian employee. The spouse’s lodging is limited to \$37.75 per night (\$187-\$149.25) and reimbursed 45 percent of the locality’s M&IE at \$33.30. The total maximum reimbursement for lodging is \$11,220 and the total maximum reimbursement for M&IE is \$4,864. Once started, the TQSE (LP) time period runs for the civilian employee and the spouse, even though the spouse did not occupy temporary quarters during the first 30-day period.

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
1. Determine the applicable percentage multiplier from JTR, Table 5-85 for the civilian employee.	100%	100%
2. Determine the single maximum lodging amount for 30 days by applying the percentage rate to the locality per diem rate.	100% x \$199 \$199 x 30 days	\$5,970
3. Determine the actual lodging cost for 30 days.	\$187 x 30 days	\$5,610
4. Compare the actual lodging cost to the maximum lodging amount calculated in Action 2. Select the lesser amount. This amount is the lodging reimbursement.	\$5,610 vs \$5,970	\$5,610
5. Determine the single maximum M&IE amount for the first 30 days by applying the percentage rate to the locality per diem rates. This amount is the total M&IE reimbursement.	100% x \$74 \$74 x 30 days	\$2,220

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

<b>Action</b>	<b>Calculation</b>	<b>Result</b>
6. Determine the civilian employee’s single maximum lodging rate for the <i>second</i> 30 days by applying the 75% multiplier to the locality per diem rate.	75% x \$199 \$149.25 x 30 days	\$4,477.50
7. Determine the actual lodging cost for 30 days.	\$187 x 30 days	\$5,610
8. Compare the actual lodging cost to the maximum lodging amount calculated in Action 6. Select the lesser amount. This amount is the lodging reimbursement.	\$4,477.50 vs \$5,610	\$4,477.50
9. Determine the civilian employee’s single maximum M&IE amount for the <i>second</i> 30-days by applying the 75% multiplier to the locality per diem rate. This amount is the total M&IE reimbursement.	75% x \$74 \$55.50 x 30 days	\$1,665
10. Determine the spouse’s daily maximum lodging rate by subtracting the civilian employee’s daily lodging rate from the hotel’s daily rate.	\$187 - \$149.25	\$37.75
11. Determine the spouse’s single maximum lodging amount for the <i>second</i> 30 days by applying the rate in Action 10. This amount is the lodging reimbursement.	\$37.75 x 30 days	\$1,132.50
12. Determine the spouse’s single maximum M&IE amount for the <i>second</i> 30-days by applying the 45% multiplier to the locality per diem rate. This amount is the total M&IE reimbursement.	45% x \$74 \$33.30 x 30 days	\$999
13. Determine the total lodging reimbursement for the first and second 30-day period.	\$5,610 + \$4,477.50 + \$1,132.50	<b>\$11,220</b>
14. Determine the total M&IE reimbursement for the first and second 30-day period.	\$2,220 + \$1,665 + \$999	<b>\$4,864</b>

Note: Although this example shows the spouse traveling to the new PDS and occupying temporary lodging with the civilian employee, had the spouse resided in temporary lodging at some other location, the reduced percentage of the appropriate per diem rate applicable to the second 30-day period would still apply.

**Scenario 3**

The AO authorized TQSE (LP), limited to 30 days. A civilian employee and a dependent vacate permanent private sector housing at the old permanent duty station (PDS) in Oak Harbor, WA and occupy temporary lodging there for 15 days. They then travel to the new PDS in Great Lakes, IL. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE (LP) maximum amount, the day they resume temporary lodging at the new PDS is counted as the 16<sup>th</sup> day. Actual travel time, limited to maximum allowable, is excluded. In other words, the TQSE (LP) clock stops during the en route travel and the civilian employee and dependent do not receive TQSE (LP). This scenario applies for either a permanent or temporary change of station. TQSE (LP) is computed based on the actual daily temporary lodging cost and the daily M&IE, not to exceed the single maximum lodging amount and the single maximum M&IE amount for the applicable locality per diem rate. See JTR Table 5-85 for civilian employee and dependent percentages.

**TQSE (LP) reimbursement and en route travel**

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Time Period	Action	Allowance
May 1-15	The civilian employee and dependent occupy temporary lodging in the old PDS.	TQSE (LP) for 15 days.
May 16-20	The civilian employee and dependent travel to new PDS.	TQSE (LP) is suspended.
May 21-June 4	The civilian employee and dependent occupy temporary lodging at the new PDS.	TQSE (LP) resumes as the 16th day of authorized TQSE (LP).

**Scenario 4**

A civilian employee travels to a new permanent duty station (PDS) in Montgomery, AL and is en route for 5 days. Temporary lodging was not occupied at the old PDS. The civilian employee occupies temporary lodging upon arrival at the new PDS. The AO authorizes TQSE (LP) for up to 45 days. The civilian employee requests and is authorized 10 days of annual leave while in a TQSE (LP) status. Whether they are at or away from the new PDS during the TQSE (LP) eligibility period, the clock does *not* stop during the authorized leave and the civilian employee is entitled to receive TQSE (LP) reimbursement.

**TQSE (LP) reimbursement while away from PDS**

Time Period	Action	Allowance
5 days	The civilian employee is en route.	TQSE (LP) does not go into effect.
First 30 days	The civilian employee occupies temporary lodging at new PDS.	TQSE (LP) is reimbursed at the 100% multiplier.
Next 15 days	The civilian employee continues to occupy temporary lodging at new PDS.	TQSE (LP) is reimbursed at the 75% multiplier.
10 days	The civilian employee is authorized annual leave.	TQSE (LP) continues during the authorized 45 days.

**Scenario 5**

A civilian employee travels to a new permanent duty station (PDS) in Miami, FL. The civilian employee occupies temporary lodging upon arrival at the new PDS. The AO authorized TQSE (LP) for up to 30 days at the locality per diem rate of \$211 (\$142/\$69). The TQSE (LP) eligibility period was interrupted by official temporary duty (TDY) travel of 5 days at the Isle of Oahu, HI. The TDY per diem rate is \$359 (\$202/\$157). The civilian employee was authorized to retain TQSE (LP) lodging while on TDY. The civilian employee is charged \$30 a day for the first 30-day period at the new PDS and their total actual expense is \$3,900. They are also authorized a reimbursement up to \$808 for lodging during TDY but were charged a total of \$780 by the hotel. During the TQSE (LP) period, they are paid \$1,725 for M&IE and \$706.50 for M&IE during TDY. If the AO determines that the civilian employee acted reasonable in retaining the TQSE (LP) lodging, then the civilian employee may be paid for both lodging expenses, TDY and TQSE (LP), plus the M&IE during TDY. The M&IE is for the TDY location while the civilian employee is on the TDY and as part of TQSE (LP) for the new PDS location when the civilian employee is there, but not at both locations for the same days ([GSBCA 16430-RELO](#)).

Action	Calculation	Result
1. Determine the applicable percentage multiplier from JTR, Table 5-85 for the civilian employee.	100%	100%
2. Determine the single maximum lodging amount for 30 days by applying the multiplier to the locality per diem rate.	100% x \$142 \$142 x 30 days	\$4,260

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<b>Action</b>	<b>Calculation</b>	<b>Result</b>
3. Determine the actual lodging cost for 30 days.	\$130 x 30 days	\$3,900
4. Compare the actual lodging cost to the maximum lodging amount calculated in Action 2. Select the lesser amount. This amount is the lodging reimbursement.	\$3,900 vs \$4,260	\$3,900
5. Determine the single maximum M&IE amount for 25 days by applying the multiplier to the locality per diem rates. This amount is the total M&IE reimbursement.	100% x \$69 \$69 x 25 days	\$1,725
6. Determine the maximum lodging amount during the 5-day TDY. There is no lodging on the last day.	\$202 x 4 days	\$808
7. Determine the actual lodging cost during the 5-day TDY.	\$195 x 4 days	\$780
8. Compare the actual lodging cost to the maximum lodging cost calculated in Action 6. Select the lesser amount. This amount will be the TDY lodging reimbursement.	\$780 vs \$808	<b>\$780</b>
9. Determine the single maximum M&IE amount for the 5-day TDY by applying the locality per diem rates. Ensure that 75 percent is applied to the first and last day of travel. This amount will be the total M&IE reimbursement.	(\$157 x 75%) x 2 days + \$157 x 3 days = \$235.50 + \$471	<b>\$706.50</b>
10. Determine the total TQSE (LP) lodging reimbursement for the first 30-day period.	N/A	<b>\$3,900</b>
11. Determine the total M&IE reimbursement for 25-days of the TQSE (LP) period.	N/A	<b>\$1,725</b>

## Temporary Quarters Subsistence Expenses Lodgings Plus (TQSE (LP)) Lodging Computation when an Apartment, House, Mobile Home or Recreational Vehicle is Rented or Used for Lodging (JTR, par. 054206-D7)

The rates and costs used in the examples below may not be current and are for illustrative purposes only. Refer to the [DTMO website](#) for the applicable locality [per diem rates](#).

### Scenario 1

A civilian employee is authorized 30 days of temporary quarters subsistence expense actual expenses (TQSE (LP)). They used 20 days and claimed \$1,500. The allowable TQSE expenses are \$1,250 in rent for an apartment and \$250 for utilities. The per diem rate in Kansas City, KS is \$190 (\$126/\$64). The actual TQSE daily lodging amount is \$75, which is less than the locality's lodging rate. The civilian employee is paid \$1,500 for lodging during the authorized TQSE (LP) 30-day period.

#### TQSE (LP) reimbursement for 20 days

Action	Calculation	Result
1. Determine the daily TQSE (LP) lodging rate by dividing the total allowable expenses by the number of days the civilian employee occupied lodging.	$\$1,500 \div 20 \text{ days}$	\$75
2. Compare the actual daily TQSE (LP) lodging amount against the locality lodging rate and pay the lesser amount.	$\$75 \text{ vs } \$126$	\$75
3. Determine the total lodging amount authorized.	$\$75 \times 20 \text{ days}$	\$1,500

### Scenario 2

A civilian employee is authorized 30 days of TQSE (LP) in New Orleans, LA. They claimed \$960 for 40 days. No extension of TQSE (LP) was authorized, so only 30 days of TQSE (LP) are allowed. The allowable TQSE (LP) expenses are \$750 for renting a mobile home, \$150 for utilities, and \$60 in mandatory Government fees. The locality per diem rate is \$236 (\$162/\$74). The actual TQSE daily lodging is \$24, which is less than the locality's lodging rate. The civilian employee is paid \$720 for lodging during the authorized TQSE (LP) 30-day period.

#### TQSE (LP) reimbursement for a 30-day period

Action	Calculation	Result
1. Determine the daily TQSE (LP) lodging rate by dividing the total allowable expenses by the number of days the civilian employee occupied lodging.	$\$960 \div 40 \text{ days}$	\$24
2. Compare the actual daily TQSE (LP) lodging amount against the locality lodging rate and pay the lesser amount.	$\$24 \text{ vs } \$162$	\$24
3. Determine the total lodging amount authorized.	$\$24 \times 30 \text{ days}$	\$720

## Travel Purpose Identifiers and Transportation Decision Support Tools

### A. Travel Purpose Identifiers.

Refer to ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel, for guidance on data elements and trip descriptions.

### B. Reporting Data Elements and Procedures Format.

The tables below, “Reporting Data Elements and Procedures Format,” specifies the information and format required for requesting premium-class travel accommodations.

**Reporting Data Elements and Procedures Format**

	Information	Format	Example
1	Traveler’s Name	Last Name, First Name MI	Smith, John Q.
2	Sponsor’s Name (if applicable)	Last Name, First Name MI	Jones, Brooke K.
3	Traveler’s Rank and Grade	See example	O-7, E-6, GS-14 (Civilian)
4	Sponsor’s Rank and Grade (if applicable)	See example	O-7, E-6, GS-14 (Civilian)
5	Last 4 digits of traveler’s Social Security Number	XXXX	
6	Last 4-digits of sponsor’s Social Security Number (if applicable)	XXXX	
7	Traveler’s Service or agency	See example	U.S. Army, DIA
8	Traveler’s organization	See example	434 ARW/FMF
9	Work phone (commercial with area code)	XXX-XXX-XXXX	(765) 689-9179
10	Work phone (DSN)	XXX-XXX-XXXX	497-0342
11	E-mail address	<u>xxxxxxxxxx@xxx.xxx</u>	john.q.smith@us.af.mil
12	Travel purpose (see par. A)	See example	Employee emergency
13	Leg Start Date	See example	09-01-2023
14	Leg End Date	See example	09-01-2023
15	Mode of Travel	See example	Airplane
16	Fare Class	See example	Business
17	Leg Origin	See example	Indianapolis, IN
18	Leg Destination	See example	San Diego, CA
19	Fare paid for premium-class accommodations	Nearest dollar	\$402

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	<b>Information</b>	<b>Format</b>	<b>Example</b>
20	Coach fare leg cost if coach class were used	Nearest dollar	\$129
21	Ticket issuing location	Name and location of Travel Management Company (TMC)	F2
22	Approval reason code and JTR par. justification reference	Approval code and/or Par. reference	JTR, par. 020206-J and Table 2-4
23	Approval authority for premium-class accommodations	Name, title	Lt. Gen. Mary X. Johnson, Air Force Reserve Vice Chief

**Note:** Travel purpose codes are a means to categorize a particular trip. They do not convey authority in any way to use premium-class accommodations.

**C. First Class Air Accommodations Codes.**

One of the six reasons (F1 through F5 or FC) must apply. Refer to JTR, par. 020206, for a detailed description of each reason for travel.

<b>Approval Code</b>	<b>JTR Paragraph Reference</b>	<b>Reason for Travel</b>
F1	Par. 020206-J and Table 2-4	Lower class not available in time
F2	Pars. 020206-J and K and Table 2-4	Medical
F3	Par. 020206-J and Table 2-4	Security
F4	Par. 020206-J and Table 2-4	Mission
F5	Par. 020206-J and Table 2-4	Only first class provided
F6	Par. 020206-J and Table 2-4	Non-Federal source
FC	Pars. 020206-J and 031802 and Table 2-4	Congressional travel

**D. General Restrictions.**

Unless authorized or approved for medical reasons or physical handicap in accordance with the JTR par. 020206-K, upgraded accommodations are not authorized for permanent change of station (PCS), emergency visitation travel (EVT), family visitation travel (FVT), emergency leave, rest and recuperation leave (R&R), funded environmental and morale leave (FEML), evacuation, or renewal agreement travel (RAT), consecutive overseas tour (COT), or in-place consecutive overseas tour (IPCOT).

**E. First Class Decision Support Tool.**

1. Authorization Approval Authority.

Since [March 1, 2004](#), authorization or approval authority for premium-class accommodations has been at the senior official level with specific delegations required for authority below that level. Premium class travel must

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only be authorized by an individual listed in JTR Table 2-5. Consult Service and agency written material for the current business class AOs.

2. First Class Accommodations Request Decision Process.

References at the end of the questions (for example, F1, F4) refer to First Class Air Accommodations Codes.

Codes	If...	Then...
N/A	If the first class airfare cost less than the least expensive unrestricted coach-class airfare,	then the traveler may use the upgraded accommodations without obtaining special approval or authorization.
F1	If lower class airfare is not reasonably available (there are no scheduled lower class flights 24 hours before the scheduled departure time or lower class flights scheduled to arrive 24 hours before the travelers proposed arrival time) and the traveler would arrive later than the required reporting time,	then first class airfare may be authorized or approved for the departure portion of the trip.* <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>
F2	If lower class airfare (for example, ‘bulk head’ seating, providing two economy seats, a business class seat, or shorter flights) cannot meet the traveler’s special need or disability and a competent medical authority has certified a need for first class airfare,	then a first class airfare may be authorized or approved.
F3	If lower class airfare would entail danger to the traveler’s life or Government property, or the traveler is an agent of a protective detail accompanying an individual authorized to use first class airfare (and is required to remain in the immediate area of the individuals he or she is protecting while traveling), or the traveler is a courier or control officer accompanying controlled pouches or packages, but adequate security cannot be maintained in coach or business class,	then first class airfare may be authorized or approved.
F4	If lower class airfare cannot meet mission requirements and travel is connection with Federal Advisory Committees Act ( <a href="#">Title 5 U.S.C. Appendix</a> ) or if travel is not in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix), but the traveler is a high level invited guest or a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consul the U.S. Federal Government officials,	then first class airfare may be authorized or approved.** <i>**For the Department of Defense, the Director, Administration and Management, Office of the Secretary of Defense, or the Director’s designee is the only authority for authorization or approval.</i>

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<b>Codes</b>	<b>If...</b>	<b>Then...</b>
F5	If lower class airfare is not regularly scheduled between the authorized origin and destination (including connection point) and a TO or agent documented that there are no other scheduled coach or business flights or seats,	then first class airfare may be authorized or approved.
F6	If a non-Federal source pays for an airfare type other than lower class airfare and want the traveler to use first class air fare, and the traveler has met at least one of the other first class airfare criteria (F1 through F5), and the non-Federal source paid for transportation service in advance,	then first class airfare may be authorized or approved.
FC	If lower class airfare is not available and the Service member or civilian employee is traveling in support of Congressional travel,	then an approval authority must sign a separate and distinct authorization form for issuance of any first class airfare even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

**F. Business Class Air Accommodations Codes.**

One of the eleven reasons listed below (B1 through B9 or BC or BF) must apply. Refer to JTR, par. 020206, for a detailed description of each reason for travel.

<b>Approval Code</b>	<b>JTR Paragraph Reference</b>	<b>Reason For Travel</b>
B1	Pars. 020206-J and K and Table 2-4	Medical
B2	Par. 020206-J and Table 2-4	Security
B3	Par. 020206-J and Table 2-4	Foreign flag coach not adequate
B4	Par. 020206-J and Table 2-4	Only business class provided
B5	Par. 020206-J and Table 2-4	Non-Federal source*
B6	Par. 020206-J and Table 2-4	Over 14 hours
B7	Par. 020206-J and Table 2-4	Overall savings
B8	Par. 020206-J and Table 2-4	Lower class not available in time
B9	Par. 020206-J and Table 2-4	Mission
BC	Pars. 020206-J and 031802 and Table 2-4	Congressional travel
BF	Par. 020206-J and Table 2-4	Required by foreign government regulations, such as an MOU, MOA, or SOFA

*\*For business class accommodations, this is a stand-alone reason.*

**G. Business Class Decision Support Tool.**

1. Authorization Approval Authority.

Since March 1, 2004, authorization or approval authority for premium class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service or agency written material for the current business class AOs.

2. Business Class Air Accommodations Codes References.

Business class airfare codes can be found under the “Codes” column of the decision process table below.

3. Business Class Accommodations Request Decision Process.

<b>Codes</b>	<b>If...</b>	<b>Then...</b>
N/A	If business class airfare costs less than the least expensive unrestricted coach-class airfare,	then the traveler may use the upgraded business class airfare without obtaining special approval or authorization.
B1	If first class or lower class airfare (for example, ‘bulk head’ seating, providing two economy seats, a business class seat, or shorter flights) cannot meet the traveler’s special need or disability and a competent medical authority has certified a need for first class airfare,	then business class airfare may be authorized.
B2	If first class or lower class airfare would entail danger to the traveler’s life or Government property, or the traveler is an agent of a protective detail accompanying an individual authorized to use first class accommodation (and is required to remain in the immediate area of the individuals he or she is protecting while traveling), or the traveler is a courier or control officer accompanying controlled pouches or packages, but adequate security cannot be maintained in coach or first class,	then business class airfare may be authorized or approved.
B3	If first class or lower class airfare on the available foreign carrier does not provide adequate sanitation or meet health standards, and use of foreign flag service has been authorized or approved in accordance with the Fly America Act, and aircraft has more than two cabins,	then business class airfare may be authorized or approved.
B4	If first class or lower class airfare is not regularly scheduled between the authorized origin and destination—including connection points—and a TO or agent documented that there is no other scheduled coach or first class flights or seats,	then business class airfare may be authorized or approved.

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Codes	If...	Then...
B5	If a non-Federal source pays for an airfare type other than lower class or first class airfare, and want the traveler to use business class airfare, and the non-Federal source paid for transportation service in advance,	then business class airfare may be authorized or approved.
B6	If first class or lower class airfare scheduled time exceeds 14 hours between the departure and arrival from the airport serving the PDS or TDY point (including scheduled non-overnight time spent at airports during plane changes), and traveler begins work immediately after arrival, and a rest period cannot be scheduled en route or at the TDY site before starting work, and the mission cannot be delayed or postponed,	then business class airfare may be authorized or approved for the departure portion of the trip.* The traveler should use coach airfare for the return flight if the return flight is not critical and the traveler can rest before returning to work.  <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>
B7	If coach class airfare would not result in an overall savings to the Government and economic considerations (for example, the avoidance of additional subsistence costs, overtime, or lost productive time) would be incurred, and an actual cost comparison shows an overall savings with use of business class airfare, and the aircraft has more than two cabins,	then business class airfare may be authorized or approved.
B8	If lower class airfare is not reasonably available on any schedule flight in time to accomplish the official TDY travel purpose or mission, and the mission is so urgent that it cannot be postponed,	then business class airfare may be authorized or approved for the departure portion of the trip.* The traveler should use coach airfare for the return flight if the return flight is not critical and the traveler can rest before returning to work.  <i>*Consideration must be given to several factors, including but not limited to when the TDY was identified, when travel reservations were made, and whether or not the traveler can arrive earlier.</i>

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Codes	If...	Then...
B9	If first class or lower class airfare cannot meet mission requirements, and travel is connection with Federal Advisory Committees Act ( <a href="#">Title 5 U.S.C. Appendix</a> ) or travel is not in connection with Federal Advisory Committees Act (Title 5 U.S.C. Appendix), but the traveler is a high level invited guest or a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consul the U.S. Federal Government officials,	then business class airfare may be authorized or approved.**  <i>**For the Department of Defense, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authority for authorization or approval.</i>
BC	If first class or lower class airfare is not available and the Service member or civilian employee is traveling in support of Congressional travel,	then an approval authority must sign a separate and distinct authorization form for issuance of any business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership or Speaker of the House.

**H. Premium Class Accommodations for a Medical Disability or Special Need.**

1. It is DoD policy (refer to JTR, par. 020206.K) that premium class accommodations due to a disability or special need be used only when there are no alternative means to accommodate the traveler's condition (for example, bulkhead, aisle seating, use of two adjoining coach seats, etc.). A traveler must provide written certification by a competent medical authority to obtain a travel accommodation for a disability. Written certification must substantiate the disability, its functional limitations, the necessity of any recommended travel accommodation, and the duration of any recommended travel accommodation. For a temporary disability, a traveler must obtain recertification after the certified duration expires, or otherwise as appropriate. For a lifelong disability, a traveler is not required to recertify the disability itself, but must recertify the necessity of the travel accommodation if the disability remits or intensifies. An AO may authorize non-premium class travel accommodations for a special need without medical certification.

2. A traveler who requests premium class accommodations due to disability or special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium class authorization prior to travel.

3. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the AO responsible for premium class within 7 days of travel completion. Failure to receive the appropriate authorization or approval for premium class transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy or coach class airfare.

**I. Premium Class Transportation Approval Checklist.**

Although existing policy allows the use of premium class transportation (in other words, premium class travel) in certain circumstances, the AO must certify that all decision factors and other alternatives were considered prior to recommending approval. The Premium Class Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

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**J. Premium Class Accommodations Determination Format.**

The request for first- or business-class accommodations for:

\_\_\_\_\_ (Enter full name of traveler above) is authorized or approved or disapproved.

\_\_\_\_\_ Type full name, rank and office symbol of authorizing or approving official for premium class accommodation.

\_\_\_\_\_ (Date)

**K. Premium Class Accommodations Codes for Train Travel.**

Approval Code	JTR Paragraph Reference	Reason For Travel
T1	Pars. 020206-J and Table 2-4	Lower class not available
T2	Pars. 020206-J, K, N and Table 2-4	Medical
T3	Par. 020206-J, N and Table 2-4	Security
T4	Par. 020206-J and Table 2-4	Health standards
T5	Par. 020206-J and Table 2-4	Mission
T6	Par. 020206-J and Table 2-4	Advantageous to the Government

*Also refer to JTR, par. 020206-J.*

**L. Premium Class Accommodations Codes for Ship Travel.**

Approval Code	JTR Paragraph Reference	Reason For Travel
S1	Par. 020206-J and Table 2-4	Lower class not available
S2	Par. 020206-J, K, N and Table 2-4	Medical
S3	Par. 020206-J, N and Table 2-4	Security

*Also refer to JTR, par. 020206.*

**Sample Excess Cost Agreement**

The following is a sample excess cost agreement required in the Joint Travel Regulations (JTR), paragraph 033102.

DoD Component Letterhead

Date:

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or Dependent's Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_

(Designated Point)

I agree to pay or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

\_\_\_\_\_

Employee's Signature

Date

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**Storage in Transit (SIT) Extension Request Submission Form**

**Please fill out this form and include it when you send your SIT Extension Request to PDTATAC. Your request will not be considered without this form.**

Please include the following documentation for PDTATAC to validate the filled-out requirements.

1. A request memorandum from the Service or Agency to the PDTATAC indicating the reason for SIT beyond the limit, the additional number of days the civilian employee requires, and the total estimated cost of storage for those additional days.
2. Documentation demonstrating the Service or Agency’s authorization and approval of the 60 or 90-day extension, including the date the household goods (HHG) were placed in storage.
3. Copies of any TDY or PCS orders and any relevant amendments.
4. Documentation showing the weight and cost of the storage for the initial 150 or 180 days.

**Please fill out the requirements below.**

<b>1. Civilian Employee’s Name</b>	
<b>2. Civilian Employee’s Organization</b>	
<b>3. Total Weight of HHG in Storage (lbs.)</b>	
<b>4. Cost of Initial 150 or 180 Days of SITs</b>	
<b>5. Number of Days Extension is Requested Past 150 or 180 Days</b>	
<b>6. Estimated Cost of Storage for the Additional Days</b>	
<b>7. Total Number of SIT Days</b>	
<b>8. Total Cost of SIT</b>	
<b>9. Justification from JTR, par. 054307-B2</b>	
<b>10. Location (CONUS or OCONUS)</b>	