



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 05E22
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April 29, 2026

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD/CTD FOR MAP/CAP 27-26(I), "Update DoD Text to DoW in Cover Letter,
TOC, Ch 1, Ch 6, Appendix A"

1. Purpose: This item updates the Joint Travel Regulations from "Department of Defense," "DoD," "Secretary of Defense" to "Department of War," "DoW," "Secretary of War."
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective when published in the JTR.
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

Joint Travel Regulations Revisions

**THE JOINT TRAVEL
REGULATIONS
(JTR)**

**UNIFORMED SERVICE MEMBERS
AND
DOW CIVILIAN EMPLOYEES**

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The Per Diem, Travel, and Transportation Allowance Committee

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COVER LETTER

MAY 1, 2026

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and **DoW** Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by **yellow highlighting** and is effective in accordance with the date of this change unless otherwise indicated.

C. Applicable MAP and/or CAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP and/or CAP Items:

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INTRODUCTION

AUTHORITY, APPLICABILITY, AND ADMINISTRATION OF THE JTR

The JTR implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of War (DoW) civilian travelers. It also implements station and certain other allowances. The JTR has the force and effect of law for travelers, and implements statutory regulations and law for DoW civilian travelers. Organizations are expected to take appropriate disciplinary action when travelers willfully fail to follow the JTR. However, unless stated otherwise in the JTR, the disciplinary action cannot be in the form of refusal to pay appropriate travel and transportation allowances.

The JTR applies to:

- Uniformed Service Active and Reserve Component members and their dependents. The Uniformed Services are the U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Space Force (USSF), the U.S. Coast Guard (USCG), the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS).
- DoW civilian employees and their dependents.
- Other authorized travelers who use appropriated DoW funding, including new DoW Senior Executive Service appointees and certain Presidential appointees.
- DoW personal services contract employees.
- Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) 4650](#), and CMPI 4651.

The JTR does not apply to:

- Contractor employees under a DoW contract for anything other than personal services.
- DoW employees appointed under [22 U.S.C. §2385\(d\)](#).
- DoW civilian employees performing official assignments funded by a non-DoW Agency who are subject to that Agency's travel and transportation policies.
- Government employees whose salaries are paid with Nonappropriated Funds (NAF) traveling on NAF business.
- Foreign personnel traveling under Security Assistance Management Manual authority.

Nothing in the JTR authorizes expenditures for purposes not provided for in Congressional appropriations or in law. This publication is issued under the authority of [DoDI 5154.31, Vol. 5](#), "Commercial Travel Management: PDTATAC." Travelers and travel officials must adhere strictly to the JTR. The traveler could be personally financially responsible for any expense accrued by not complying with the JTR. When the General Services Administration's Federal Travel Regulation (FTR) authorizes a discretionary travel and transportation allowance that the JTR does not address, the allowance is not authorized or implemented within the DoW.

RESPONSIBILITY FOR THE JTR

The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) updates and publishes the JTR. The PDTATAC is composed of a Chair and a member representing the Departments of the Army, the Navy, the Air Force, Homeland Security, Health and Human Services, and Commerce. The Committee Chair is the Director, Defense Human Resources Activity.

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Each Uniformed Service has a representative on the [Military Advisory Panel](#) (MAP) and the [Civilian Advisory Panel](#) (CAP). The MAP consists of a representative from each of the Uniformed Services. The CAP consists of a civilian representative from each of the Military Services and the Office of the Secretary of War. The MAP and CAP members report to senior leaders of the Uniformed Services, who serve as members of the PDTATAC.

EFFECTIVE DATE OF REGULATION CHANGES

A change to the JTR is effective, unless otherwise noted, on its first publication date. This date appears in the lower left corner of each page. When an effective date is different from the date of first publication, that effective date is indicated.

INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

DoW certifying officer or disbursing officer may request an advance decision, in accordance with the [DoD Financial Management Regulation, Vol. 9](#), “Travel Policy,” on a claim whose validity or amount is questionable. An Accountable Officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC. A traveler who disagrees with a decision by a certifying officer may submit an appeal or reclaim in accordance with [DoD Financial Management Regulation, Vol. 9](#).

In cases of specific travel circumstances in need of clarification, the General Counsel of the Department of War (GC DoW), the Defense Office of Hearings and Appeals (DOHA) (for a Service member), and the Civilian Board of Contract Appeals (CBCA) (for a civilian employee) determine how the JTR, the Federal Travel Regulation (for civilian employees), and departmental instructions should be interpreted.

Decisions by the GC DoW, DOHA, CBCA (formerly called the General Services Board of Contract Appeals), and the U.S. Government Accountability Office provide guidance for similar cases or situations involving the same circumstances. These decisions are referenced in the JTR, where applicable.

QUESTIONS, SUGGESTIONS, OR RECOMMENDATIONS

Submitted questions concerning information in the JTR or suggestions for improvements or recommendations for changes must go through Command channels to the respective Service or Agency PDTATAC representative.

SERVICE OR DOW AGENCY REGULATION REVIEW PROCESS

Services or Agencies may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions. [DoDI 5154.31, Vol. 5](#), “Commercial Travel Management: PDTATAC”, requires that PDTATAC staff review all DoW written material that implements JTR provisions to ensure that per diem, travel, and transportation allowances, relocation allowances, and certain other allowances are uniformly applied. The review process applies to all DoW Uniformed Services and DoW Agencies. In addition, the USCG, NOAA, and USPHS may submit written material for review as desired. A Service or Agency submitting written material to the PDTATAC must first send the document to its MAP or CAP representative.

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CHAPTER 1: GENERAL POLICY

010104. Service or Agency Responsibilities

A. Mission Controls. Each Service or DoW Agency must authorize or approve only the travel necessary to accomplish the Government’s mission effectively and economically while establishing internal controls to ensure that only such travel is authorized. An official responsible for directing travel or approving reimbursement is also responsible for ensuring that funds are used for official travel purposes and in accordance with the conditions specified in the JTR.

B. Traveler Rights. Unless stated otherwise in the JTR, the Service or Agency cannot reduce allowances or deny reimbursements because of limited DoW travel funds. Also, a Service or Agency cannot direct a traveler to travel at personal expense or at reimbursement rates or amounts inconsistent with the JTR.

010201. Key Participants

Official travel involves three key participants: the traveler, authorizing or approving official, and the Travel Management Company (TMC).

A. Travelers. A traveler is anyone who travels on official business for DoW. Travelers fall into three groups: Service members, civilian employees, and other travelers. JTR allowances may differ among these groups due to law or other regulations.

**Table 1-1. JTR Travelers
(This Table is not All-Inclusive)**

Uniformed Service Members	Civilian Employees	Other Travelers
<ul style="list-style-type: none">• Air Force• Army• Navy• Marine Corps• Space Force• U.S. Coast Guard• National Oceanic and Atmospheric Administration• U.S. Public Health Service Reserve Component (RC) members	<ul style="list-style-type: none">• Civilians employed by the DoW• Civilians employed by another Agency whose travel is funded by the DoW	<ul style="list-style-type: none">• Spouse• Children• Other dependents• Family members• Relatives• Civilians not employed by the Government

B. Authorizing or Approving Official (AO). ****

C. TMC. The Defense Travel Management Office (DTMO) contracts with TMCs to make travel arrangements for DoW travelers. The General Services Administration (GSA) contracts with TMCs to make travel arrangements for travelers from other Federal agencies. A GSA TMC may be used only when a DTMO-contracted TMC is not available.

1. A DoW traveler must make travel arrangements through an electronic travel system when

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it is available or through the TMC if it is not available. Any **DoW** traveler who cannot reach the TMC must contact the AO or designee for assistance. However, lodging may be reserved outside the TMC when arranging for a large number of rooms in advance, such as for training courses, exercises, or conferences, or when safety, health, or security concerns require using specific lodging establishments.

2. The TMC will book a traveler only for economy travel and economy accommodations. However, a traveler may upgrade travel or accommodations at personal expense. Under certain circumstances described in the JTR, other accommodations may be authorized or approved.

3. A traveler, AO, or electronic system must provide the TMC a copy of the travel authorization before ticketing. However, a TMC may issue tickets for official travel authorized by proper verbal, letter, or message authority if travel must begin or is performed before a written travel authorization is issued. The AO is responsible for providing a confirmatory travel authorization to the TMC.

010205. Defense Travel System (DTS) Use

DoW travelers and AOs must use the DTS to process travel authorizations and vouchers for TDY travel and local travel. A traveler must use the DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters when the DTS's functionality is available. The TMC processes reservations made in the DTS. The Defense Table of Official Distances (DTOD) programmed in the DTS on the date the voucher is approved for payment is used to calculate the official mileage. See [DoDI 5154.31, Vol. 3](#), "DTS."

010206. Travel Authorizations and Orders

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days

Traveler		Authorizing and Approval Authority
1	All Service Members Other Than Army and USMC	<ul style="list-style-type: none"> a. Secretary concerned, or the Combatant Commander (CCDR) or Deputy CCDR. b. No further delegation is authorized.
2	Army Service Members	<ul style="list-style-type: none"> a. Secretary concerned, or the CCDR or Deputy CCDR. b. This authority can be re-delegated to authorize a TDY for a Service member assigned to a Warrior in Transition Unit. In that case, a flag officer or civilian equivalent from the U.S. Army Medical Command must first recommend the TDY extension. c. If the Army Compensation Chief approves the recommendation, then the Director, Plans and Resources (a two-star flag officer or civilian equivalent) may authorize or approve the TDY.
3	USMC Service Members	<ul style="list-style-type: none"> a. Secretary concerned, or the CCDR or Deputy CCDR. b. The Office of Manpower Management Fiscal and Entitlements (MMIB-3).
4	Civilian Employees	<ul style="list-style-type: none"> a. Secretary concerned, DoW Agency Director, Service or DoW Agency headquarters (if delegated), or the CCDR or Deputy CCDR. b. This authority can only be delegated as stated for Service or DoW Agency headquarters.

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CHAPTER 6: EVACUATION TRAVEL

Table 6-1. Identifying which Evacuation Policy to Follow Based on Evacuation Location

	Evacuee	CONUS	Non-Foreign Location OCONUS	Foreign
1	DoW Service Member's Dependent	DoW	DoW	DoW coordinates with DoS
2	Non-DoW Service Member's Dependent	DoW	DoW	DoW coordinates with DoS
3	DoW Civilian Employee	OPM	OPM	DoS
4	DoW Civilian Employee's Dependent	OPM	OPM	DoS

060101. Authority to Order an Evacuation

Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS

	Service or Agency	Authority
1	DoW Components (Service member's Dependent, Civilian Employee, and Civilian Employee's Dependent)	Any of the officials listed below may order or authorize an evacuation within their area of authority: a. Secretary of War. b. Secretary concerned. c. Head of the Component (or his or her designee). d. Commander of the installation or the Coast Guard District Commander. e. Commander, head, chief, or supervisor of the organization or office.
2	National Guard Member's Dependent	***
3	U.S. Coast Guard Member's Dependent (Except in Time of War)	***
4	U.S. Public Health Member's Dependent	***
5	NOAA Member's Dependent	***

B. Foreign Locations.

1. The DoS decides when the United States evacuates personnel from a foreign location, except for the U.S. Naval Base at Guantanamo Bay, Cuba. The DoW and DoS agree to share the responsibility in specific situations or locations in [Table 6-3](#). If DoS issues a cable authorizing or ordering a departure from a country's embassy, embassy outpost, or consulate for personnel under Chief of Mission, the Secretary of War (or designee) may issue a similar memorandum authorizing or ordering eligible family members not under Chief of Mission to depart that country. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

2. The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign

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locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the **USW(P&R)** has the authority to evacuate the U.S. Naval Base.

Table 6-3. Authority to Evacuate from a Foreign Location

Situation or Assignment		Authority
1	President declares a national emergency	Secretary of War (or his or her designee) after DoS issues cable authorizing or ordering departure. If DoS has not issued a cable, only after consulting with the Secretary of State
2	Directed reinforcement of U.S. Armed Forces in a theatre	Secretary of War (or his or her designee) after DoS issues cable authorizing or ordering departure. If DoS has not issued a cable, only after consulting with the Secretary of State
3	Accommodation of force protection and health protection	Secretary of War (or his or her designee) after DoS issues cable authorizing or ordering departure. If DoS has not issued a cable, only after consulting with the Secretary of State
4	Antiterrorism considerations	Secretary of War (or his or her designee) after DoS issues cable authorizing or ordering departure. If DoS has not issued a cable, only after consulting with the Secretary of State
5	Local emergency displacements	<ul style="list-style-type: none"> a. Secretary of War. b. Secretary concerned. c. Head of the Component (or his or her designee). d. Commander of the installation or the Coast Guard District Commander. e. Commander, head, chief, or supervisor of the organization or office.
6	U.S. Country Team (Defense Attaché Offices, Marine Security Guard Detachments, DoW elements or personnel, and others as determined by the CCDR and Chief of Mission)	DoS
7	U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Secretary of War or USW(P&R) without jeopardizing the evacuees	CCDR, the senior commander in the country concerned, or the Defense Attaché
8	U.S. Naval Base at Guantanamo Bay, Cuba	USW(P&R)

060103. Choosing an Evacuation Destination

Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent, Civilian Employee, or a Civilian Employee's Dependent

Location Being Evacuated – CONUS or Non-Foreign OCONUS

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Evacuation Destination: Safe Haven	Evacuation Destination: Alternate Safe Haven	Evacuation Destination: Designated Place
The authority who orders or authorizes the evacuation. See Table 6-2 .	Obtain authorization or approval for an alternate safe haven location through the Secretarial Process.	a. DoW Services obtain authorization from the Secretary concerned. b. Non- DoW Services obtain authorization or approval through the Secretarial Process.

Location Being Evacuated – Foreign

Evacuation Destination: Safe Haven	Evacuation Destination: Alternate Safe Haven	Evacuation Destination: Designated Place
a. DoS with DoW coordination. b. USW(P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.	a. For approval of an alternate safe haven in a foreign location: <ol style="list-style-type: none"> (1) The Service member’s or civilian employee’s command submits the request to the DoS’s Under Secretary for Management (USS (Mgt)) through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See DSSR Section 614c. (2) The DoW Service member’s or civilian employee’s command then submits the request to the Deputy Under Secretary War (Personnel & Readiness) (DUSW(P&R)) with the DoS authorization attached. The DUSW(P&R) may authorize or approve the request and associated travel and transportation allowances. The evacuee’s travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven. b. The DUSW(P&R) authorizes or approves an alternate safe haven in a non-foreign location OCONUS for DoW if the safe haven is limited to locations in the CONUS or the United States. c. Non- DoW Services obtain USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. d. DoS authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS.	a. DUSW(P&R) determines when a DoW dependent goes to a designated place. b. DoW Services obtain authorization or approval from the Secretary concerned or the Secretary’s designated representative for a designated place OCONUS. c. Non- DoW Services, obtain authority through the Secretarial Process.

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B. Evacuee Choice.

1. If the CONUS is listed as the safe haven, then an evacuee must select the exact location within the designated geographic area. If the United States is listed as the safe haven, then an evacuee must select the exact location in the 50 United States and District of Columbia.

2. For evacuations from a foreign location, if the safe haven is limited to locations in the CONUS, then an alternate safe haven in a non-foreign location OCONUS must be authorized or approved by the **DUSW(P&R)**. If the United States is listed as the safe haven, no additional authorization or approval is required for selecting a safe haven in Alaska or Hawaii.

3. For evacuations from the CONUS or non-foreign OCONUS locations, an evacuee may request an alternate safe haven in a non-foreign location OCONUS from the Secretary Concerned. Approval from the Secretary Concerned is not required when the evacuation authority in [Table 6-2](#) authorizes a non-foreign location OCONUS as the safe haven.

C. Alternate Safe Haven. Requests for permission for an evacuee to move from one safe haven to an alternate safe haven must be processed as described in [Table 6-7](#). If an evacuee obtains authorization or approval through the processes listed in the table below, then the evacuee may be reimbursed for travel expenses to the alternate safe haven and may receive evacuation allowances at that location.

Table 6-7. Requests to Move From One Safe Haven to an Alternate Safe Haven

	If...	Then...
1	an evacuee requests to move to an alternate location within the same safe haven,	the evacuee must obtain authorization or approval through the Secretarial Process for travel expenses and safe haven allowances based on the alternate location.
2	an evacuee is located at a safe haven in the United States and the evacuee requests to move to an alternate safe haven in the United States, including the territories and possessions,	<p>a. the DoW evacuee must obtain authorization or approval from the Secretary concerned for travel expenses and safe haven allowances based on the alternate safe haven location. The Secretary concerned should consider family support, co-location, and similar factors.</p> <p>b. the non-DoW evacuee must obtain authorization or approval through the Secretarial Process for travel expenses and safe haven allowances based on the alternate safe haven location.</p>
3	an evacuee is located at a safe haven in a foreign location and the evacuee requests to move to an alternate safe haven in the United States, including the territories and possessions,	<p>a. the DoW evacuee must obtain authorization or approval from the Secretary concerned for travel expenses and safe haven allowances based on the alternate safe haven location. The Secretary concerned should consider family support, co-location, and similar factors.</p> <p>b. the non-DoW evacuee must obtain authorization or approval through the Secretarial Process for travel expenses and safe haven allowances based on the alternate safe haven location.</p>

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	If...	Then...
4	<p>an evacuee is located at a safe haven in the United States, including the territories and possessions, and the evacuee requests to move to an alternate foreign safe haven,</p>	<p>the Service member or civilian employee’s command must submit a request to the Secretary of State or USS (Mgt) through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned per DSSR §614c or the DoS evacuation cable.</p> <p>a. A DoW Service member or civilian employee must then submit the request to the DUSW(P&R) with the DoS authorization attached. The DUSW(P&R) may authorize or approve the request, the travel expenses and the payment of safe haven allowances based on the alternate safe haven location. The DUSW(P&R) should consider family support, co-location, and similar factors.</p> <p>b. A non-DoW Service member must then obtain authorization or approval through the Secretarial Process for travel expenses and safe haven allowances based on the alternate safe haven location.</p>
5	<p>an evacuee is located at a safe haven in a foreign location and the evacuee requests to move to an alternate safe haven in a foreign location,</p>	<p>the Service member or civilian employee’s command must submit a request to the Secretary of State or USS (Mgt) through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned per DSSR §614c or the DoS evacuation cable.</p> <p>a. A DoW Service member or civilian employee must then submit the request to the DUSW(P&R) with the DoS authorization attached. The DUSW(P&R) may authorize or approve the request, the travel expenses and the payment of safe haven allowances based on the alternate safe haven location. The DUSW(P&R) should consider family support, co-location, and similar factors.</p> <p>b. A non-DoW Service member must then obtain authorization or approval through the Secretarial Process for travel expenses and safe haven allowances based on the alternate safe haven location.</p>

Table 6-11. Who is Eligible to Receive Payments on Behalf of an Evacuee Based on Evacuation Location

Individuals		CONUS	Non-Foreign Location OCONUS	Foreign
1	Service Member’s Spouse	Yes	Yes	Yes
2	Service Member’s Dependent 18 Years of Age or Older	Yes	Yes	Yes
3	A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age	Yes	Yes	Yes

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Individuals		CONUS	Non-Foreign Location OCONUS	Foreign
4	Service Member's Dependent who Turned 21 after Evacuation is Ordered or Authorized	Yes	Yes	Yes
5	Non-Command Sponsored Dependent	N/A	No*	No*
6	DoW Civilian Employee	Yes	Yes	Yes
7	DoW Civilian Employee's Dependent	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)
8	DoW Civilian Employee's Designated Representative	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)

*Evacuees must be command-sponsored to receive evacuation allowances.

060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member's dependent, a civilian employee, the civilian employee's dependent, and a non-DoW Service member's dependent.

Table 6-12. Who Terminates Evacuation Status and Authorizes Return Based on Evacuation Location

Evacuee		CONUS and Non-Foreign Locations OCONUS	Foreign
1	DoW Service Member's Dependent	The authority in Table 6-2 who ordered the evacuation.	USW(P&R)
2	DoW Service Member's Dependent	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.
3	Non-DoW Service Member's Dependent	Secretarial Process	Secretarial Process
4	Civilian Employee or Civilian Employee's Dependent	The authority in Table 6-2 who ordered the evacuation.	Secretary of State

A. Allowance Expiration. ***

B. Time Limits. Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USW(P&R) for a DoW Service member's dependent or through the Secretarial Process for a non-DoW Service member's dependent.

2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place.

3. Expiration date established by the USW(P&R) or through the Secretarial Process (as in Table 6-12) for a DoW Service member's dependent, and through the Secretarial Process for a non-DoW Service member's dependent.

4. For civilian employees and their dependents, the above time limits apply subject to the

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authority who ordered the evacuation as in [Table 6-2](#) and [Table 6-12](#).

0602 ALLOWANCES FOR SERVICE MEMBER'S DEPENDENTS

060203. Escort during Evacuation

A. Eligibility. ***

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service member serving as an escort is issued a TDY order and receives the standard travel and transportation allowances in [Chapter 2](#).

2. A civilian employee serving as an escort is authorized the TDY allowances in regulations issued by the civilian employee's Agency or Department. A **DoW** civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in [Chapter 2](#) for transportation. The Agency directing the travel funds the escort's travel.

3. A person other than a Service member or civilian employee serving as an escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

060205. Allowances While at the Safe Haven

2. Safe Haven Allowances. An evacuated dependent from the CONUS or a command-sponsored dependent OCONUS is authorized the following safe haven allowances and miscellaneous expenses at the safe haven:

a. ***

b. ***

c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The **USW(P&R)** can increase the safe haven allowances authorized in [Table 6-17](#), after 30 days for a **DoW** Service member's dependent up to 100 percent of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-**DoW** Service member's dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to another, then the 180-day clock continues from the previous safe haven.

060209. Non-Command-Sponsored Dependent Returns to PDS

A. Eligibility. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS.

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B. Allowances. Only the **USW(P&R)** may authorize transportation for a **DoW** Service member's non-command-sponsored dependent. A non-**DoW** Service member's dependent may be authorized transportation through the Secretarial Process.

0604 STANDARD ALLOWANCES FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

See the [DSSR Section 600](#), "Payments during an Ordered/Authorized Departure," for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. See [5 CFR §§ 550.401-409](#) for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. See [5 U.S.C. § 5725](#) for transportation expenses for employees assigned to danger areas. Although **DoW** has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to **DoW**. The **DoW** modifications to specific policy are contained in this section. When the DSSR and the CFR state "Agency Head," the applicable authority for a **DoW** civilian employee or the civilian employee's dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary's designated representative, or the head of a **DoW** Component.

060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay -- Evacuation OCONUS

A. Eligibility. A **DoW** civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. ***

060405. Emergency POV Storage Due to an Evacuation OCONUS

A. Eligibility. ***

B. Allowances

1. POV storage may be at a place determined to be reasonable by the **DoW** Component concerned, whether the POV is already located at, or being transported to, the PDS.

2. Expenses allowed for emergency storage of a civilian employee's POV include: ***

3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

C. Advance of Funds. ***

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APPENDIX A: DEFINITIONS AND ACRONYMS

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

COMBATANT COMMANDER is the single commander of a unified or specified command, established by the President through the Secretary of War.

CONTINGENCY OPERATION is a military operation that is either designated by the Secretary of War as a contingency operation or becomes a contingency operation as a matter of law. See [10 U.S.C. §101\(a\)\(13\)](#).

DEPARTMENT OF WAR (DoW) COMPONENTS are the Office of the Secretary of War, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of War, the Defense Agencies, the DoW Field Activities, Joint Service Schools, and other organizational entities within the DoW. See DoW issuance, "[DoD and OSD Component Heads](#)."

DEPENDENT includes the following members of a civilian employee's household at the time the civilian employee reports for duty at a new PDS or performs authorized or approved OCONUS tour renewal agreement travel or separation travel.

A-B. ***

C. A civilian employee's dependent may be a child of the civilian employee, of the civilian employee's spouse, or of the civilian employee's domestic partner who is unmarried and under age 21 years or who, regardless of age, is physically or mentally incapable of self-support. A child includes natural offspring, stepchild, adopted child, grandchild, a legal minor ward or other dependent child who is under legal guardianship of the civilian employee or employee's spouse, or a child born and moved after the civilian employee's effective date of transfer because of advanced stage of pregnancy, or other reasons acceptable to the DoW Component concerned, such as awaiting school year completion by other children.

D-G. ***

DESIGNATED PLACE is defined in three distinct ways within the JTR.

A. ***

B. A designated place is the location where a Service member's dependent intends to establish a bona fide residence. The Service member must certify this intent to receive allowances associated with a designated place move.

1. A designated place may be a location in the CONUS or non-foreign OCONUS.
2. A designated place may be a foreign location OCONUS where a dependent is specifically

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authorized to travel when a Service member is ordered to a dependent-restricted tour. This is limited to the native country of a foreign-born spouse for DoW Services and the Coast Guard.

3. A designated place may be a location OCONUS where a Service member is scheduled to serve an accompanied tour after completing a dependent-restricted tour.

4. A designated place may be the location OCONUS in the old PDS vicinity at which a dependent remains while a Service member serves a dependent-restricted tour.

5. A designated place may be a location in the CONUS, non-foreign OCONUS, or foreign OCONUS to which a dependent is specifically authorized to travel when early return of dependents is authorized. This is limited to the native country of a foreign-born spouse for DoW Services and the Coast Guard.

C. ***

GOVERNMENT LODGING PROGRAM is the [Integrated Lodging Program \(ILP\)](#). The program prioritizes lodging in the following order: Government lodging, such as Air Force Inns; Public-Private Venture lodging such as Privatized Army Lodging; and Government preferred lodging, such as DoW Preferred Lodging.

GOVERNMENT QUARTERS are sleeping accommodations owned, operated, leased by the Government, or obtained by Government contract, at no cost to the traveler.

A. Government quarters include quarters in a state owned National Guard camp, sleeping facilities in a National Guard armory, temporary lodging facilities, Government owned or leased family type housing, guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, similar quarters located at a military activity, quarters aboard a ship, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform, and DoW lodging facilities located on a U.S. installation. Government quarters adequacy standards are defined in [DoD 4165.63-M, DoD Housing Management](#) for DoW Services and are implemented by Service regulations.

B. Government quarters do not include Privatized Army Lodging or ILP commercial lodging. Privatized housing is not Government quarters.

MILITARY INSTALLATION is a base, camp, post, station, yard, center, or other activity under the jurisdiction of the Secretary of a military department or, in the case of an activity in a foreign country, under the operational control of the Secretary of a military department or the Secretary of War, without regard to the duration of operational control. See [10 U.S.C. §2801](#).

PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC) is chartered by the Uniformed Services and operates under DoW policy guidance. PDTATAC members include a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps, the Director of Military Personnel of the Coast Guard, and the Director of Commissioned Corps of the U.S. Public Health Service. The Committee Chair is the Director, Defense Human Resources Activity. PDTATAC publishes the JTR.

PUBLIC-PRIVATE VENTURE LODGING is lodging usually located on a DoW installation that is commercially operated under agreement with DoW in a Government-owned or commercially-owned facility, that provides lodging to official travelers at discounted rates that do not exceed the locality lodging rate. Public-private venture lodging is not required to comply with policy in [DoDI 1015.11](#) and

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[DoDI 1015.12](#), is not authorized to direct the use of appropriated or non-appropriated funds, and does not include enhanced use leases.

REDUCED PER DIEM is a per diem rate lower than the locality per diem. A **DoW** Component head or Secretary concerned may authorize a reduced per diem when there are known reductions in lodging and meal costs that can be determined in advance.

SECRETARIAL PROCESS for Service members is action by the PDTATAC Principal member or a subordinate level specified by the Principal. For civilian employees, the Secretarial Process is action by the PDTATAC Principal member; the Principal member's designated representative; the Secretary of a Military Department; the Director of a **War** Component; the Director, Administration & Management for the Office of the Secretary of **War**, Washington Headquarters Services, Organization of the Joint Chiefs of Staff, Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals; or a designated representative for any of these positions. For both Service members and civilian employees, the Secretarial Process is in administrative or procedural issuances issued under the JTR Introduction, [Service or DoW Agency Regulation Review Process](#).

TEACHER is a civilian employee and U.S. citizen who serves in a teaching position in the **DoW** Education Activity System on a school year basis.

B. Acronyms

Acronym	Meaning
DoW	Department of War
DoWD	Department of War Directive
DoWEA	Department of War Education Activity
DoWI	Department of War Instruction
OSW	Office of the Secretary of War

DISCLAIMER FOR CHAPTERS 8-10 (ALLOWANCES)

Effective 1 October 2018 the chairmanship of the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) was realigned from the Deputy Assistant Secretary of **War** (**DASW**) for Military Personnel Policy (MPP) to the Director, DoD Human Resources Activity (DHRA). Also realigned was the Allowances Branch, responsible policy, technical direction and oversight for the allowances previously published in the Joint Travel Regulations (JTR), Chapters 8 – 10. This responsibility was realigned to the Director, Military Compensation, in the office of **DASW** (MPP), a component of the Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs. Future changes or questions on allowances policy and rates should be referred to the Directorate of Military Compensation Policy.

The allowances have been moved to DoD Financial Management Regulation, [DoD Financial Management Regulation, Vol. 7A, Chapter 26](#) – Housing Allowances (BAH and OHA), [Chapter 67](#) – CONUS COLA and [Chapter 68](#) – Overseas COLA and TLA.