

PPC Travel eNewsletter – May 2016

WebTPAX Upgrade *What's New* Plus 2016 Transfer Season and PCS Settlement Guidance

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[Web-TPAX Outage Scheduled for System Upgrade](#)

A version upgrade is scheduled for Web-TPAX. The system will be upgraded to version 6.21.5. The upgrade is planned for the dates of 13 - 15 MAY 2016. The system will be offline from 1400 CDT on Thursday, 12 MAY until 0600 CDT on Monday, 16 MAY. Please ensure all travel claim documents are approved by the AO prior to 1400 CDT on Thursday, 12 MAY to prevent open claims from becoming corrupted.

[What's New in WebTpax version 6.21.5](#)

- **The Fiscal Year Crossover** lodging tax error has been fixed so that the amount is correct and is applied correctly to the line of accounting. This prevents claims from being forced to manual payment.

This:

Description	FY 2015	FY 2016	Total
Memb/Emp TDY Per Diem	2,482.00	4,655.25	7,137.25
Memb/Emp Transportation	750.00	425.00	1,175.00
Memb/Emp Reimbursables	240.00	435.00	675.00

Now equals, this:

Db/Cr	Classification String	Amount
Db	1115G85FYXO10000 2 P 401 299 21 0 RA 78045 2100	3,472.00
Db	1115G85FYXO10001 2 P 501 299 21 0 RA 78045 2100	5,515.25

- **TLE** claims can now be processed as the error with the locality has been resolved.

SPIRIT, KINDRED
TONO: 1216G86PCSTLE000

TLE Expenses

View: Traveler

Date	Location	Who's being paid	Lodging		
02/01/2016	TOPEKA / SHAWNEE, KS	<input checked="" type="checkbox"/> KINDRED <input checked="" type="checkbox"/> SPOUSE	85.00	Accept	Cancel
				Delete	

Location Expense Incurred

Country / State: oculus conus
 Zip Code / City:

County / Locality:

- **Local travel** claims can now be processed for per diem as the error with the locality has been resolved with the exception of 1164 Breakfast Commercial. Please use 1164 Lunch instead and input it into the remarks block of the local travel claim.

Date	Type of Expense	Location	Claimed Amount		
4/18/2016	1164 LUNCH GOVERNMENT	Topeka, KANSAS	7.25	Edit	Del
4/18/2016	1164 DINNER COMMERCIAL	Olathe, KANSAS	25.50	Edit	Del
4/18/2016	1164 LUNCH COMMERCIAL	Overland Park, KANSAS	12.75	Edit	Del
4/18/2016	1164 BREAKFAST COMMERCIAL		4.25	Edit	Del

- **PCS settlements** now pick up the Advance and allows for liquidation on the claim.

Locked	Date	Type	Amount	
<input checked="" type="checkbox"/>	3/11/2016	Advance	792.10	Delete

View Advances

Description	Total
Memb/Emp PCS Per Diem	280.00
Memb/Emp MALT	127.68

Method of Payment: Direct Deposit ▼

Apply Advances

Apply Advances

Default

Total Entitlement	<input type="text" value="407.68"/>
Deductions	<input type="text" value="0.00"/>
Partial Payments	<input type="text" value="0.00"/>
Amount Payable	<input type="text" value="407.68"/>
Advances	<input type="text" value="0.00"/>
Due Employee	<input type="text" value="407.68"/>
Split Payment	<input type="text" value="0.00"/>
Computed Split	<input type="text" value="0.00"/>

Entitlement	Outstanding	Applied	
Memb/Emp PCS Per Diem	560.00	<input type="text" value="560.00"/>	
Memb/Emp MALT	232.10	<input type="text" value="232.10"/>	

Total:

Total Entitlement	<input type="text" value="407.68"/>
Deductions	<input type="text" value="0.00"/>
Partial Payments	<input type="text" value="0.00"/>
Amount Payable	<input type="text" value="407.68"/>
Advances	<input type="text" value="792.10"/>
Due US	<input type="text" value="384.42"/>

- Ability to input **dual lines of accounting** with the same TONO numerically indexed.

RUSH, BUMS											CG Accounting		View: Traveler	
TONO: 1116G86ACTUAL000														
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount				
1116G86ACTUAL001	2	P	501	123	56	0	BM	64132	2151	\$2,603.45	Edit	Del		
1116G86ACTUAL002	2	P	201	879	80	0	XG	77950	2100	\$0.00	Edit	Del		
1116G86ACTUAL003	2	D	12	158	90	0	RC	93306	2151	\$0.00	Edit	Del		
											Add			

- PCS Mixed mode CONUS comparison is now computing correctly.

HULK, THE											Itinerary		View: Traveler	
TONO: 1216G86TPAX29000														
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling				
										Lodging	Taxes	Miles		
3/1/2016	DEP	San Francisco, CA, San Francisco	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/>	0	0.00	0.00		Edit	Del
3/14/2016	ARR	Mia, FL, Miami-Dade	DV	<input type="checkbox"/>					3116				Insert	
3/15/2016	DEP	Mia, FL, Miami-Dade	CP	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00		Edit	Del
3/15/2016	ARR	San Juan, RQ, San Juan	MC	<input type="checkbox"/>					0				Insert	

Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Dep GTR	Const. Dep. Date	Const. Arr. Date
3/1/2016	3/14/2016	Mia, FLORIDA	3116	0.00	0.00		
3/15/2016	3/15/2016	San Juan, PUERTO RICO	0	0.00	0.00	3/15/2016	3/15/2016

Date	Description	Claimed
3/15/2016	AIRFARE-TRAIN-BUS EXPENSE	500.00
3/15/2016	AIRFARE-TRAIN-BUS EXPENSE	500.00

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount
03/05	FP											0.00	140.00	105.00	245.00
03/06	FP											0.00	140.00	105.00	245.00
03/07	FP											0.00	140.00	105.00	245.00
03/08	FP											0.00	140.00	105.00	245.00
03/09	FP											0.00	140.00	105.00	245.00
03/10	FP											0.00	140.00	105.00	245.00
03/11	FP											0.00	140.00	105.00	245.00
03/12	FP											0.00	140.00	105.00	245.00
03/13	FP											0.00	140.00	105.00	245.00
03/14	LDP	195.00	88.00	CM	CM	CM	0.00	13.00	22.00	35.00	18.00	0.00	88.00	66.00	154.00
03/15	LDP	195.00	88.00	CM	CM	CM	0.00			Partial	Day	66.00	66.00	49.50	115.50
												Total	1414.00	1060.50	2474.50

Description	Total
Memb/Emp PCS Per Diem	1,414.00
Memb/Emp Transportation	1,000.00
Memb/Emp MALT	592.04
Dep Per Diem	1,060.50
DLA	1,475.67

- Travel from **PDS to embark ship** at different location then debark at a different location and travel back to PDS now pays the correct locality rate if you input the itinerary correctly. You **MUST** use the method on the first leg as Government Ship and then select No Lodging required or Government Quarters and then the system will default to DED meals.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
3/1/2016 3/1/2016	DEP ARR	San Antonio, TEXAS Alameda, CALIFORNIA	CP TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> GS	GQ	DED	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
3/15/2016 3/15/2016	DEP ARR	San Diego, CALIFORNIA San Antonio, TEXAS	CP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>

DUCK, DONALD TOND: 1116G86RAWR02000		Daily Expenses												View: Traveler	
<input type="button" value="Done"/>															
Date	Day Type	Ldg Rate	MS/E Rate	Br	Ln	Dr	Lodg	Break	Lunch	Dinner	Incd	MS/E Amount	Total Amount	Lodging Tax	Taxable
03/01	LDP	140.00	60.00	CM	CM	CM	0.00			Partial	Day	51.75	51.75	0.00	
03/15	LDP	153.00	64.00	CM	CM	CM	0.00			Partial	Day	48.00	48.00	0.00	
												Total	99.75	0.00	

[Authorized Use of the CBA](#)

When travelers are authorized the use of the CBA on the orders it **MUST** include the city and state of the duty station and the report to locations. For example, when orders assign members to CGC Thetis, ADTRAV does not know where the location is and what destination member is authorized to fly to. If the CGC is not in home port at the time the member arrives and the member is expected to ‘meet up’ with the cutter, then that needs to be explained on the orders with the arrival location of X. So the orders should indicate, “Report to CGC Thetis, Key West, FL for in processing and then continue travel to Panama City, Panama to report to the cutter. Use of the CBA is authorized.”

Permanent Change of Station (PCS)

The transfer season is just round the corner. Prior to each member's departure to their new PDS, separation, or retirement, ensure there has been no recent TDY activity in the past 45 days that could be called in for an audit. If TDY has been performed within 45 days of the detach date, ensure all appropriate/required documentation has been scanned in and attached to the claim. If a member's claim is selected for audit and the member cannot comply within 10 days due to PCS, submit a PPC Customer Care ticket requesting an audit extension, reason for extension, and the date in which the member will be able to comply.

Travel claims for separation or retirement must be manually (DD-1351-2) filed after the effective date of orders (this is the member's last day of active duty). These types of PCS claims CANNOT be processed through WebTPAX. On separation/retirement claims, the AO signature is not required on the DD-1351-2, but the original handwritten signature of the AO is required on the travel order. To process the claim without the AO's signature, the following statement must be entered in block 21a or block 21b of the travel claim "Final PCS, AO not available". When separating from the Coast Guard, members/employees who possess a Government Travel Credit Card (IBA) must pay any remaining balance due, notify their Travel Manager, and destroy the card.

Prior to submitting a PCS claim for processing, The SPO **MUST** report the member into DA prior to submitting the claim to PPC for processing. Please be advised that if the '**REPORT DATE**' is not listed in DA, the travel claim will be returned unprocessed for payment.

When reviewing the manual travel claim for PCS, blocks 5 and 12 of the DD 1351-2 must be completed. If dependents traveled accompanied with the member, check the blocks for dependent and member/employee and mark accompanied in block 12. If dependents traveled unaccompanied then check the blocks for dependent and member/employee and mark unaccompanied in block 12 OR file a separate dependent travel claim. Accompanied travel occurs when more than one POC is used and a dependent travelling in a POC travels along the same general route, on the same days as the member. Unaccompanied travel occurs when the dependent travels separately from a member on different routes and/or at different times (JTR, par. 5094).

5. TYPE OF PAYMENT (X as applicable)			
<input type="checkbox"/>	TDY	<input type="checkbox"/>	Member/Employee
<input type="checkbox"/>	PCS	<input type="checkbox"/>	Other
<input type="checkbox"/>	Dependent(s)	<input type="checkbox"/>	DLA

All portions of Block 6 should be filled out for claiming DLA, single or married. Enter the member's current physical residential address.

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
e. E-MAIL ADDRESS			

If the member has not secured a permanent residence in the vicinity of the new PDS, the duty address can be used, but it must be annotated in block 29 (**Remarks block on the reverse of the form**) that member is establishing a residence in the vicinity of the PDS and whether or not dependents accompanied the member to the new PDS.

Block 15a indicates the year in the first block; all blocks below list month and day. Members who are married to another military member must indicate this information on the claim (Member to Member); this will ensure the examiner pays the correct entitlements.

The itinerary in block 15 must be properly filled out using the two letter code on page two of the travel claim. The date indicated as the Mission Complete (MC) date should **ALWAYS** match a member's official report date (the same date the SPO records on the reporting 8C). PPC often sees members list the MC date as the day they arrived in the local area vice their official reporting date.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

If the member received advances either through the SPO they must list the amount in block 9.

9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
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As an AO, you may verify their advances at <http://cgweb4.fincen.uscg.mil/PSF/index.htm> . Input the members SSN and click the Submit PSF1 Query button.

Vendor SSN:	<input type="text" value="●●●●●●●●"/>
<input type="button" value="Submit PSF1 Query"/>	<input type="button" value="Reset"/>

The advance is indicated by locating the TONO (Document ID) and looking at the 'suffix'. All advances will be indicated with a '999'.

Schedule Certificate Deposit	Batch ID	Schedule Date	Confirm Date	Check Number	Check Amount	Account Number	Customer Account Number	Document Amount	Document ID	Document ID Suffix	Vendor Type	Bank ID
KC6097B		04/07/2016 12:00 AM	04/07/2016 12:00 AM	2557729	275.86	003813391123	0000G86PRA1AJ3164685	275.86	1216G86PRA1AJ	999	M	021200339

[When submitting PCS claims through WebTPAX](#)

Please ensure the following information is included:

- Dependents address upon receipt of orders must be listed in the REMARKS tab for payment of dependent travel.
- Itemized lodging receipts must be scanned and attached for reimbursement.
- Do not scan smaller receipts on the same page as larger receipts. Often times the receipt will cover pertinent information.
- A residential address in the vicinity of the new PDS must be listed in the REMIT TO tab.
- Dependent's name, date of marriage/date of birth, and relationship to the member must be listed on orders or amendment for dependent travel reimbursement.
- If the member marries in route, they must provide an amendment authorizing dependent travel from the location of dependents where acquired.
- Ensure advances are applied to travel claim in the COMPUTATIONS tab – if advances will not apply, ensure to annotate that you were unable to apply the advance in the REMARKS tab.
- If claiming TLE M&IE only, the traveler must list the name, address, and phone number of the friend/family for which they stayed in the REMARKS tab.
- Member to Member travel should be annotated in the REMARKS tab. Traveler must list spouse's full name and date of travel and state they are Member to Member
- All documents **MUST** be scanned into **ONE PDF** file and each page must be readable.

** Prior to submitting a PCS claim for processing, The SPO **MUST** report the member into DA prior to submitting the claim to PPC for processing. Please be advised that if the '**REPORT DATE**' is not listed in DA, the travel claim will be returned unprocessed for payment.

[Reimbursement for the Use of More than Two POCs](#)

The payment of MALT (Monetary Allowance in Lieu of Transportation) can be authorized or approved as advantageous to the Government by COMDT (CG-1322) for the use of more than two POCs within the same household for PCS travel by the member and dependents authorized to travel if:

- More than eight family members travel together by POC, including the member.

- Because of age or physical condition, a dependent needs special accommodation in one vehicle and the second and third vehicles are required for other family members.
- A member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (school term completion, property sale, settlement of personal business, HHG transportation, or non-availability of adequate housing at the new PDS) and five or more dependents travel by POC later.
- Five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (e.g. travel to a designated place or to the new PDS when member has TDY en route).
- Five or more dependents travel unaccompanied by the member to the new duty station in advance of the member's reporting for acceptable reasons (i.e. to enroll children in local school).

When is PCS TLE Payable

Temporary Lodging Expense (TLE) is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

- TLE can be divided between the old and the new PDS
- TLE is limited to 10 days for CONUS to CONUS travel and OCONUS to CONUS travel (must be taken at CONUS PDS)
- TLE is limited to 5 days for CONUS to OCONUS travel (must be taken at CONUS PDS)

TLE **IS** payable:

- At the old PDS before reporting to new PDS
- At the new PDS after departing old PDS but not on official travel days
- At the new PDS after reporting

TLE is **NOT** payable:

- At the old PDS after reporting to new PDS
- At the new PDS before departing old PDS
- On official travel days receiving per diem
- Outside of the local PDS area (50 miles or 2 hour round trip)
- TLE M&IE only – If claiming personal residence
- TLE M&IE only – If name/phone/address of person staying with is not provided
- On separation orders, no-cost orders or permissive orders

Valid itemized lodging receipt required for claiming TLE w/ lodging expenses to include:

- Member/Spouse's name
- Address of Lodging

- A zero balance or form of payment
- All itemized expenses with daily rates/taxes/fees

TLE M&IE requirements (listed in remarks block 29 of manual claim or remarks tab in TPAX):

- Name, address and phone number of person with whom you stayed
- Dates of stay

TLE Reimbursement for Member Married to Member

In accordance with the JTR, par. 5434-G, when both spouses are members:

- Each may be reimbursed up to \$290/day, and
- Both may not claim the same dependent(s) for TLE on the same days, and
- One member may not claim the other member for TLE payment, and
- TLE *may be paid*, in addition to TQSE for employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized.***
- The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

The *locality* per diem rate based on the PDS (or designated place, HOR or initial follow on technical training, if applicable) location is used for TLE reimbursement.

Refer to JTR, par. 5434-G3 for Maximum TLE Reimbursement.

JTR, par. 5434-G4 Reimbursement Example:

- A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).
- The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).
- The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
- Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

Refer to JTR, par. 5434-G5 for Reimbursement Computation and **JTR, par. 5434-H** for TLE Computation Examples.

2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, Gov't Qtrs are available only if use is directed in the order.

Constructed PCS Travel Dates and TLE

In accordance with the JTR, par. 5434-B1d, a member is authorized TLE for the elapsed time between PDSs when per diem is not payable. The **standard per diem rate is reimbursed based on constructed travel time, not necessarily the actual days of travel**. AO's should explain to their members when reviewing and signing off on the DD 1351/2 that authorized travel time is based upon the new PDS report date not mere arrival to the area of the new PDS. For the Coast Guard (per COMDTINST M1000.8 and CGS-JTR) **constructed travel time is the number of days between the report date and the effective date of orders determined as the reporting date minus travel days for the authorized mode of transportation plus one day** (See example 1). When the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is reimbursed (See example 2).

Example 1: Member departs OLD PDS on 7/1 with 7 authorized travel days and 4 proceed days. Member reports to NEW PDS on 7/12. The 'official travel days' would be 7/6-7/12 and TLE would not be authorized for these dates. If the member arrived at the new PDS area on 7/4, TLE can be paid on 7/4 and 7/5 and any date (up to max number of TLE days) after the report date of 7/12.

Example 2: Member departs OLD PDS on 7/1 with 7 authorized travel days and 4 proceed days. Member reports early to NEW PDS on 7/7. Member will only be reimbursed for 6 days of official travel. Member can then claim TLE after the official report date (up to maximum number of TLE days)

[Most Common Reasons Why a Manual PCS Travel Claim is Returned](#)

During the FY15transfer year (5/1/15 - 9/30/15) PPC processed over 16,000 PCS claims and returned approximately 2,000 claims to travelers for correction(s). Claims were returned for single or multiple discrepancies. Listed below are the most common errors found requiring correction in order for claims to be processed:

1. The travel voucher, orders, and/or amendments do not have **original ink** signature.
2. Missing original orders or statement of lost orders w/ original signatures.
3. The traveler has already received full reimbursement of all entitlements.
4. The travelers report date is not approved in Direct Access and/or orders are not in a finished status. DA should be reflected as shown below:

Itinerary					
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty
1	Depart	Approved	01/30/2015	01/30/2015	Duty
			01/31/2015		Leave INCONUS
			02/05/2015		Travel Time
99	Report	Approved	02/06/2015	02/06/2015	Duty

Order Begin Date:	01/30/2015	Order Type:	Permanent Change of Station
Order End Date:	02/06/2015	Order Status:	Finished

Prior to submitting a PCS claim for processing, The SPO **MUST** report the member into DA prior to submitting the claim to PPC for processing. Please be advised that if the '**REPORT DATE**' is not listed in DA, the travel claim will be returned unprocessed for payment.

5. Block 13 must list the dependents address upon receipt of orders. Blocks 6 & 13 cannot be the same.
6. The claim was submitted before the effective date of separation/discharge/retirement.
7. Block 5 DLA/DEPN/MBR/EMPLOYEE must be checked accordingly for reimbursement.
8. Block 15 must be completed accurately to reflect actual dates and modes of travel.

*Please remember to submit PPM/POV Shipping and Storage claims to FINCEN; PPC does not process these.

When manual PCS claims are returned to the member, there is a high probability that FINCEN will start the debt collection process on un-liquidated advances before the member is able to make the corrections. Resubmit claim to PPC as quickly as possible for processing so the claim can be released to FINCEN for payment.

With a little attention to detail and a checks and balances process put into place, these errors are preventable. It is **the responsibility of both the member and the AO** to ensure the documentation is complete and accurate prior to submitting the travel claim to PPC for processing.

[Shipping a Second Privately Owned \(Motor\) Vehicle \(POV\) within the Contiguous United States \(CONUS\)](#)

COMDT (CG-1332) received feedback that SPO yeoman may have incorrectly advised members regarding reimbursement for shipping a POV in CONUS. The following information is to ensure that all yeoman understand when a member is entitled to reimbursement for shipping a POV in CONUS, and when they are not.

In accordance with [Joint Travel Regulations \(JTR\), par. 5322-B](#) and [Coast Guard Supplement to the Joint Federal Travel Regulations \(CGS-JFTR\), COMDTINST M4600.17 \(series\), par. 5414-A](#), for a member to be reimbursed for shipping a POV in CONUS, the member must have a dependent(s), the member or their dependent(s) must possess more than one POV to be relocated to the new PDS, and the member and their dependent(s) must travel together, at one time, in a Privately Owned Conveyance (POC) to the new Permanent Duty Station (PDS). If a member meets these criteria they may be entitled to reimbursement for shipping their second POV in CONUS. However, if a member chooses to utilize commercial transportation for themselves or their dependent(s) to the new PDS the member does not meet these criteria and they are not entitled to reimbursement for shipping a second POV in CONUS.

When a member meets the criteria of JTR 5322-B and CGS-JFTR 5414-A, they are entitled to reimbursement for shipping a second POV in CONUS. However, use of a Government Vehicle Processing Center (VPC) is not authorized. The member must use a commercial POV carrier and make all arrangements for the shipment of their second POV. **Travel time is not authorized to drop off, or pick up a second POV**, and the member may not be reimbursed for mileage to drop off, or pick up a second POV transported IAW JTR 5322-B and CGS-JFTR, par. 5414-A. Also, the Government is not responsible for any damages or missed delivery dates caused by a commercial POV carrier.

When a member is entitled to reimbursement for shipping a second POV in CONUS the calculations and maximum reimbursable amount must be reflected on the member's PCS orders. See JTR par. 5328 for examples on how to calculate a members reimbursable amount when shipping a second POV in CONUS.

Yeoman should council members if they do not meet the above criteria, and do not travel together with their dependents at one time in a POC, then the member is not entitled reimbursement for shipping a second POV in CONUS. Yeoman should also council members that falsifying a DD-1351/2 to reflect the member and their dependent(s) traveled together at one time in a POC, when they didn't is fraud.

[Consecutive Overseas Tour \(COT\) Travel Clarification](#)

COMDT (CG-1332)

References: Joint Travel Regulations, paragraph 7060, CG Supplement to JFTR, paragraph 7010, Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series), chapter 1.A.4.

The intent of Consecutive Overseas Tour (COT) leave travel is to allow members, and their eligible dependents, to return to their home of record, either CONUS or OCONUS, prior to beginning a second OCONUS tour of duty.

An eligible member is one stationed OCONUS who is ordered to consecutive tours of duty at either the same OCONUS PDS, know as an In Place Consecutive Overseas Tour (IPCOT), or ordered PCS between different OCONUS locations to serve the prescribed tour at the new PDS.

To be eligible for COT travel, either one tour may be unaccompanied, or both tours may be accompanied and the total time served, or to be served, at the PDSs equals the sum of the unaccompanied tour lengths for the PDSs. Yeoman should verify members meet this requirement before approving COT leave travel.

COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any. Unless deferred due to duty in a **contingency operation** (this must be approved by CG-1332), COT leave travel **must** be completed prior to the new tour completion, otherwise

the COT leave travel expires. For example, if a member's old PDS is Puerto Rico, and their new PDS is Hawaii and their HOR is Texas. Member flies to Yorktown for TDY en-route to new PDS in Hawaii. COT leave should be utilized while CONUS (before or after TDY at Yorktown), prior to reporting to new PDS.

An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR. Yeoman/Approving Officials should carefully review cost comparisons of travel between a member's HOR, and a requested alternate place.

If a member travels to a more expensive alternate place that has not been approved by the Secretarial Process, city pair airfares are not authorized for transportation to/from that alternate place.

If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.

POC use during COT leave travel. When COMDT (CG-1332) approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, **reimbursement is limited to the policy constructed airfare** (see App A definition). All POC travel for COT must be approved by COMDT (CG-1332).



Please keep this newsletter handy for use throughout the transfer season. If you are still unsure or unable to find what you are looking for through the use of the travel references and resources, please contact PPC Customer Care – we are here to help!!

***CWO2 Jennifer Cockram
Travel Branch Chief
Coast Guard Pay & Personnel Center***