

**Department of Homeland Security**  
 U. S. Coast Guard  
 CG PSC-2003 (Rev. 10/04)

# PCS Travel Entitlements Worksheet

Name ( <i>Last, First, MI</i> )	Permanent Unit:	New PDS: ( <i>city, state</i> )
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**PURPOSE:** This is a job aid for Units and SPOs to use while counseling member on PCS entitlements and when preparing PCS, Retirement, and Separation orders. Travel rules and entitlements are subject to change. **Check all references when computing entitlements and advances.**

**REASON FOR TRAVEL:** (*Check One*)

<input type="checkbox"/> <b>Regular PCS</b> ( <i>Place "X" in applicable box</i> ) **If you have depn, will they tvl at the same time <input type="checkbox"/> **If you have depn, will they tvl at a different time <input type="checkbox"/>	<input type="checkbox"/> <b>RETIREMENT</b> (Advance only if Home of Selection is provided; otherwise mileage only)	<input type="checkbox"/> <b>SEPARATION</b> ( <i>RELAD or Discharge</i> ) (Advance mileage only; per diem will be paid upon submission of travel claim)
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**DLA:** (*Applicable rates are shown in JFTR, Part G, Table U5G-1*)

**With Dependents** - payable when dependents relocate. Otherwise, at the without dependent rate if government quarters are not assigned at new unit.

**Without Dependents** - payable if **NOT** assigned to government quarters. Advance DLA cannot be paid unless confirmation is provided releasing you from mandatory assignment to government quarters at your new PDS.

**\*\*NOTE:** DLA is NOT payable when:

- 1) Member is assigned to First or Last PDS, IAW JFTR U5630.C,
- 2) Member (with or without) dependent(s) does NOT relocate household goods, and/or
- 3) Member E-4 & below who are without dependent are assigned to a Cutter.

**ENTER DLA AMOUNT = \$ \_\_\_\_\_**

**AUTHORIZED TRAVEL TIME:**

**Official Mileage**  
 Determine Official Mileage by using the Official Table of Distance Guide: *Internet Web Site:* <http://dtod.sddc.army.mil/>  
**NOTE:** Compute mileage from "City" to "City". See Persman 12.C.1.b. Travel and proceed time are NOT authorized for separating or retiring members.

Official Mileage: \_\_\_\_\_ ÷ 350 miles (if remainder is **at least** 51 miles, add (1) day) = \_\_\_\_\_ **Total Travel Days**

**FLAT PER DIEM**

Payable for each utilized day of authorized travel time in connection with a PCS transfer, as follows: (*Reference JFTR U5105 and U5210*)

The CONUS standard per diem rate can be found at <http://www.dtic.mil/perdiem/pdrform.html>

- ◆ 100% of the CONUS standard per diem rate per day for the member
- ◆ 50% of the CONUS standard per diem rate per day for each dependent under 12 years old
- ◆ \$75% of the CONUS standard per diem rate per day for each dependent 12 years and older
- ◆ 100% of the CONUS standard per diem rate a day for the dependent driving, if traveling separate from member (additional family members, traveling separate from the member but with each other are at the same rate established for traveling with the member).

MEMBER OR DEPN DRIVING SEPARATELY	# of tvl days	_____	X # of travelers	_____	X \$=_____ (100% PD rate)	_____
DEPN OVER AGE OF 12 YEARS	# of tvl days	_____	X # of travelers	_____	X \$=_____ (75% PD rate)	_____
DEPN UNDER AGE OF 12 YEARS	# of tvl days	_____	X # of travelers	_____	X \$=_____ (50% PD rate)	_____

**FLAT PER DIEM TOTAL = \$ \_\_\_\_\_**

**MALT**

Authorized for the official distance of the PCS transfer at the following rates: (*Reference JFTR, Appendix A*)

**NUMBER OF POC'S AUTHORIZED:** \_\_\_\_\_

- ◆ \$0.15 per mile = Driver of each POC
- ◆ \$0.17 per mile = 2 travelers
- ◆ \$0.19 per mile = 3 travelers
- ◆ \$0.20 per mile = 4 or more travelers

**2 members (both on PCS orders) traveling in the same POC are both authorized \$0.15 per mile.**

1 <sup>st</sup> POC: Total mileage	_____	X	_____	cents per mile =	_____
2 <sup>nd</sup> POC: Total mileage	_____	X	_____	cents per mile =	_____
3 <sup>rd</sup> POC: Total mileage	_____	X	_____	cents per mile =	_____

\*NOTE: See JFTR U5205 for guidelines on approving 3<sup>rd</sup> POC

**TOTAL MALT = \$ \_\_\_\_\_**

**ALASKA MARINE HIGHWAY SYSTEM CAR FERRY**

The AMHS cost may be advanced ONLY with a confirmed reservation; consult JFTR U5116 for additional information on AMHS.

Authorized AMHS from \_\_\_\_\_ to \_\_\_\_\_

2<sup>nd</sup> leg of the AMHS from \_\_\_\_\_ to \_\_\_\_\_

Vehicle Fees: Number of POC's \_\_\_\_ Total cost of POC's = \$ \_\_\_\_

Cost of the Stateroom: \$ \_\_\_\_

Ferry Fees: Number of Adults 12 years or older \_\_\_\_ X Cost per person \$ \_\_\_\_ = \$ \_\_\_\_

Number of Underage Children \_\_\_\_ X Cost per person \$ \_\_\_\_ = \$ \_\_\_\_

**TOTAL AMHS COST = \$ \_\_\_\_**

**OUTCONUS MILEAGE ENTITLEMENT**

Mileage to port of debarkation (auth round trip) Total mileage \_\_\_\_ X \$ \_\_\_\_ per mile = \_\_\_\_

Mileage to port of embarkation (auth round trip) Total mileage \_\_\_\_ X \$ \_\_\_\_ per mile = \_\_\_\_

*\*NOTE: See JFTR U5413 for guidelines. For current "mileage" rates, see Appendix A (Mileage Allowance)*

**TOTAL TDY MILEAGE = \_\_\_\_**

**ADVANCE TEMPORARY LODGING ALLOWANCE (TLE):**

Authorized when member/dependent(s) occupy temporary lodgings due to a PCS transfer. TLE is a reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing and subsistence allowances. The maximum TLE payment cannot exceed \$180/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. **TLE advances are up to 80% of entitlement. See JFTR U5720 for complete formula and examples.**

**OLD PDS**

Member  Dependents \_\_\_\_ # of Depns Total # of nights: \_\_\_\_ Inclusive Dates: \_\_\_\_ to \_\_\_\_

Per diem rate: Lodging: \_\_\_\_ M&IE: \_\_\_\_ Nightly room rate \_\_\_\_ Cooking facilities?  Yes  No

Member  Dependents \_\_\_\_ # of Depns Total # of nights: \_\_\_\_ Inclusive Dates: \_\_\_\_ to \_\_\_\_

Per diem rate: Lodging: \_\_\_\_ M&IE: \_\_\_\_ Nightly room rate \_\_\_\_ Cooking facilities?  Yes  No

**NEW PDS**

Member  Dependents \_\_\_\_ # of Depns Total # of nights: \_\_\_\_ Inclusive Dates: \_\_\_\_ to \_\_\_\_

Per diem rate: Lodging: \_\_\_\_ M&IE: \_\_\_\_ Nightly room rate \_\_\_\_ Cooking facilities?  Yes  No

Member  Dependents \_\_\_\_ # of Depns Total # of nights: \_\_\_\_ Inclusive Dates: \_\_\_\_ to \_\_\_\_

Per diem rate: Lodging: \_\_\_\_ M&IE: \_\_\_\_ Nightly room rate \_\_\_\_ Cooking facilities?  Yes  No

**TOTAL PCS ENTITLEMENTS: \$ \_\_\_\_**

**IAW JFTR U5012-B; Entitlements depend on the member and dependents individual travel circumstances. Travel settlement will be determined by PSC (TVL) based on type of orders / travel voucher and actual travel performed. IF YOU HAVE QUESTIONS CONCERNING THIS FORM, CONTACT PSC (TVL) @ 1-866-PSC-USCG/866-772-8724 or (785) 339-2200**