

U.S. Department of
Homeland Security

United States
Coast Guard



Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR)

COMDTINST M4600.17A

February 2013

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COMDTCHANGENOTE 4600
3 Jul 2014

COMMANDANT CHANGE NOTICE 4600

Subj: CH-1 TO THE COAST GUARD SUPPLEMENT TO THE JOINT FEDERAL TRAVEL REGULATIONS (CGS-JFTR), COMDTINST M4600.17A

Ref: (a) The Joint Federal Travel Regulations, Volume 1 (JFTR)

1. PURPOSE. This Commandant Change Notice publishes a change to the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17A.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17A is updated.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES/CLARIFICATIONS.
 - a. Changed Commandant (CG-1222) to Commandant (CG-1332).
 - b. Multiple paragraph number changes within Chapters 4, 5, and 7 in accordance with the recent JFTR rewrite.
 - c. Paragraph 2240, TDY to a course of instruction over 139 days not to exceed 180 days requires authorization by the Secretary of Homeland Security.

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- d. Paragraph 2650, added U.S. Installations contained in the DTOD for distance measurement.
- e. Paragraph 3320, air transportation is normally the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless it has been determined that this mode of transportation cannot meet the mission requirement efficiently or economically.
- f. Paragraph 3330, rental vehicle reimbursement is not authorized during PCS travel, reimbursement is based on MALT.
- g. Paragraphs 3500 and 3600, only the Secretary of Homeland Security has the authority to authorize or approve first-class travel accommodations.
- h. Paragraph 3500-A, a traveler using premium-class travel accommodations (plane, ship, or train) without authorization or approval will not receive reimbursement for any additional costs beyond coach-class accommodations.
- i. Paragraph 3700, a member and/or dependents may be authorized reimbursement of ferry fees for POC travel when the POC is a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size.
- j. Paragraph 4710-B, reimbursable expenses associated with driving a POC (e.g., parking, tolls) between the PDS and TDY location are not authorized for POC use that is not to the Government's advantage.
- k. Paragraph 4950-B, effective for an order beginning on 1 October 2013, members under a voluntary active duty order in support of a Contingency Operations order at one location in CONUS for more than 180 consecutive days are authorized PCS allowances.
- l. Paragraph 4950-C, effective for an order beginning on 1 October 2014, members under an involuntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized a per diem rate equal to 55% of the applicable locality per diem rate (lodging and M&IE).
- m. Paragraph, 5026-F, members who elect and are authorized to travel via the AMHS ferry are required to take leave for any additional days spent en route waiting for a scheduled or delayed ferry, additional travel days are not authorized.
- n. Paragraph 5026-H, travel time for a member separating/retiring is not authorized because PCS travel time is a constructed time based on the effective date of orders.
- o. Paragraph 5118, further clarification on when dependent PCS travel and transportation allowances are not payable.
- p. Paragraph 5414 (Note), costs associated with personally towing a vehicle are not reimbursable travel expenses.

- q. Paragraph 5416, a competent medical authority (i.e., a licensed medical practitioner) must determine that a member is physically unable to drive, to ship a POV within CONUS.
 - r. Paragraph 5452, per diem is not payable when travel is performed to a Vehicle Processing Center (VPC) separate from PCS travel.
 - s. Paragraph 5530, costs associated with the transportation of pets are not PCS or TDY reimbursable expenses.
 - t. Paragraph 5538-C, TLE is not reimbursed on PCS constructed travel days.
 - u. Paragraph 7010-A2b, the total time to be served at the PDSs for single members without dependents must equal the sum of the without dependent tour lengths for the PDSs to be eligible for COT leave travel and transportation.
 - v. Paragraph 7010-C, authorization by Commandant (CG-1332) is not required when POC travel is performed within the same non-U.S. country to include a U.S. territory/possession or within the same U.S. state.
 - w. Paragraph 7010-D, members are not authorized to accumulate multiple COT leave travel entitlements to include any previously approved COT leave travel deferrals.
 - x. Paragraph 7415-B, (delete) a member that personally procures commercial lodging is reimbursed up to the cost the Government would have paid for contracted lodging, not to exceed the daily per diem rate for lodging.
 - y. Paragraph 7600-A, when a reserve member's primary residence/home/PLEAD is not within the corporate limits of the same city/town but is within the local area as defined in Paragraph 2800-A or the member commutes back and forth, one round-trip during the active duty period may be reimbursed; per diem would not be authorized.
 - z. Paragraph 7600-B, regardless of the travel performed, per diem is not authorized during annual training when Government quarters and messing are available.
 - aa. Figure 7-1, replaced TDY location with Active Duty location.
 - bb. Paragraph 9120-D, OCONUS COLA reductions based on data are phased in at six points per month vice two points per month.
 - cc. Paragraph 9115, for OCONUS COLA purposes a commanding officer cannot determine that Government dining facility/mess use is impractical for a member who routinely eats two or more meals a day in a Government dining facility/mess.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current

USCG categorical exclusion (CE) [#1 and #24] from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

7. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the Internet at <http://www.uscg.mil/directives>, CGPORTAL at <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>, and the Intranet at <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>.
8. PROCEDURE. Remove and replace the following pages of the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17A:

<u>Remove</u>	<u>Replace</u>
TOC-ii and TOC-iv	TOC-ii and TOC-iv
2-1 through 2-4	2-1 through 2-4
2-6 through 2-7	2-6 through 2-7
3-2 through 3-4	3-2 through 3-4
4-1 through 4-6	4-1 through 4-8
5-1 through 5-12	5-1 through 5-12
6-1	6-1
7-1 through 7-8	7-1 through 7-10
8-1	8-1
9-1 through 9-2	9-1 through 9-2
A-2	A-2

9. RECORDS MANAGEMENT CONSIDERATION. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it was determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPORTAL at <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to: hqs-pf-fldr-CG-133@uscg.mil.

James M. Heinz /s/
Rear Admiral, U.S. Coast Guard
Acting Director of Reserve and Military Personnel



COMDTINST M4600.17A
4 Feb 2013

COMMANDANT INSTRUCTION M4600.17A

Subj: COAST GUARD SUPPLEMENT TO THE JOINT FEDERAL TRAVEL
REGULATIONS (CGS-JFTR)

Ref: (a) The Joint Federal Travel Regulations, Volume 1 (JFTR)

1. PURPOSE. This Manual provides additional guidance to the travel and transportation regulations for military personnel and their dependents contained in the [JFTR](#); reference (a). If this Manual conflicts with the [JFTR](#), the [JFTR](#) takes precedence. The chapter and primary paragraph numbering within this Manual correspond with the [JFTR](#); sub-paragraphs may differ.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Supplement to Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17 is hereby cancelled.
4. AUTHORIZATIONS NOT STATED. There may be circumstances under which the payment of allowances is prohibited in the [JFTR](#) and in this Manual; those circumstances are stated. The absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in the [JFTR](#) or in this Manual. Authorizing/Approving Officials (AOs) and travelers have the responsibility to ensure travel orders are complete, accurate, and lawful. If a statement or endorsement is on a travel order, the entitlements of such a statement or endorsement must be supported by the statutory regulations contained in the [JFTR](#).
5. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the Internet at <http://www.uscg.mil/directives>, CGPORTAL at <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>, and the Intranet at <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>.

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7. RECORDS MANAGEMENT CONSIDERATION. This Manual has been thoroughly reviewed during the directives clearance process, and it was determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) [#1 and #24] from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
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S. E. Day, RADM /s/
Acting Director of Reserve and Military Personnel

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COAST GUARD SUPPLEMENT TO THE
JOINT FEDERAL TRAVEL REGULATIONS

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CHAPTER 1: APPLICABILITY AND GENERAL INFORMATION1000 Organizational Responsibilities.

- A. Commandant (CG-00) is authorized to act on behalf of the Secretary of Homeland Security concerning travel regulations and other entitlements listed in the [JFTR](#) for members of the Coast Guard and their dependents.
- B. [Commandant \(CG-13\)](#) is the Director of Reserve and Military Personnel and has technical control over the travel, allowance, and transportation policies for Coast Guard military members. [Commandant \(CG-13\)](#) is the Coast Guard Principal on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC).
- C. [Commandant \(CG-1332\)](#) is the Office of Military Personnel, Compensation Division, and is responsible for exercising Secretarial Process determination authority for the Coast Guard. In this capacity, [Commandant \(CG-1332\)](#):
 - 1. Is responsible for promulgating the travel and transportation regulations in the [JFTR](#) to Coast Guard military members and their dependents;
 - 2. Provides technical advice and guidance relating to the [JFTR](#) and this Manual. Requests for interpretation or determinations of entitlements are to be submitted to [Commandant \(CG-1332\)](#) through the chain of command; and
 - 3. Is a standing member on the Military Advisory Panel (MAP) of PDTATAC.
- D. [Personnel Service Center \(CG PSC-psd-fs\)](#) is responsible for:
 - 1. Managing the Emergency Leave/Medical Travel for personnel assigned to the Major Cutter Forces;
 - 2. Managing the Early Return of Dependents (ERD) program;
 - 3. Managing Funded Environmental and Morale Leave (FEML) transportation;
 - 4. Authorizing secondary payment of Dislocation Allowance (DLA) entitlements in the same fiscal year under the DLA Determinations Program;
 - 5. Managing Dependent Student Transportation (DST);
 - 6. Authorizing Basic Allowance for Housing (BAH) protection for a dependent's designated place using the [Housing Allowance Protection Worksheet, Form CG-2025A](#) in accordance with the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 3;

7. Managing travel of members, dependents, family members (next of kin), and others due to fatal and non-fatal personnel casualties. For additional information refer to [CG PSC-psd-fs \(Casualty Matters\)](#) website and the [Military Casualties and Decedent Affairs Manual, COMDTINST M1770.9 \(series\)](#); and
 8. Managing travel funds for Service Wide Exam (SWE) Officers to administer exams at geographically remote commands.
- E. [Personnel Service Center \(CG PSC-bops-r\)](#) is responsible for:
1. Managing the Government Travel Charge Card (GTCC) Program (Individually and Centrally Billed Accounts) and the Travel Debit Card Program in accordance with the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#);
 2. Directing the collateral duty GTCC travel managers assigned within each Administrative Target Unit (ATU) (the list of GTCC travel managers can be found on [CG PSC-bops-r](#) website); and
 3. Managing the Travel Management Center (TMC) contract.

1015 Implementation.

- A. This Manual is implemented in accordance with the [JFTR](#), Paragraph U1015-C, which allows each Service the authority to establish internal travel and transportation administrative and/or procedural directives for certain allowances provided they do not conflict with or unnecessarily duplicate the regulations contained in the [JFTR](#).
- B. Secretary Concerned or Secretarial Process entitlement authorization or approval requests referenced in this Manual that do not have an applicable form noted within the paragraph must be submitted in memo format or e-mail to [Commandant \(CG-1332\)](#) through the member's/unit's chain of command with the appropriate documentation.

1025 Appropriations and Accounting.

- A. Each command is responsible to administer, manage, control, and account for travel and transportation funds in accordance with current directives. Policy guidance is provided to alleviate unnecessary travel, prevent the misuse or abuse of travel advance privileges and GTCC privileges, instruct members concerning prudent and reasonable travel expenses, ensure travel vouchers are promptly and accurately liquidated, and to initiate appropriate action when fraud or abuse is suspected or determined to have occurred.

- B. Commanding officers are responsible for establishing command policy for official travel. The policy should prescribe procedures to request travel authority, provide criteria for approval, fiscal clearance requirements, order preparation, ensure proper transportation facility use, and designate command officials authorized to approve travel. Official travel procedures must be based on current Commandant policy and disseminated throughout the command.
- C. [Coast Guard Finance Center \(CG FINCEN\)](#) is responsible for processing all accounting transactions relating to travel, including issuing payments directly to the traveler and/or the travel card bank via split disbursement based on certified vouchers, tracking advances, collecting past due travel advances, and overpayments.
- D. [Coast Guard Pay and Personnel Center \(CG PPC \(TVL\)\)](#) is responsible for:
1. Establishing/maintaining travel procedures contained in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\)](#) for official travel in accordance with existing regulations and policies.
 2. Ensuring travel vouchers are properly liquidated and reimbursements are paid to travelers within thirty calendar days of receipt.
 3. Notifying travelers of travel overpayments.
 4. Referring vouchers suspected of containing fraud to the traveler's commanding officer or the Coast Guard Investigative Service (CGIS).
 5. Referring questionable entitlements and expenses to [Commandant \(CG-1332\)](#).
- E. A member who incurs a travel debt due to an erroneous payment may request a waiver of collection or remission of such debt in accordance with the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 11 and the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 9](#). All other requests requiring [Commandant \(CG-13\)](#) or [Commandant \(CG-1332\)](#) approval after travel has been completed must be submitted in accordance with Paragraph 1015-B.
- 1300 Retaining Promotional Items. The [JFTR](#) addresses “reimbursable” allowances funded by the Government. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional costs to the Government, do not require authorization/approval, and are not reimbursable regardless of the AO's authorization or approval.
- A. A member traveling on official business at Government expense may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.

- B. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.
- C. A member may keep payments from a commercial carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the member's delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the member's financial responsibility.
- D. If a member is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Government. The member must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment to USCG ART/Others, PO Box 530249, Atlanta, GA 30353-0249.

1305 Acceptance of Gifts from Outside Sources. Refer to the [Financial Resource Management Manual \(FRMM\)](#), [COMDTINST M7100.3 \(series\)](#), [Acceptance and Accounting for Special Projects and Other Gifts to Coast Guard from Non-Federal Source Instruction](#), [COMDTINST 5760.14 \(series\)](#), and the [Standards of Ethical Conduct Manual](#), [COMDTINST M5370.8 \(series\)](#) for policies concerning accepting gifts from an outside source.

CHAPTER 2: ADMINISTRATION AND GENERAL PROCEDURES2000 Obligation to Exercise Prudence in Travel.

- A. Travelers must exercise the same care and regard when incurring Government reimbursable expenses as a prudent person traveling at personal expense. Travelers must plan itineraries using contracted air and rental car services, and take advantage of Government rates and tax exemptions offered by lodging and rental car companies.
- B. Travelers must submit travel vouchers for reimbursement of travel expenses and liquidation of outstanding travel advances in accordance with Paragraph 2700.
- C. Travelers must review the [Travel Voucher Summary \(TVS\)](#) after liquidation to ensure all advances are accounted for and no excess entitlements are erroneously paid. Travelers have a duty to report any suspected erroneous payments or irregularities and set aside for collection all such suspected payments until notified that they have been correctly paid.

2010 Authorizing/Approving Official (AO) Responsibilities. The AO determines when travel is necessary to accomplish the unit's mission, authorizes travel, ensures travel funds have been obligated in the Coast Guard's financial management system Finance and Procurement Desktop (FPD), approves trip arrangements, and authorizes travel expense incurred in connection with the mission. The AO must determine the travel purpose for notation on the travel authorization. The AO must also:

- A. Use cost estimates to determine if the travel budget can support the travel. If the standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations.
- B. Obtain information on policies relating to travel and transportation arrangements from the TMC, command channels, or Secretary Concerned/Secretarial Process to assist in travel decisions.
- C. Ensure the traveler has access to a GTCC or the Centrally Billed Account (CBA) and refers inquiries about card usage to the GTCC travel manager.
- D. Sign the travel voucher certifying that the travel was taken, the charges are verified and reasonable, the phone calls authorized for reimbursement are in the Government's best interest, and that funds have been obligated in FPD before approving the reimbursement of authorized expenses. Travel vouchers are subject to random selection for examination based on financial management policies and procedures.

- 2015 Passport, Visa, and Country Clearance. Members and/or dependents performing official travel OCONUS to include Emergency Leave travel, Funded Rest and Recuperation (R&R) Leave travel, Funded Environmental and Morale Leave (FEMLE) travel, and Consecutive Overseas Tour (COT) leave travel will normally travel on a no-fee official (red) passport. Reimbursement for regular fee (blue) passports will be limited to members traveling through a high risk airport (as identified by the State Department and the [Foreign Clearance Guide](#)) by commercial air. See the [U.S. Coast Guard Foreign Affairs Policy Manual, COMDTINST M5710.5 \(series\)](#), Chapter 9 for application procedures for passports, visas, and international travel. Official travelers have a duty to ensure that the senior defense official and/or defense attaché at the U.S. Embassy in the country in which they are traveling is aware of their presence. This may be accomplished through the [Aircraft and Personnel Automated Clearance System \(APACS\)](#). Submitting the information in APACS does not necessarily discharge this duty or guarantee that Country Clearance is granted. The traveler must ensure that the senior defense official or defense attaché staff is aware of their presence and coordinate any activity with the embassy.
- 2020 Travel Justification. Official travel is limited to that which is necessary to perform the Coast Guard's missions in an efficient manner utilizing the most economical means possible to meet mission requirements.
- A. Travelers, supervisors, and AOs must consider alternatives to travel such as correspondence and teleconferencing before issuing travel orders.
 - B. AOs must thoroughly review travel orders for completeness before approving. All travel orders must state the purpose of travel, assign the mission to the traveler, estimate travel costs, obligate Government funds, and allocate reimbursement. Travel must be accomplished by the most economical means such that orders do not prescribe entitlements that are unwarranted. Considerations must include:
 - 1. Is travel exclusively for official Coast Guard business?
 - 2. Is travel by privately owned conveyance (POC) more advantageous to the Government or is it for the convenience of the traveler?
 - 3. Is the use of a rental vehicle necessary and cost effective under this order?
 - C. Under no circumstances may travel be authorized which will result in expenditure in excess of allotted funds. Commands must determine that the travel is not only desirable, but also necessary. Insufficient funds are not a basis for denying reimbursement for appropriate expenses related to ordered official travel.
 - D. Members attending official ceremonies (e.g., Changes of Command/Watch, Retirements, Funerals/**Memorial Services**, Awards, Graduations, etc.) must have an official role in the ceremony to receive a TDY order.

1. For a Change of Command ceremony of a major command, it may be appropriate for subordinate unit commanding officers to attend under a TDY order.
 2. For funerals/**memorial services**, the Coast Guard will select an agency representative(s) that will receive a TDY order to attend and serve in an official capacity in observances.
- E. Members attending a conference must have an approved Conference Attendance Form on file in accordance with the Conference Guide, available on [CGPORTAL](#). Registration fees to attend a conference, which is determined to be a training activity under 5 CFR 410.404, are reimbursable travel expenses. Tuition/Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses. These expenses are paid for by other methods (e.g., Purchase Request, SF-182, etc.), not through the travel voucher process.
- F. Information on foreign travel to include the USCG Foreign Travel Approval Form is available on [CGPORTAL](#) and the [U.S. Coast Guard Foreign Affairs Policy Manual, COMDTINST M5710.5 \(series\)](#).
- 2200 Travel Orders. Travel orders are prepared in accordance with the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#).
- A. There are two basic types of travel orders: Permanent Change of Station (PCS) and Temporary Duty (TDY).
 - B. A written travel order issued by a competent authority is required for reimbursement of expenses incident to official travel.
 - C. A written travel order that does not have a box to check for a particular allowance must include a statement authorizing or approving the allowance/entitlement. If an allowance/entitlement on a travel order conflicts with the [JFTR](#), the [JFTR](#) prevails.
 - D. A written travel order is not required for travel performed in the local area of the permanent duty station (PDS).
 - E. An urgent or unusual situation may require that official travel begins before a written order can be issued. Under these circumstances an oral travel order may be given followed up immediately by a written travel order with the statement "Due to the urgency of the travel involved, it was not practicable to issue a written order before travel commenced."
 - F. If travel is anticipated to exceed 21 calendar days, a travel order with a 13 document type travel order number (TONO) may be issued to allow a traveler to file multiple vouchers in accordance with Paragraph 2700.

Blanket type orders may only be issued in limited circumstances prescribed in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#). The following types of travel must be authorized on a trip-by-trip basis:

1. Other than economy/coach-class transportation;
2. Conference travel;
3. Foreign travel;
4. Travel funded from a non-federal source (donated travel);
5. Training-related travel; or
6. Travel by volunteers (invitational travel).

2230 Time Limitation for TDY Travel (General). TDY orders are limited to 180 or fewer consecutive days. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, a written request with justification and the TDY order must be submitted to [Commandant \(CG-1332\)](#) for authorization or approval. When the anticipated TDY period is in excess of 180 days, consecutive TDY orders for shorter periods of time must not be issued to avoid the requirement for [Commandant \(CG-1332\)](#) authorization or approval. This would include a reserve member on active duty for other than training in accordance with the [JFTR, Paragraph U7600-F](#).

2240 Time Limitation for TDY Travel (Courses of Instruction). Assignment to a course of instruction for 140 days (20 weeks) or more at one location, uninterrupted by TDY at another location is a PCS assignment. Intervening holidays when no instruction is presented are not part of the scheduled duration for courses which are normally less than 140 days. A written request with justification and the TDY order must be submitted to [Commandant \(CG-13\)](#) for authorization by the **Secretary of Homeland Security** to perform TDY to a course of instruction over 139 days not to exceed 180 days. Only the [Defense Travel Management Office \(DTMO\)](#) can authorize or approve TDY to a course of instruction in excess of 180 days. This would include a reserve member on active duty for training in accordance with the [JFTR, Paragraph U7600-E](#).

2300 TDY Travel Advances. Travel financing may be accomplished by directly charging authorized expenses to an individual GTCC and using the card for ATM withdrawals for only those expenses where the card is not accepted or its use is prohibited (e.g., group meals). Alternately, non-cardholders or in cases where card use is prohibited or optional, may request travel advances charged to the Coast Guard, use personal funds or a personal charge card subject to reimbursement, or a combination of these methods. Requests for

travel advances are processed in accordance with the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#) and travel debit card program in the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\), Chapter 3](#).

A. Travel advances for a member with a GTCC are limited to:

1. For travel in CONUS: Travel advances may be paid up to the meals and incidental expense (M&IE) portion of the per diem rate for the TDY location plus the estimated costs for authorized reimbursable expenses. When circumstances are expected to prohibit the use of the GTCC, travel advances may be paid up to the estimated cost of the authorized travel and transportation expenses that cannot be charged to the GTCC; or
2. For travel OCONUS or TDY for 21 or more days: Travel advances may be paid up to the per diem rate for the TDY location plus the estimated costs of the authorized reimbursable expenses. A member with a GTCC in this travel category is not required to use the GTCC. Those members who elect to use their GTCC are required to make necessary arrangements to pay bills that arrive while they are away.

B. Travel advances for a member without a GTCC may be paid up to the per diem rate for the TDY location plus the estimated costs of the authorized reimbursable expenses.

2400 Arranging Official Travel. It is mandatory policy to use the contracted TMC to make reservations for common carrier transportation (air, train, ship), Alaska Marine Highway System (AMHS) ferry, and rental car. Only the travel agency under contract with the Coast Guard may be used for Coast Guard funded travel. A command is expected to take appropriate disciplinary action when a member and/or an AO fail to follow the regulation concerning mandatory TMC use. A command must not permit the TMC to issue a YCA (non-capacity controlled city-pair) airfare purchased at the Government's expense to a traveler when a CA (capacity controlled city-pair) airfare is available and the AO determines that a CA airfare meets mission needs.

2500 Government Travel Charge Card (GTCC) Use. [CG PSC-bops-r](#) manages the GTCC program. Refer to the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). These instructions outline the policy and procedures for the issuance and use of the GTCC Individually Billed Account (IBA) by Coast Guard military and civilian personnel (including Non-Appropriated Fund (NAF) employees), and covers the use of CBA for the purchase of common carrier transportation and AMHS ferry tickets.

2555 Government Quarters Use/Availability while TDY. An AO may direct the use of adequate available Government quarters when quarters are available on (not near) the

U.S. Installation for which the member is assigned TDY. [Commandant \(CG-1332\)](#) may direct the use of Government quarters or contracted lodging, at or near the U.S. Installation for a member assigned in support of a Contingency Operations for more than 180 days at one location. If a member that is directed to use Government quarters or Government contracted lodging elects to use other lodging as a personal choice, lodging reimbursement is limited to the Government quarters or Government contracted lodging costs. The use of Government Quarters or Government contracted lodging must be directed on the TDY order.

- 2650 POC Mileage Determination. The [Defense Table of Official Distance \(DTOD\)](#) is the official source for worldwide PCS and TDY distance information and replaces all other sources used to compute distance except for local travel by POC, which is determined by odometer reading, and for travel by an airplane. Methodology for distance measurement is zip-code to zip-code **and/or U.S. Installation** for travel in CONUS and non-foreign OCONUS locations, and city-to-city distance elsewhere (e.g., within foreign locations or to/from foreign locations). Note: When privately owned airplane use is authorized or approved, the distance must be determined through the U.S. Department of Transportation Research and Innovation Technology Administration's (RITA) Inter-Airport Distance website <http://www.transtats.bts.gov/Distance.asp?pn=0>.
- 2700 Submission of Travel Vouchers. Travel vouchers must be submitted within three working days after completion of TDY travel and 30 calendar days after completion of PCS travel. For TDY exceeding 21 calendar days, interim travel vouchers must be submitted for partial payment in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). Upon completion of travel, a designated AO must conduct an administrative review of the travel voucher to ensure that the mission was completed and travel expenditures including reimbursable expenses were reasonable, justified, and consistent with the mission. AOs must verify that a sufficient obligation exists in the Financial Procurement Desktop (FPD) and that all advances have been declared prior to approving any travel settlement.
- A. The AO's review must be performed within two working days of receipt of travel voucher.
- B. Any questionable items on the travel voucher should be resolved with the member prior to approval.
- 2705 Fraudulent Claims. When there is a reason to believe that a member has falsified any portion of the voucher, the AO or [CG PPC \(tv\)](#) must notify the commanding officer and/or CGIS, and provide a copy of the member's suspected fraudulent voucher. When there is a reasonable suspicion that a member falsified an expense for lodging, meals, and/or incidentals, the applicable per diem or actual expense allowance (AEA) is denied for the entire day on which the false expense was claimed.

2710 Receipt Requirements. A valid itemized receipt is required for the following travel expenses:

- A. Lodging, rental vehicle, commercial transportation, and conference fee/registration, regardless of the amount; and
- B. Any other individual travel expenditure of \$75 or more. An AO has the right to request a receipt for questionable travel expenditures less than \$75.

2800 Local Travel in the PDS or TDY Area.

- A. The local area may include separate counties, cities, towns, or installations adjacent to or within 50 miles or less, or a two hour round-trip commute as determined by [DTOD](#), or served by local public transit systems, or between which the commuting public travels on a daily basis; refer to Figures 4-1 (pg. 4-7) and 7-1 (pg. 7-9) when determining the entitlement to per diem. If the mission requires a member to obtain overnight lodging outside of the PDS area but within the local commuting area, TDY allowances may be authorized by the order issuing authority as noted in **Paragraph 4100**.
- B. If Government transportation is not available, a member who is ordered to a medical facility within the local travel area is authorized reimbursement for transportation. A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.

2805 PDS Area Travel.

- A. Modes of local travel in order of economy are:
 - 1. Government shuttle bus;
 - 2. Public transportation;
 - 3. Government vehicle;
 - 4. POC; and
 - 5. Taxi.
- B. Before authorizing the use of a POC or a taxicab, the authorizing official must consider the following:
 - 1. Overall time required to complete the mission or task;

2. Travel time and distance to and from the points of origin and destination;
 3. The urgency of the business to be accomplished; and
 4. Conditions such as weather or traffic, the need to transport a large volume of equipment or records, and the physical capabilities of the traveler.
- 2810 Travel at the TDY Location. Transportation expense reimbursement in the TDY area may be authorized or approved for travel between the lodging and duty site, between duty sites, or lodging or duty site and dining facility. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. A taxi may be used when no other transportation is reasonably available or if it is the least expensive means of transportation. Receipts are required for taxi fares (excluding tips) of \$75 or more.

CHAPTER 3: TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL ALLOWANCES

- 3015 Procurement of Common Carrier Transportation. Common carrier transportation services will normally be procured using one of the methods listed below in accordance with the [Government Travel Charge Card \(GTCC\) Policies, COMDTINST 4600.14 \(series\)](#) and the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#).
- A. Individually Billed Account (IBA): Common carrier transportation must be charged to the IBA GTCC unless exempt from use in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#). Transportation tickets and other travel related expenses must not be charged to another traveler's IBA GTCC or another person's personal credit card. Reimbursement for authorized travel and transportation expenses not paid for by the official traveler may only be approved by [Commandant \(CG-1332\)](#).
- B. Centrally Billed Account (CBA): Common carrier transportation must be charged to the CBA for travelers without an IBA GTCC or when IBA GTCC use is exempt in accordance with the [Government Travel Charge Card \(GTCC\) Program Policies and Procedures Manual, COMDTINST M4600.18 \(series\)](#), to include dependent transportation tickets. Authorized CBA use and specified travel locations must be annotated on the travel order.
- 3020 Unused Tickets. Travelers must immediately notify the TMC if travel is to be cancelled or was not completed in accordance with orders. If the traveler had a paper ticket, the unused or partially used transportation ticket must be returned to the issuing TMC to obtain a credit. The TMC will prepare and return a Credit Card Refund Notice (CCRN) to the traveler. A copy of the CCRN must be submitted with the travel voucher.
- 3105 Excess Accompanied Baggage. Costs for accompanied baggage (including the first bag if applicable) in excess of the maximum weight, size, number of pieces carried is a reimbursable expense. An AO must indicate on the travel order that excess accompanied baggage fees are authorized or approved. The AO should verify that the claim for reimbursement is proper and in accordance with the [JFTR](#), Paragraph U3105. Receipts are required for any excess accompanied baggage expenses of \$75.00 or more. Excess accompanied baggage includes personal effects of a member needed in connection with official travel and immediately upon arrival at the assignment point, Government material required for the member to perform their duties may be included. Government material required by multiple members of a group or team is not considered a reimbursable travel expense for an individual member and must be paid for by other procurement methods.
- 3220 Directing Transportation Mode. A member cannot be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode. It is mandatory

policy that all Coast Guard travelers use the contracted TMC for all official transportation requirements. **Air transportation is normally the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless it has been determined that this mode of transportation cannot meet the mission requirement efficiently or economically.**

3330 Selecting a Rental Vehicle.

- A. A compact car is the standard size rental vehicle authorized for TDY travel. The AO may authorize or approve an appropriately sized rental vehicle when it is determined that the standard size does not meet the mission requirements. Only one rental vehicle may be authorized or approved for a member. Reimbursement for multiple rental vehicles at one time is not authorized. **Rental vehicle reimbursement is not authorized for PCS travel. If PCS travel is performed by a rental vehicle, reimbursement is based on MALT.**
- B. It is mandatory to reserve a rental vehicle through the contracted TMC. This will ensure the rental vehicle company participates in the [DTMO](#) Government rental car agreement, which includes full liability, vehicle loss, and damage insurance coverage.
- C. In accordance with the [JFTR](#), Appendix G, rental car damage insurance coverage is not reimbursable in the U.S. and non-foreign OCONUS locations. Generally, it is not necessary to purchase collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) overseas in a foreign location. The cost to purchase collision insurance is reimbursable if the insurance is required by the rental car company in a foreign location to provide full coverage insurance or the insurance is necessary for certain classified special operations.
- D. A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business if the claim is adjudicated as being payable. For reimbursement, the traveler must complete a damage claim report as required by the [Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 \(series\)](#). Reimbursement is not authorized for rental vehicle damage sustained while being used for other than official business is not authorized.

3400 Government Automobile Use on TDY. When common carrier transportation use is not to the Government's advantage and an automobile is required for official travel, a Government furnished automobile must be used, when available. Personal preference or minor inconvenience is not a basis for authorizing or approving POC or special conveyance use instead of an available Government furnished vehicle.

3405 Aero Club Aircraft Use on TDY. An order authorizing or approving the use of Aero Club aircraft will contain the statement "Travel by Aero Club aircraft is permitted at the option of and for the convenience of the traveler." Accompanying passengers receive no payment for transportation in an Aero Club aircraft.

- 3410 Government Aircraft Use on TDY. The use of Air Mobility Command (AMC) transportation to overseas destinations is frequently the most economical means and should be utilized when cost effective. For additional information refer to Air Mobility Command's website <http://www.amc.af.mil/amctravel/index.asp>.
- 3500 Commercial Air Transportation. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel.
- A. Travelers who use commercial air carriers for official travel will use less than premium-class accommodations. Premium-class travel accommodations are defined as accommodations that are higher than coach-class. **Only the Secretary of Homeland Security has the authority to authorize or approve first-class travel accommodations.** The Commandant and Vice Commandant have the authority to authorize or approve **business-class travel** accommodations. **Premium-class travel accommodations may only be authorized or approved** for specific reasons contained in the [JFTR](#), Paragraph U3520-C (the length of flight is not sufficient justification to authorize or approve premium-class accommodations). Requests for premium-class travel must be submitted to [Commandant \(CG-1332\)](#) using the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#), the normal processing time is 21 calendar days, **additional processing time is required for first-class travel accommodations.** A copy of the traveler's travel order, itinerary, and if the reason for travel is medical in nature, a copy of the attending physician's recommendation that the patient/attendant travel in premium-class accommodations must be submitted with the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#). A traveler using premium-class accommodations (plane, ship, or train) without authorization or approval will not receive reimbursement **for any additional costs beyond coach-class accommodations.**
- B. Available U.S. certificated air carriers must be used for all commercial air transportation unless in accordance with the [JFTR](#), Paragraph U3525-E, the AO determines that a U.S. certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- 3600 Commercial Train Transportation. Reserved coach-class train accommodations may be authorized or approved by the AO when this mode is determined to be advantageous to the Government or dictated by security considerations. When a train only has two accommodation classes the lowest class offered becomes the coach-class. **Regular** AMTRAK Acela service are considered **business-class travel** accommodations and may only be authorized or approved by the Commandant or Vice Commandant for specific reasons contained in the [JFTR](#), Paragraph U3625. **First-class travel accommodations on the AMTRAK Acela require authorization or approval by the Secretary of Homeland Security.** Requests for premium-class train accommodations must be submitted using the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#) in accordance with Paragraph 3500-A.

- 3650 Commercial Ship Transportation. Commercial ship transportation may be directed only for operational reasons and may be authorized or approved by the AO when the travel can only be completed by a ship or performed more economically or efficiently by a ship. A traveler must use the least costly room accommodations. Only the Commandant and Vice Commandant have the authority to authorize or approve more costly room accommodations for specific reasons contained in the [JFTR](#), Paragraph U3660-C. Requests for more costly room accommodations on a ship must be submitted using the [Premium-Class Travel Authorization/Approval Request, Form CG-4600](#) in accordance with Paragraph 3500-A.
- 3700 Car Ferry Transportation. **A member and/or dependents may be authorized reimbursement of ferry fees for POC travel when the POC is a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size. This does not include vehicles that are primarily used for other than personal transportation (e.g., recreational vehicle (RV), semi truck, etc.). A member and/or dependents must be performing PCS travel in a POC to be reimbursed ferry fees for that POC, reimbursement of ferry fees for an unaccompanied POC is not authorized.**

CHAPTER 4: TEMPORARY DUTY (TDY) TRAVEL

4020 Effect of Absence on Per Diem Payment. A member is not authorized per diem on any day not in a travel status or any day classified as leave (e.g., annual leave, sick leave, paternity leave, etc.) or administrative absence. Refer to the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#) for a complete listing of authorized absences. Refer to the [JFTR, Paragraph U7030](#), for the lodging reimbursement authorized to a reserve member ordered TDY in support of a Contingency Operation who retains lodging at the TDY location during an authorized absence.

4050 Per Diem. Per diem is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing TDY outside of the PDS. Per diem is payable for whole days, except for PDS departure and return days that are reimbursed at 75% of the appropriate locality M&IE rate. No per diem is authorized for a dependent accompanying a member at a TDY location unless otherwise authorized in the [JFTR](#).

4095 Zero Per Diem or Per Diem in Lesser Amounts than Prescribed. When circumstances warrant, [Commandant \(CG-1332\)](#) may authorize zero per diem or a per diem rate that is less than the full locality per diem rate. Reduced per diem is normally authorized for members staying in long-term lodging or assigned to a unit that has adequate cooking facilities available.

4100 Per Diem within the PDS Limits and Local Area.

- A. Per diem is not authorized for TDY performed within the PDS limits except when such duty is performed under emergency circumstances that threaten injury to human life or damage to Government property, refer to Figure 4-1 (pg. 4-7).
- B. Per diem is not authorized for TDY performed within the PDS local area (outside the PDS limits) unless overnight lodging is required by the mission as determined by the Order Issuing Authority. Overnight lodging would not normally be authorized for members attending conferences or meetings outside of the PDS limits but within the local commuting area.
- C. Per diem is not authorized for a reserve member ordered to active duty within the local area of their primary residence/home or place from which called/ordered to active duty (PLEAD). The primary residence/home/PLEAD can only change if there is a break of active duty exceeding one full day (24 hours).

Note: Refer to the [JFTR](#), Appendix A, for the definition of PDS, primary residence/home of a reserve member, and PLEAD. The local area is defined in Paragraph 2800-A, refer to Figures 4-1 (pg. 4-7) and 7-1 (pg. 7-9) when determining the entitlement to per diem, and **Paragraph 7600-D** when determining primary residence/home of reserve member.

4130 Multiple Occupancy of a Room and Lodging with a Friend or Relative.

- A. Each official traveler is only allowed the appropriate percentage (e.g., two occupants – each receive 50%; three occupants – each receive 33%) of the rate charged if the room (hotel/motel/inn) is shared with another official traveler. Multiple occupancy does not limit a traveler's per diem ceiling eligibility. Each traveler must request that the lodging costs be split into the appropriate percentage; payment must be made by each traveler and documented on separate itemized lodging receipts. An official traveler is only authorized the single room rate if lodging is shared with a non-official traveler. Refer to **Paragraph 4160** for reimbursement of long-term lodging shared by official and non-official traveler(s) in accordance with the [JFTR](#), **Paragraph 4130-H**.
- B. Lodging cost reimbursement is not authorized for a traveler who stays in a residence owned or leased by a friend or relative. If otherwise eligible, the traveler would be entitled to the local M&IE rate. An exception to this rule would be if the friend or relative is in the business of renting on a regular basis the lodging involved.

4145 Dual Lodging Reimbursement on a Single Day. Dual lodging is limited to a maximum of seven consecutive days, extensions beyond seven consecutive days may only be approved after the fact by [Commandant \(CG-1332\)](#). Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond a member's control. Dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher. Long-term reimbursement for dual lodging is not permitted in advance and an order may not contain such a provision. Dual lodging reimbursement cannot be authorized or approved at the same TDY location.

4160 Renting Apartment, House, or Recreational Vehicle while TDY. An apartment, house, or recreational vehicle leased or rented in connection with official TDY qualifies as lodging. A member who leases or rents an apartment, house, or recreation vehicle with other official or non-official traveler(s) must only be reimbursed the appropriate percentage of the following lodging expenses (e.g., two occupants – each receive 50%; three occupants – each receive 33%) not to exceed the applicable locality or the reduced per diem lodging rate prescribed. Allowable lodging expenses are:

- A. Apartment, house, or recreational vehicle rent;
- B. Parking space for recreational vehicle;
- C. Necessary furniture rental (stove, refrigerator, chairs, tables, bed, sofa, television, and a vacuum cleaner) and any required damage protection fee;
- D. Connection, use, and disconnection costs of essential utilities;
- E. Dumping fees;

- F. Shower fees;
- G. Maid fees and cleaning charges;
- H. Monthly telephone use fees (does not include installation charges and unofficial long distance calls). Note: A monthly fee for a personally-owned cell phone is not a reimbursable expense.
- I. Cost of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters; and
- J. Exchange fee (not the annual maintenance fee) paid by a member to acquire use of timeshare lodging.

Note: In accordance with the [JFTR](#), Paragraph U1030, a member is not entitled to reimbursement from the Government for any expenses which are paid directly to them by another entity. A member could not request reimbursement from the Government for any rental/lease/mortgage expenses for which they received payment from another person (e.g., payments from a person not officially on the lease).

4165 Residence Purchased and Used for TDY. A member may be authorized reimbursement for the following monthly lodging expenses when a residence is purchased for the sole purpose of performing TDY not to exceed the applicable locality or the reduced per diem lodging rate prescribed. The issuance of the TDY order and the purchase of the residence must have occurred prior to 1 January 2012.

- A. Mortgage Interest;
- B. Property Tax; and
- C. Essential utility costs (e.g., electric, fuel, water/sewer) actually incurred (does not include any installation and hook-up charges) not to include entertainment utilities (e.g., cable, internet, telephone).

Note: This entitlement expires at the end of the member's current TDY order to include any extension. A member issued a TDY order and/or who purchased a home after 1 January 2012 would only be entitled to the M&IE portion of per diem (if applicable, reduced). Effective for orders issued on or after 1 April 2013, a member who purchases a home TDY will not be entitled to the M&IE portion of per diem in accordance with **Paragraph 4095**.

4200 Schoolhouse Training (Formal Courses of Instruction). A schoolhouse commander (from any Service) is authorized to determine the appropriate meal rate (GMR, PMR, or locality meal rate) regardless of what the AO authorizes.

4240 Essential Unit Messing (EUM).

- A. Any group messing declared by appropriate authority as essential for operational readiness, the conduct of military operation, or necessary for the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members TDY to a EUM site may receive travel reimbursements for incidental expense, but not for meals. Members are required to pay for their meals via mandatory daily discounted meal rate (DMR) deductions from their pay accounts in accordance with the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 3. Designation for EUM must be applied only to organizational units, and to operational elements and detachments, not to individual service members.
- B. All Coast Guard Class “A” Schools and Officer Candidate School are EUM sites. As an EUM site, mandatory use of the available Government dining facility is directed. Daily DMR deductions apply and the Government Meal Rate (GMR) is not authorized. However, for Public Affairs Specialist (PA) Class “A” School the daily DMR deduction is suspended and PA students are authorized to purchase meals on a PAY-GO basis, GMR is not authorized.

4300 Request For Actual Expense Allowance (AEA). AEA allows a member to be reimbursed, in unusual circumstances, actual and necessary expenses that exceed the maximum locality per diem rate. When a situation warrants AEA in accordance with the [JFTR, Paragraph U4320](#), an AO may authorize or approve up to 300% of the locality per diem rate (rounded to the next higher dollar) for travel when the per diem rate is insufficient for the TDY location.

4335 AEA Maximums. The maximum AEA authorized in CONUS is 300%. For specific OCONUS classified missions, requests for lodging exceeding 300% of the applicable rate may only be authorized prior to travel by [Commandant \(CG-1332\)](#). All other requests for OCONUS lodging exceeding 300% may only be authorized prior to travel by [DTMO](#), Strategic Planning and Policy Division, Regulations Branch Chief through [Commandant \(CG-1332\)](#).

4435 Return to PDS during Extended TDY. A member on extended TDY is not authorized to periodically return in an official travel status to their PDS, or place of abode from which the member commutes daily to the PDS. Refer to the [JFTR, Paragraphs U4440, U4445, and U4450](#) for TDY allowances authorized when a member returns to their PDS, home, or other alternate location for personal reasons on non-duty days, not in an official travel status.

4705 Use of POC Incident to TDY. The AO should authorize or approve POC travel only if it is to the Government’s advantage when compared to travel by Government’s conveyance or commercial carrier and not solely for the member’s convenience. Consideration should be given to lost productive time when comparing travel time authorized by POC to

that of travel by Government conveyance or common carrier. An AO cannot direct a member to use a POC for official travel.

4710 Traveler Elects to Use a POC for TDY Travel.

A. POC Use on TDY to the Government's Advantage.

1. Refer to the [JFTR](#), **Paragraph U4775** when determining if POC use is advantageous to the Government.
2. A member authorized to travel by POC under this paragraph is authorized the applicable TDY mileage rate, per diem, and the allowable travel time for the official distance in accordance with the [JFTR](#), Paragraph U3025-C1. A member must not be automatically authorized parking fees at the TDY location unless explicitly authorized on the order. The prudence in travel rules contained in the [JFTR](#), Paragraph U2000 and Paragraph 2000-A, must be exercised when reimbursement of parking fees is authorized.
3. POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD, authorized use is at the command's discretion **in accordance with the [JFTR](#), Paragraph U4715**. There is no requirement for any cost comparison.

B. POC Use on TDY not to the Government's Advantage. If a POC is used but not authorized by the AO as being to the Government's advantage, travel time and per diem is limited to that authorized for commercial carrier transportation for the official ordered travel distance. The total allowable payment is limited to the total constructed cost of common carrier transportation in accordance with the [JFTR](#), **Paragraph U4710-C**, including constructed per diem for that transportation mode. **Reimbursable expenses associated with driving a POC (e.g., parking, tolls) between the PDS and TDY location are not authorized.**

4900 Indeterminate TDY. Travel and household goods (HHG) transportation entitlements to include dependent travel for a member ordered to indeterminate TDY may only be authorized or approved by [Commandant \(CG-1332\)](#).

4950 Contingency Operation Flat Rate Per Diem.

- A. Effective for an order beginning on 1 October 2012 through 30 September 2013, members under a voluntary TDY in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized a per diem rate equal to 55% of the applicable locality per diem rate (lodging and M&IE). Multiple orders must not be issued in shorter increments for the sole purpose of paying the full locality per diem. Prior to traveling, a designated O-6 or GS-15 in the order issuing

authorities' chain of command may adjust the 55% per diem rate if it is determined to be insufficient or overly generous. An adjustment to increase or reduce the 55% per diem rate must be on the TDY order or amendment. If the adjustment is not on the TDY order, the 55% per diem rate applies. A valid lodging receipt must be initially verified for reimbursement and submitted with the voucher when claiming applicable lodging taxes and fees. Members must incur a lodging expense to be reimbursed for the lodging portion of per diem. Members who stay in a residence owned or leased by a friend or relative would only be reimbursed 55% of the M&IE portion of per diem. Members who purchase a home are reimbursed in accordance with **Paragraph 4165**. Note: Refer to Figure 7-1 (pg. 7-9) to determine the entitlement to per diem.

- B. Effective for an order beginning on 1 October 2013, members under a voluntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized PCS allowances in accordance with the [JFTR](#) and Chapter 5 of this Manual. Multiple orders must not be issued in shorter increments for the sole purpose of paying the full locality per diem. TDY travel and transportation allowances to include per diem are no longer authorized unless the member is assigned to a unit with an exemption (e.g., Deployable Specialized Forces (DSF)).**
- C. Effective for an order beginning on 1 October 2014, members under an involuntary active duty order in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days are authorized a per diem rate equal to 55% of the applicable locality per diem rate (lodging and M&IE). Multiple orders must not be issued in shorter increments for the sole purpose of paying the full locality per diem. Prior to traveling, a designated O-6 or GS-15 in the order issuing authorities' chain of command (i.e., LANT-1, PAC-1, and DOL-3) may adjust the 55% per diem rate if it is determined to be insufficient or overly generous. An adjustment to increase or reduce the 55% per diem rate must be on the TDY order or amendment. If the adjustment is not on the TDY order, the 55% per diem rate applies. A valid lodging receipt must be initially verified for reimbursement and submitted with the voucher when claiming applicable lodging taxes and fees. Members must incur a lodging expense to be reimbursed for the lodging portion of per diem. Members who stay in a residence owned or leased by a friend or relative would only be reimbursed 55% of the M&IE portion of per diem. Members who purchase a home are reimbursed in accordance with Paragraph 4165. Note: Refer to Figure 7-1 (pg. 7-9) to determine the entitlement to per diem.**

DETERMINING THE ENTITLEMENT TO PER DIEM

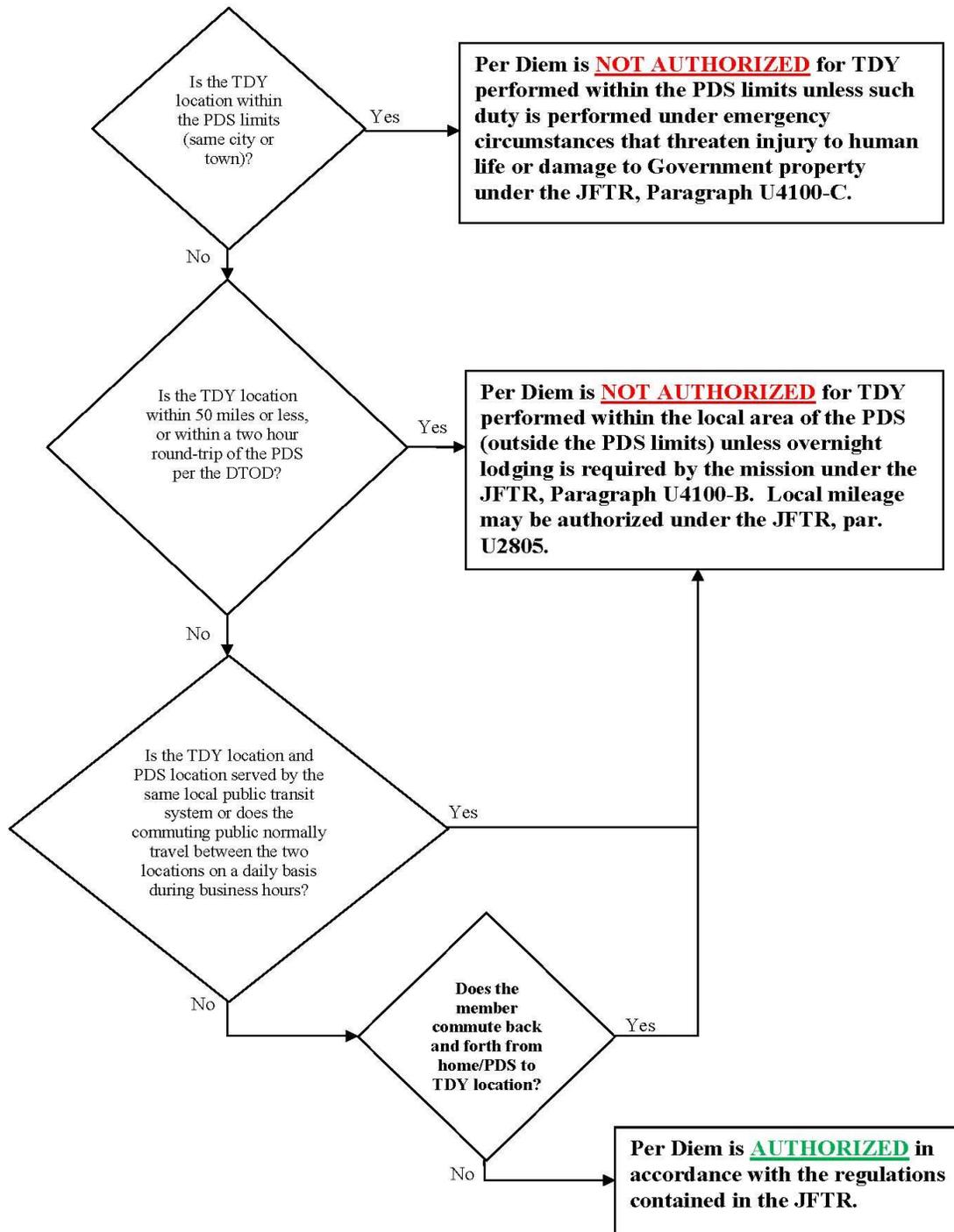


FIGURE 4-1

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CHAPTER 5: PERMANENT DUTY TRAVEL

- 5000** Residence Relocation. A member is not entitled to travel and transportation allowances (e.g., HHG move, DLA, MALT plus per diem, travel time, proceed time, TLE) if the PCS is considered short distance in nature (i.e., old and new PDSs are within the local area of each other as defined in Paragraph 2800-A and Figure 5-1 (pg. 5-13)) and/or residence relocation is unnecessary because the residence is within the local area of the new PDS. In accordance with the [JFTR, Paragraph U5346](#), on a case-by-case basis [Commandant \(CG-1332\)](#) may authorize or approve a local short distance HHG move to include DLA in connection with a PCS order when the member's residence or old PDS are within the local area of the new PDS and household relocation is mission essential, in the Government's best interest, and not primarily for the member's convenience, this would include a short distance HHG move for a member when the new or old PDS is an Unusually Arduous Sea Duty vessel in accordance with the [JFTR, Paragraphs U5172-B2 and U5392](#). Due to limitations with the PCS assignment operating system there may be times when a PCS order is issued with funding but the member is not entitled to PCS allowances.
- 5008** PCS Travel and Transportation Advances. PCS travel and transportation advances are limited to 80% of the estimated travel and transportation costs to include MALT plus per diem, DLA, and TLE. Payment must not be made more than 30 days before the member detaches, except under extenuating circumstances (e.g., member moves dependents before detaching). See the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#) for the procedures to process PCS travel advances.
- 5026** Allowable Travel Time. Travel time under PCS orders is counted in whole days. The day of detachment from the PDS will in all cases be a day of duty and the day of reporting will be a travel day. The maximum travel time that may be allowed is that which would have been allowed if the PCS was performed entirely by POC in accordance with the [JFTR, Paragraph U3025-C2](#).
- A. A member performing PCS travel by POC is authorized one travel day for each 350 miles of official travel. One additional travel day would be authorized for any distance in excess of multiples of 350 miles, provided the excess is 51 miles or more. Only one travel day would be authorized when the total official distance is 400 miles or less. A member is not authorized reimbursement for PCS travel when the old and new PDSs are within the local area of each other and/or residence relocation is unnecessary because the residence is within the local area of the new PDS, refer to Figure 5-1 (pg. 5-13).
- B. A member performing PCS transoceanic travel by aircraft or ship is authorized the actual travel time required for the travel by the usual direct routing.
- C. A member performing PCS travel by commercial transportation other than transoceanic travel at personnel expense is authorized one day travel or the actual

travel time needed to travel over the direct route when Government procured transportation is used.

- D. Refer to the [JFTR](#), **Paragraph U5030**, for computation examples when a member performs PCS travel by mixed modes.
- E. Whenever the elapsed time from the departure date through the arrival date is less than the authorized travel time, the elapsed time is used when calculating PCS allowances.
- F. Additional travel time may be authorized or approved by the member's new commanding officer when actual travel exceeds authorized travel time for reasons beyond the member's control such as natural disasters (e.g., hurricanes, floods, fires, etc.) not to include normal regional weather conditions, restrictions by Government authorities, and difficulties in obtaining fuel for a POC. Members **who elect and** are authorized to travel via the AMHS ferry are required to take leave for any additional days spent en route waiting for a scheduled **or delayed** ferry, additional travel days are not authorized.
- G. Members who perform indirect travel (circuitous travel) for personal reasons will be responsible for any excess travel costs.
- H. Travel time for a member separating/retiring is not authorized because PCS travel time is a constructed time based on the effective date of orders. In accordance with the [JFTR](#), Appendix A, the effective date of orders for a member separating/retiring is the last day of active duty.**

5064 PCS Order Received at TDY Location.

- A. If a member must execute a PCS order while on TDY, PCS allowances are paid from the TDY station to the old PDS, and then to the new PDS via any TDY station(s). If a member receives a PCS order naming the TDY station the new PDS, PCS allowances are paid for travel to return to the old PDS and back to the new PDS. If there is no requirement or need for the member to return to the old PDS, PCS allowances are paid for travel from the TDY station to the new PDS.
- B. A member who departs PCS with TDY en route (e.g., PCS/TEMDUINS) is not authorized PCS allowances to return to the old PDS.

5070 PCS Order Cancelled, Amended, or Modified En Route. If a PCS order is cancelled after travel begins, PCS allowances are paid from the old PDS to the location the cancellation notification was received and return to the old PDS not to exceed the cost of round-trip travel from the old PDS to expected new PDS via any TDY station(s). If a PCS order is amended after travel begins, PCS allowances are paid from the old PDS to

the location at which the amendment was received to the last-named new PDS not to exceed the cost of travel from the old PDS to the last-named new PDS via any TDY station(s) and the first-named new PDS. Note: A PDS would include the Home of Record (HOR) or Home of Selection (HOS) for a member that was expected to separate or retire.

5072 PCS Involving a Unit with a Home Port.

- A. When a ship's home port is changed, PCS allowances are paid from the location of the ship (other than the new home port) to the old home port and then to the new home port via any TDY station(s). If the ship is at the old home port, round-trip PCS allowances are paid from the old home port to the new home port via any TDY station(s). Travel must begin within one year from the home port change effective date, extensions may be authorized or approved by [Commandant \(CG-1332\)](#). Round-trip PCS allowances may be paid from the new home port to the old home port via any TDY station(s) if the member was unable to relocate to the new ship's home port prior to the home port effective date due to mission requirement. Travel must begin within 180 days after the home port change effective date, extensions may be authorized or approved by [Commandant \(CG-1332\)](#).
- B. A member ordered PCS from or to a ship that is away from home port may be paid PCS allowances from or to the location of the ship via the ship's home port and any TDY station(s).

5074 Travel To/From a Designated Place. A member ordered PCS to an OCONUS location or Unusually Arduous Sea Duty, may be paid PCS allowances to travel via an authorized dependent designated place to assist in moving dependents and HHG. Refer to **Paragraph 5172** for specific PCS assignments for which a designated place would be authorized.

5088 Separation from the Service.

- A. Travel to a processing station is not authorized for a member separating in accordance with the [JFTR](#), **Paragraph U5088-A3**.
- B. Travel by the member and dependents must be completed to the HOR or PLEAD before the 181st day following separation; if completion of travel before this time imposes a severe hardship on the separated member and dependents a time limit extension may be authorized or approved for a specific period of time by [Commandant \(CG-1332\)](#). A copy of the separation order must be included along with the justification for the extension no earlier than 90 days prior to the initial expiration date. Members must file a travel voucher within 30 calendar days after completing travel in conjunction with separation.

- C. A member and dependents must establish a permanent residence at the HOR or PLEAD to be entitled to travel and HHG transportation. A short trip/vacation to a location does not constitute a HOR or PLEAD move.

5090 Retirement, Placement on the Temporary Disability Retirement List (TDRL), or Separation with Separation Pay with Eight Years of Continuous Active Duty.

- A. Travel to a processing station may be authorized for a member separating/retiring in accordance with the [JFTR, Paragraph U5090-A3](#). Per diem at the processing point would not be authorized unless a member is retiring from a foreign location and issued a TDY order in accordance with the [Military Separations Manual, COMDTINST M1000.4 \(series\)](#), Article 1.C.1.e, per diem would not be authorized for dependents while at the TDY processing station. PCS allowances (MALT and per diem) would be authorized for the member and dependents from the foreign PDS to the home of selection via the TDY processing station.
- B. Travel by the member and dependents must be completed to the HOS within one year after active duty termination; if completion of travel before this time imposes a severe hardship on the separated/retired member and dependents, a time limit extension may be authorized or approved by [Commandant \(CG-1332\)](#). A copy of the separation or retirement order must be included along with the justification for the extension no earlier than 90 days prior to the initial expiration date. An extension may be authorized for one year. Members must file a travel voucher within 30 calendar days after completing travel.
- C. A member and dependents must establish a permanent residence at the HOS to be entitled to travel and HHG transportation. A short trip/vacation to a location does not constitute a HOS move.

5118 Dependent PCS Travel and Transportation Allowances Not Payable. A member is not authorized dependent PCS travel and transportation allowances:

- A. When a dependent child is not under the member's legal custody and control on the PCS order effective date. Refer to [JFTR, Paragraph U5132-I](#), for travel authorization when legal custody and/or control changes after the PCS order effective date.
- B. For dependent travel between points otherwise authorized in the [JFTR, Part C](#), to a place at which the dependent does not intend to establish a permanent residence (including pleasure trips).

5124 Transoceanic Travel. Selection of authorized port of debarkation/embarkation (POD/POE) will be made after consideration of costs (transoceanic commercial carrier) and authorized location of delivery/pickup of a POV. See the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.A.12](#) for designated and authorized alternate POD/POE/Vehicle Processing Centers (VPC).

5132 Factors Affecting Dependent Travel.

- A. **Upon receipt of a PCS order from or between OCONUS PDSs**, travel and transportation allowances are authorized for a person who no longer qualifies as a dependent (refer to [JFTR, Paragraph U5152](#), for travel due to a divorce) while the member is serving OCONUS. The person must be currently residing within the local area of the member's OCONUS PDS and initially moved there at the Government's expense. Allowances are authorized from the OCONUS PDS to an appropriate location as determined by [Commandant \(CG-1332\)](#) in the U.S., a non-foreign location, or the dependent's native country if foreign born. Note: Travel must be completed within six months after the date on which the member completes PCS travel from the OCONUS PDS.
- B. A member who acquires a dependent, on or before the PCS order effective date is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, not to exceed the travel and transportation allowances for travel from the old PDS to the new PDS unless otherwise authorized in the [JFTR](#). Command sponsorship is required for dependent travel to an OCONUS PDS and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.

5134 Travel and Transportation Involving Old and/or New Non-PDS Locations. A member in receipt of a PCS order may be authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, not to exceed the cost from the old PDS to the new PDS. This would not apply for a dependent authorized travel to or from an authorized designated place.

5144 Early Return of Dependent (ERD). The [JFTR, Chapter 5, Part C, Section 3](#), covers situations in which a dependent's early return travel, under certain circumstances, before the member's PCS, is in the Government's best interest. The dependent must begin ERD travel before official notice of a PCS from the OCONUS PDS is given to the member, except for ERD travel when a marriage is terminated due to divorce or annulment.

- A. ERD requests are submitted to [CG PSC-psd-fs](#) using the [OCONUS Early Return of Dependents – Request for TONO/LOA, Form CG-2026](#).
- B. ERD travel when a marriage is terminated must be completed within one year after the final divorce or annulment effective date, or six months after the date the member completes personal PCS travel from the OCONUS PDS, whichever occurs first. The six month time limit may be extended for not more than six additional months by the commanding officer or a designated representative at the duty station at or near which the dependent or former dependent is located. If a six month extension is authorized or approved, ERD travel must be completed within one year of whichever occurs first:
1. Final divorce or annulment effective date; or

2. Date the member completes personal PCS travel from the OCONUS PDS.
- C. If, in the event of a custody agreement change or other legal arrangements, a former family member (other than the spouse) again becomes a dependent of the member, [Commandant \(CG-1332\)](#) may authorize return travel to the member's OCONUS PDS. Command sponsorship is required for dependent travel to an OCONUS PDS and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.

5154 Travel and Transportation for a Dependent Relocating for Personal Safety. Travel and transportation allowances to relocate a dependent to a designated location for personal safety may be authorized or approved by [Commandant \(CG-1332\)](#) with the advice of the Commanding Officer and/or Work-Life staff. Note: HHG/privately owned vehicle (POV) transportation may be authorized only if a written agreement from the member or an order of a court of competent jurisdiction gives possession of the HHG/POV to the member's dependent.

5172 Dependent Travel Entitlements for a Member Ordered OCONUS or to Unusually Arduous Sea Duty.

- A. A member who elects to serve an unaccompanied tour at an OCONUS PDS may leave their dependent at the current location or move them to a designated place in:
 1. CONUS; or
 2. A non-foreign OCONUS area if one of the criteria contained in the [JFTR](#), **Paragraph U5172-A2** is met, or authorized or approved by [Commandant \(CG-1332\)](#).

Note: A member with dependents electing to serve a tour unaccompanied no longer has an entitlement to dependent travel until a new PCS order is issued. An exception to this would be for a member who elected to leave their dependents at their current location (e.g., old PDS) and received authorization to serve an accompanied tour from CG PSC-[epm-2](#) or [opm-2](#). The dependent must be command sponsored and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.

- B. A member ordered PCS to an unusually arduous sea duty vessel or a dependent restricted PDS is entitled to dependent travel and transportation from the old PDS to the new PDS or to the designated place as specified in **Paragraph 5172-A**, or to a foreign location justified under unusual conditions or circumstances and authorized or approved by [Commandant \(CG-1332\)](#). The Commandant has designated Maritime Security Cutters Large (WMSL), High Endurance Cutters (WHEC), Medium Endurance Cutters (WMEC), and Polar Class Icebreakers (WAGB) as unusually arduous sea duty vessels. Note: A dependent must have been born in the foreign

location to be eligible for return travel at the Government's expense, an exception may be authorized or approved by [Commandant \(CG-1332\)](#) for dependent children of a foreign born spouse.

- C. A member ordered PCS to a ship or afloat staff operating OCONUS for a continuous period of one year or more is entitled to dependent travel and transportation to a designated place as specified in **Paragraph 5172-A**.
- D. A member stationed OCONUS who is selected to serve a consecutive overseas tour (COT) is authorized the following dependent travel and transportation allowances. Refer to **Paragraph 5206** for members stationed OCONUS selected to serve an In Place COT (IPCOT).
 - 1. A member serving consecutive unaccompanied tours may be authorized dependent travel and transportation from a designated place to another designated place.
 - 2. A member serving an unaccompanied tour that receives a PCS order to serve an accompanied tour is authorized dependent travel and transportation from the designated place to the new OCONUS PDS, the dependent must be command sponsored and the member must have a minimum of 12 months remaining on their tour after the dependent is scheduled to arrive.
 - 3. A member serving an accompanied tour that receives a PCS order to serve an unaccompanied tour may be authorized dependent travel and transportation to a designated place as specified in **Paragraphs 5172-A or 5172-B**, as applicable.

Note: Designated place requests not requiring authorization or approval by [Commandant \(CG-1332\)](#) are submitted to [CG PSC \(psd-fs\)](#) using the [Housing Allowance Protection Worksheet, Form CG-2025A](#) in accordance with the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 3. A member must have an approved [Housing Allowance Protection Worksheet, Form CG-2025A](#) on file to receive allowances based on a designated place (e.g., housing allowance, COLA, member travel via designated place, TLE/TLA, etc.) even for a dependent that does not relocate from their current location.

5204 Dependent Travel Under Unusual Circumstances. A member stationed in CONUS is authorized dependent PCS travel and transportation allowances, if the member:

- A. Is sentenced by a court martial to confinement for more than 30 days, receives a dishonorable/bad-conduct discharge, or dismissal from Service.
- B. Receives an administrative discharge under other than honorable conditions.

Note: Dependent travel must start within 180 days from the date the court martial is completed or from the date of administrative discharge except when additional time is authorized or approved by [Commandant \(CG-1332\)](#).

5206 **Dependent Travel and Transportation Incident to an IPCOT.** A member stationed OCONUS selected to serve an IPCOT is authorized dependent travel and transportation as follows:

- A. A member serving an unaccompanied tour that receives an IPCOT to serve an accompanied tour is authorized dependent travel and transportation from the designated place or the location at which the dependent was acquired to the new OCONUS PDS, the dependent must be command sponsored; or
- B. A member serving an accompanied tour that receives an IPCOT to serve an unaccompanied tour may be authorized dependent travel and transportation to a designated place as specified in **Paragraphs 5172-A or 5172-B**, as applicable.

Note: An IPCOT is not an extension of the current tour; it is when a member receives another full tour after completing the initial tour.

5208 **Dependent Travel when Member is Officially Reported Absent, Injured, Ill, or Deceased.**

- A. When a member is officially reported as absent for more than 29 days in a missing status, injured, or ill, dependent travel and transportation (not to include per diem for travel) may be authorized or approved by [CG PSC-psd-fs \(Casualty Matters\)](#) if a reasonable relationship exists between the dependent's circumstances and the requested destination. Dependent travel and transportation must begin to the final home within one year after the date of the official status report, travel at a later date may be authorized or approved by [CG PSC-psd-fs \(Casualty Matters\)](#). Extensions for escort travel contained in the [JFTR](#), **Paragraph U5208-F**, cannot be authorized or approved beyond the initial one year entitlement.
- B. When a member is officially reported as deceased, dependent travel and transportation (to include per diem for travel) to a HOS is authorized for up to three years from the date of the member's death. Additional dependent travel and transportation would not be authorized when a member dies after traveling to their HOR/HOS for separation or retirement.

5210 **Reimbursement for the Use of More than Two POCs.** The payment of Monetary Allowance in Lieu of Transportation (MALT) may be authorized or approved as advantageous to the Government by [Commandant \(CG-1332\)](#) for the use of more than two POCs within the same household for PCS travel by the member and dependents authorized to travel if:

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

- B. Because of age or physical condition, a dependent needs special accommodations in one vehicle and five or more dependents must travel together in another POC;
- C. A member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (e.g., school term completion, property sale, settlement of personal business, HHG transportation, non-availability of adequate housing at the new PDS) and five or more dependents travel by POC later. A statement is required from the reporting command that the member must report in advance of the dependents availability to travel;
- D. Five or more dependents perform unaccompanied POC travel 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); or
- E. Five or more dependents travel unaccompanied by the member to the new duty station in advance of the member's reporting for acceptable reasons (e.g., to enroll children in a local school).

5222 POC Travel Prohibited. There may be circumstances when a command determines that POC travel is unsafe or impracticable (e.g., Alaska in the winter), in which case the member will be reimbursed for travel performed by the directed mode. Normally, travel by POC in CONUS is the authorized travel mode. Dependents cannot be directed to use a specific travel mode. POC travel through CONUS is not authorized for a consecutive overseas tour (COT) PCS order unless in accordance with **Paragraph 7010-C**, POC travel is authorized or approved by [Commandant \(CG-1332\)](#) because it has been determined to be cost advantageous to the Government.

5236 HHG Transportation and Non-Temporary Storage (NTS) Allowances. Refer to the [Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 \(series\)](#) for additional policies concerning HHG transportation (PCS and TDY ([JFTR, Chapter 5, Part E](#) and [Paragraph U4500](#))), NTS ([JFTR, Paragraph U5288](#), POV transportation ([JFTR, Paragraph U5414](#)), and Mobile Home transportation ([JFTR, Paragraph U5498](#)) allowances.

5414 Transportation of a POV in CONUS Incident to a PCS.

- A. A member who has dependents who are also relocating incident to a PCS in CONUS may be reimbursed to have one POV transported provided that:
 1. The household possesses more than one POV to be relocated to the new PDS;
 2. The household then travels at one time in one POC, this would include members married to members;
 3. Commercial transportation is not used by member or any dependents;

4. Member personally procures POV transportation; and
 5. Member is financially responsible for all excess cost/additional expenses associated with POV transportation.
- B. Reimbursement for driving two POCs when transporting a POV under this paragraph may be authorized or approved by [Commandant \(CG-1332\)](#) for reason(s) contained in **Paragraph 5210**.
- C. Personally procured POV transportation reimbursement must be authorized on the PCS order to include the computation. Computation examples can be found in the [JFTR, Paragraph U5422](#).

Note: Costs associated with personally towing a vehicle are not reimbursable travel expenses (e.g., auto transporter, tow dolly/hitch).

5416 POV Transportation in CONUS Incident to a PCS when the Member is Unable to Drive the Vehicle. A member ordered on a PCS between CONUS PDSs may be authorized or approved by [Commandant \(CG-1332\)](#) transportation of one POV from the old CONUS PDS to the new CONUS PDS when:

- A. The member is physically unable to drive **as documented by a competent medical authority (i.e., a licensed medical practitioner)**; or
- B. There is insufficient time for the member to drive and report to the new PDS as ordered. A statement is required from the departing and reporting commands that the member is unable to take the applicable travel time to safely travel by POC because of operational reasons.

Note: A dependent's inability to drive does not satisfy this criterion.

5452 Travel Reimbursement for POV Delivery and/or Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the TDY automobile mileage rate contained in the [JFTR, Paragraph 2600-A](#) from the old PDS to the designated loading VPC and from the designated unloading VPC to the new PDS. Travel time, computed under the [JFTR, Paragraph 5026](#), is allowed for round-trip travel to deliver and pick-up a POV under this paragraph. Per diem is not authorized when travel to the VPC is separate from PCS travel.

5530 Pet Quarantine. Reimbursement for actual mandatory pet quarantine fees is authorized not to exceed the costs contained in the [JFTR, Paragraph U5532](#). Costs associated with the transportation of pets are not PCS or TDY reimbursable expenses, except when transportation is incident to an evacuation from a foreign PDS in accordance with the [JFTR, Paragraph U6016](#).

- 5538** Temporary Lodging Expense (TLE). TLE is intended to partially pay for lodging and meal expenses when a member and/or dependents occupy temporary quarters in CONUS due to a PCS.
- A. TLE is only authorized in the local area of the old/new PDS, designated place, and/or member's CONUS HOR or initial technical school if the member is ordered to active duty. The local area is defined in Paragraph 2800-A.
 - B. TLE is limited to 10 days for a member with a PCS order to a CONUS PDS and 5 days to an OCONUS PDS, unless a temporary increase in the amount of TLE days is authorized for a location listed in the [JFTR](#), **Paragraph U5538-E2**. Requests for individual increases cannot be authorized or approved.
 - C. **TLE is not authorized on any day for which per diem is paid. For PCS travel, the standard per diem rate is paid based on constructed travel time for the mode of travel (e.g., POC, commercial travel). PCS travel days are calculated back from the reporting date (i.e., effective date of orders). Example: A member who reports to their new PDS on 10 August and is authorized seven days of travel by POC, is not entitled to claim TLE from 4 – 10 August because those are constructed travel days for which per diem is paid.**
- 5582** Dislocation Allowance (DLA). The purpose of DLA is to partially reimburse a member with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience, or incident to an evacuation.
- A. When a dependent does not move with the member, DLA at the without rate may be paid, provided that the member is not assigned Government quarters at the new PDS. If the dependent moves at a later date, the member may be paid the difference between DLA with and without.
 - B. A member is authorized only one DLA during a fiscal year, [CG PSC-psd-fs](#) may authorize or approve a second DLA payment in one fiscal year.
 - C. A member assigned PCS to a ship is authorized DLA when:
 1. The member has no dependents (this does not include a member with dependents who elects not to move their dependents in connection with a PCS); and
 2. Elects not to occupy assigned shipboard quarters for a member above E-5, or an E-4 or E-5 authorized BAH who occupies private sector housing ashore.

Note: A geographic bachelor assigned to a ship that does not relocate their dependents in connection with a PCS is not authorized DLA.
 - D. DLA is not authorized in connection with a PCS from home or from the place from which called/ordered to active duty (PLEAD) to the first PDS unless the member has

dependents that relocate. This would include a reserve member issued a long-term active duty PCS order that is not currently serving on a long-term active duty **PCS order**.

- E. A member married to member couple (with or without dependents) who both relocate in connection with a PCS during the same assignment season, from the same residence at the old PDS to the same residence at the new PDS, are only authorized the applicable DLA rate (with or without dependents) to one of the members, not both. An exception to this rule may be authorized if the member that remained at the old PDS was required to establish a new non-temporary residence and had a separate HHG shipment.
- F. Other situations for which DLA is not authorized are contained in the [JFTR](#), **Paragraph U5588**.

Determining the PDS Local Area and the Entitlement to PCS Allowances

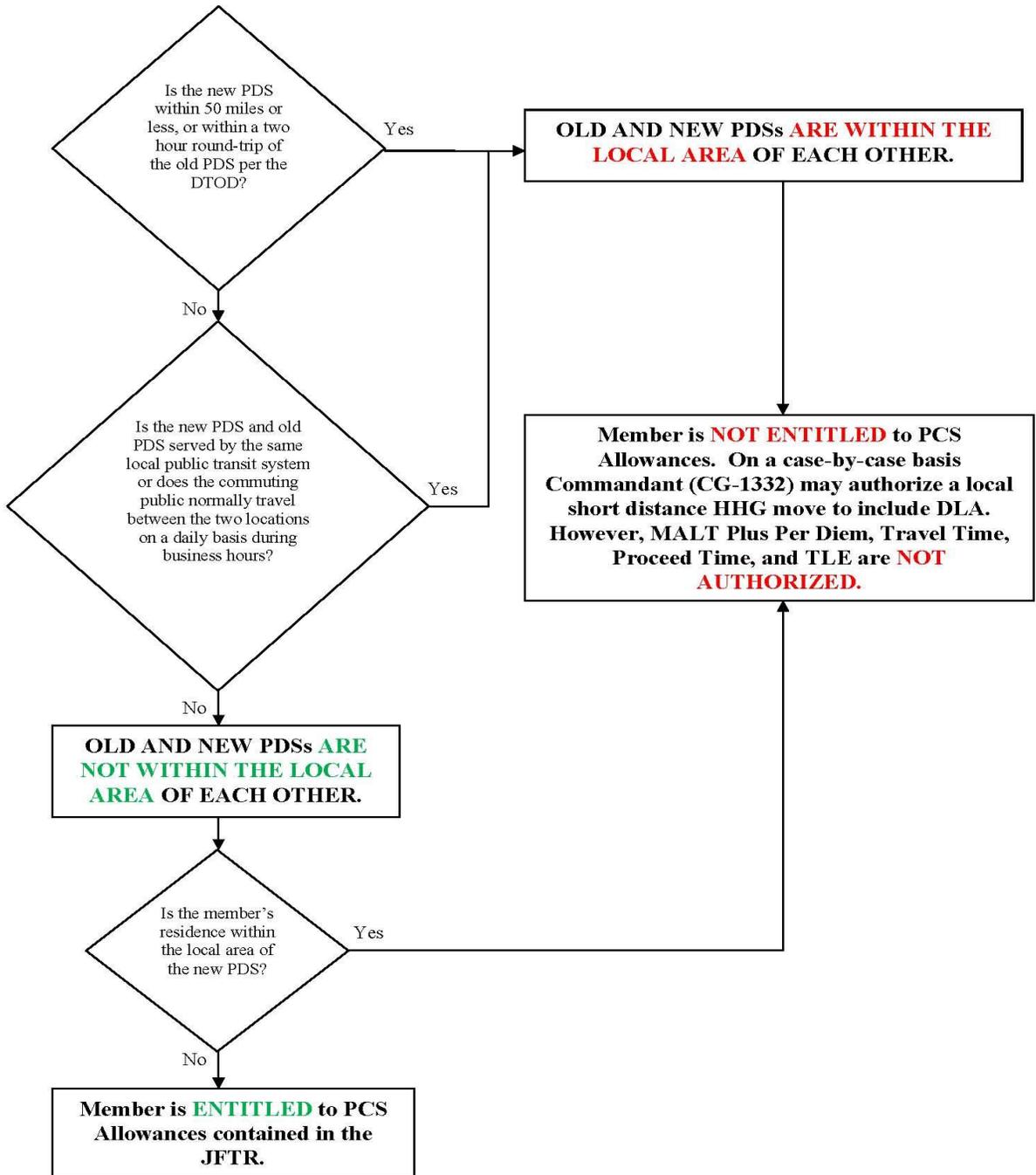


FIGURE 5-1

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CHAPTER 6: EVACUATION ALLOWANCES

OCONUS ORDERED EVACUATION

6001 General Information.

- A. An evacuation must be caused by unusual/emergency circumstances such as war, riots, civil uprising/unrest, adverse political conditions, host government denial/revocation of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude.
- B. The evacuation applies to:
1. A command and a non-command sponsored dependent residing in the local area of the member's PDS at the time of the evacuation. A non-command sponsored dependent is authorized transportation only, no safe haven allowances;
 2. A command sponsored dependent en route to the member's PDS to establish a permanent residence with the member;
 3. A dependent student authorized to travel to the member's PDS in accordance with the [JFTR](#), **Paragraph U7305-F**;
 4. A dependent who resides in the local area of the member's former PDS or authorized designated place following the member's assignment elsewhere; or
 5. The dependent of a member who dies before the dependent is evacuated. Evacuation allowances continue for a dependent if the member dies while the dependent is evacuated, in the same manner as if the member had not died.
- Note: A dependent of a reserve member not on active duty is not authorized evacuation allowances.
- C. The statute pertaining to a dependent's evacuation does not apply to the member. A member, ordered to depart an area being evacuated, must be issued a TDY or PCS order. Note: Reserve component members not on active duty are not authorized TDY orders in connection with an evacuation, nor is there authorization to issue an active duty order for the sole purposes of evacuating.
- D. Each authorized dependent must be issued an evacuation order, authorized dependent minors must be listed on the non-military spouse's evacuation order. The orders must specifically authorize use of the CBA and the transportation tickets must be charged to the CBA when a TMC is available to make travel arrangements; use of the member's IBA is not authorized.

E. For single parents or members married to members the AO may authorize travel of an escort for a dependent incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances in accordance with the [JFTR](#), Paragraph U6004-H.

F. [Commandant \(CG-832\)](#) manages the funds for OCONUS evacuations.

6003 Responsibilities. The decision to evacuate a dependent from an foreign area rests with the Department of State (DoS) in consultation with the senior defense official in country or in theater. The decision to evacuate a dependent from an OCONUS non-foreign area rests with [Commandant \(CG-1332\)](#) and/or the applicable Area/District Commander.

A. [Commandant \(CG-1332\)](#) following Secretary of State authority may authorize or approve an alternate safe haven. Secretary of State authority is not required for an alternate safe haven in the U.S.

B. [Commandant \(CG-1332\)](#) determines when a member may or must select a designated place for their dependent.

C. The authority that ordered the evacuation or [Commandant \(CG-1332\)](#) may terminate the evacuation and authorize the dependent's return to the location from which the evacuation occurred.

6004 Dependent Transportation.

A. A dependent who currently resides in the local area of the member's OCONUS PDS who was moved there at Government's expense and who no longer qualifies as a dependent due to age would be entitled to evacuation allowances as a dependent. Furthermore, a dependent transported under an evacuation order who turns age 21 at the safe haven location is considered the member's dependent until the evacuation has been terminated.

B. A dependent that has established a residence in the local area of the member's OCONUS PDS but is temporarily absent from that residence when the evacuation is ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is ordered, or furnished transportation to another safe haven location or designated place. Safe haven allowances begin on the date return travel to the OCONUS PDS would have begun had the evacuation not occurred.

C. When an evacuation of the member's OCONUS PDS is ordered a command sponsored dependent en route must remain where they are (interim safe haven) awaiting a decision from the applicable District Commander or [Commandant \(CG-1332\)](#), authorizing their onward travel to the OCONUS PDS, to another safe haven, or to a designated place.

- D. A non-command sponsored dependent transported to an OCONUS safe haven incident to an evacuation, is authorized return travel at the Government's expense to the OCONUS PDS when the evacuation is terminated. A non-command sponsored dependent transported to a CONUS safe haven incident to an evacuation is not authorized return travel to the OCONUS PDS unless authorized or approved by [Commandant \(CG-1332\)](#).

6005 Safe Haven Allowances.

- A. An evacuated command sponsored dependent (to include a dependent student) is authorized safe haven allowances computed using the 'Lodging Plus' computation for each day in an evacuation status. AEA does not apply to an evacuation. A non-command sponsored dependent is not authorized safe haven allowances.
1. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent.
 2. If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. However, the dependent would be entitled to the daily M&IE rate.
 3. If an evacuated dependent travels to a location other than the authorized safe haven without authorization or approval, the Standard CONUS per diem rate would apply, even OCONUS.
 4. [Commandant \(CG-1332\)](#) may authorize or approve the full safe haven allowance after the initial 30-day period, without authorization or approval the reduced safe haven allowance applies on the 31st day, not to exceed 150 consecutive additional days. The authority who ordered the evacuation must ensure evacuees are notified of per diem reductions occurring after the initial 30-day period.

Note: A dependent age 12 or older is authorized the full safe haven evacuation allowance amount (100% of the locality per diem rate), a dependent under 12 is authorized a safe haven allowance not to exceed 50% of the locality per diem rate. After the initial 30-day period, a dependent age 12 or older is authorized 60% of the locality per diem rate and a dependent under 12 is authorized 30% of the locality per diem rate.

B. Authority for safe haven allowances terminate:

1. When the authority that ordered the evacuation or [Commandant \(CG-1332\)](#) determines, on an individual basis, that the dependent's situation does not warrant additional reimbursement assistances;

2. When the member departs from the OCONUS PDS from which the dependent's evacuation was ordered except when authority for evacuation safe haven allowance is extended by [DTMO](#) or the member dies;
 3. When the evacuation has been for a period exceeding 180 consecutive days unless extended by [Commandant \(CG-1332\)](#);
 4. When the dependent departs the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or
 5. On the expiration date established by the authority that ordered the evacuation or [Commandant \(CG-1332\)](#).
- C. A command sponsored dependent at a safe haven must comply immediately when [Commandant \(CG-1332\)](#) determines that a designated place be selected. Safe haven allowances will terminate on the date specified in [Commandant \(CG-1332\)](#) designated place determination. Safe haven allowance at the designated place may be authorized up until the dependent occupies a permanent residence, not to exceed 30 days.

Note: The procedures to issue and process dependent evacuation orders are contained in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2](#).

CONUS ORDERED EVACUATION

6050 General Information.

- A. The general information provided in Paragraphs 6001-A through 6001-D applies for ordered evacuation in CONUS. The requirement for a dependent to be command sponsored to receive safe haven allowances would not apply.
- B. For single parents or members married to members the AO may authorize travel of an escort for a dependent incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances in accordance with the [JFTR](#), Paragraph U6053-G.

6052 Responsibilities. The decision to evacuate a dependent from a CONUS area to a safe haven rests with the individuals designated in the [JFTR](#), Paragraph U6051-B. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making the evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, [Commandant \(CG-1332\)](#) may authorize the dependent be evacuated to a designated place.

- A. The authority that ordered the evacuation normally issues the evacuation written orders for the dependent. The District or assigned fund managers will provide the accounting lines.
- B. The authority that ordered the evacuation must name the original safe haven location. A safe haven located OCONUS will not be named without authority from [Commandant \(CG-1332\)](#).
- C. The authority that ordered the evacuation may authorize or approve an alternate safe haven in CONUS.
- D. The authority that ordered the evacuation or [Commandant \(CG-1332\)](#) may terminate the evacuation and authorize dependent's return to the location from which they were evacuated.

6053 Dependent Transportation.

- A. A dependent transported under an evacuation order who turns age 21 at the safe haven location is considered the member's dependent until the dependent returns when the evacuation has been terminated.
- B. A dependent that has established a residence in the local area of the member's CONUS PDS but is temporarily absent from that residence when the evacuation is ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is ordered, or furnished transportation to another safe haven location or designated place. Safe haven allowances begin on the date return travel to the CONUS PDS would have begun had the evacuation not occurred.
- C. When an evacuation of the member's CONUS PDS is ordered a dependent en route must remain where they are (interim safe haven) awaiting a decision from the authority that ordered the evacuation, authorizing their onward travel to the CONUS PDS, to another safe haven, or to a designated place.

6054 Safe Haven Allowances. The safe haven allowance information provided in Paragraphs 6005-A through 6005-C applies for ordered evacuation in CONUS. With the expectation that [Commandant \(CG-1332\)](#) may authorize safe haven allowances to a dependent after the member departs from the CONUS PDS from which the dependent's evacuation was ordered.

Note: The procedures to issue and process dependent evacuation orders are contained in the [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\), Chapter 2.](#)

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CHAPTER 7: TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

7000 Funded Environmental and Morale Leave (FEML) Transportation.

- A. FEML transportation is authorized for a member and eligible dependents assigned to an authorized FEML location as listed in the [JFTR](#), Appendix S, and the assigned tour length is at least for 24 or more consecutive months. The transportation entitlement is from the PDS to the authorized FEML destination as listed in the [JFTR](#), Appendix S. An alternate destination may be selected by the member/dependent not to exceed the costs of travel to the authorized destination. Any additional costs to travel to an alternate destination are the member's responsibility. City-pair airfares are authorized if travel to the alternate destination is less expensive than travel to authorized destination.
- B. FEML funding requests are sent to Commandant (DCMS-831) through [CG PSC-psd-fs](#). The request must include the member's name/EMPLID/unit, dependent's name, authorized or alternate destination, dates of travel, and estimated travel costs.
- C. Travel time is not chargeable as leave. Time spent at FEML destination is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or at the FEML destination.

7005 Funded Rest and Recuperation (R&R) Leave Transportation.

- A. R&R leave transportation may be authorized by the area or district commander for a member assigned to an authorized R&R location as listed in the [JFTR](#), Appendix U, and the assigned tour length meets the criteria contained in the [JFTR](#), **Paragraph U7005-C**. The transportation entitlement is from the PDS to the authorized R&R destination as listed in the [JFTR](#), Appendix U. An alternate destination may be selected by the member not to exceed the costs of travel to the authorized destination, the member is responsible for any excessive costs. City-pair airfares are authorized if travel to the alternate destination is less expensive than travel to authorized destination.
- B. Travel time is not chargeable as leave. Time spent at the R&R leave location is chargeable as leave, unless otherwise authorized administrative absence up to 15 calendar days by [Commandant \(CG-13\)](#). Reimbursement for per diem (lodging and meals) is not authorized during travel or at the R&R destination.

7010 Leave between Consecutive Overseas Tours (COT/IPCOT).

- A. COT leave travel authorization applies to a member and eligible dependents stationed OCONUS and ordered to another (or the same) OCONUS PDS. Command sponsored dependents must have accompanied the member for both tours.

1. In-Place COT (IPCOT). Personnel who receive consecutive tours of duty at the same OCONUS PDS must have completed their initial tour length to include any extensions and their new assignment must be for the tour length contained in the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Articles 1.A.4.a.(1)-(3) for officers and Article 1.A.4.b. for enlisted, to be entitled to IPCOT leave travel. The member must complete the first overseas tour regardless of billet reassignment at the PDS to qualify for IPCOT leave travel.
2. COT. Personnel who receive a PCS order between OCONUS PDS are entitled to COT leave travel when:
 - a. One tour is unaccompanied; or
 - b. Both tours are served accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied (**without dependent**) tour lengths for the PDSs contained in the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Articles 1.A.4.a.(1)-(3) for officers and Article 1.A.4.b. for enlisted. **The total time to be served at the PDSs for single members without dependents must equal the sum of the without dependent tour lengths for the PDSs** to be eligible for COT leave travel and transportation.

Note. The tour lengths (with or without dependents) contained in the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#) govern COT/IPCOT leave travel eligibility, any deviation in tour lengths (e.g., short tours) could adversely affect eligibility.

- B. The authorized COT/IPCOT leave travel destination is the member's HOR or an alternate location to which travel is no more expensive than to the HOR. The member is responsible for the additional travel costs if travel to the alternate location is more expensive than travel to the HOR unless travel to the alternate location is authorized or approved by [Commandant \(CG-1332\)](#). City-pair airfares are authorized if travel to the alternate location is less expensive than travel to the HOR or if the alternate location is authorized by [Commandant \(CG-1332\)](#).
- C. COT travel performed by POC may be authorized or approved by [Commandant \(CG-1332\)](#) if determined to be cost advantageous to the Government. If POC use is authorized or approved the member is authorized MALT plus per diem. If a POC is used for PCS travel between two OCONUS PDSs without authorization or approval the member's reimbursement is limited to the policy constructed airfare contained in the [JFTR](#), Appendix A. **Authorization by [Commandant \(CG-1332\)](#) is not required when POC travel is performed within the same non-U.S. country to include a U.S. territory/possession or within the same U.S. state. Return travel from a COT leave location to an old PDS to drive**

a POC to the new PDS may be authorized or approved by [Commandant \(CG-1332\)](#) if determined to be cost advantageous to the Government.

- D. COT leave travel is meant to be taken between two OCONUS tours in connection with PCS travel and should only be deferred when the member is operationally unable to travel to the HOR or an alternate location en route. Commands should counsel detaching personnel eligible for COT leave travel as to this requirement. Deferral of COT leave travel for an eligible traveler that travels through CONUS (**not to include normal layovers spent in a CONUS airport for connecting flights**), or through or near an OCONUS HOR may only be authorized by [Commandant \(CG-1332\)](#). Commands have no authority to authorize deferral of COT leave travel for an eligible traveler that travels through CONUS, or through or near an OCONUS HOR. **Commands must ensure COT leave travel deferrals, not requiring authorization by [Commandant \(CG-1332\)](#), are only being authorized for members who are operationally unable to travel and not primarily for personal reasons. Members are not authorized to accumulate multiple COT leave travel entitlements to include any previously approved COT leave travel deferrals.**
- E. Travel time is not chargeable as leave. Time spent at the COT leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is authorized during travel but is not authorized at the COT leave location.

7015 Transportation in Personal Emergencies.

- A. Funded round-trip transportation may be provided to eligible members and dependents described in the [JFTR, Paragraph U7015-B](#) and the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Article 2.A.5.d. incident to emergency leave granted in accordance with the [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 \(series\)](#), Article 2.A.7.
- B. Air is the only authorized transportation mode. Reimbursement is authorized only for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination to the airport is not authorized.
- C. Requests for travel to a foreign destination in accordance with the [JFTR, Paragraphs U7015-C4b\(3\)](#) and [U7015-C5b\(2\)](#) may be authorized or approved by [Commandant \(CG-1332\)](#).
- D. A member assigned to an OCONUS PDS and/or a dependent authorized to reside OCONUS (command sponsored if residing with the member or at an authorized

designated place) may be authorized round-trip travel and transportation for an emergency in CONUS. The authorized destinations are:

1. The CONUS international airport nearest to the OCONUS location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
 2. Any other CONUS airport that is closer to the traveler's CONUS destination if the transportation cost to the alternate CONUS airport is less than transportation cost to the designated CONUS international airport. City-pair airfares may not be used if the transportation costs to the alternate CONUS airport are in excess of the costs to the designated CONUS international airport, the traveler would be responsible for any excessive costs incurred.
- E. Travel time is not chargeable as leave. Time spent at the emergency leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or at the emergency leave location.

7020 Personal Emergencies for a Member on TDY or Away from Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port is authorized round-trip personal emergency travel and transportation allowances between the TDY/unit location or the ship to the PDS or home port. Travel and transportation to another location is limited to the cost between the TDY/unit location or the ship to the PDS or home port. Travel time is not chargeable as leave. Time spent at the emergency leave location is chargeable as leave. Reimbursement for per diem (lodging and meals) is authorized during travel but is not authorized at the emergency leave location.

7070 Funeral Travel. Eligible relative(s) and an applicable attendant or escort as described in the [JFTR, Paragraph U7070-A](#), are entitled to travel and transportation allowances to attend burial ceremonies of a deceased member at a location determined by [CG PSC-psd-fs \(Casualty Matters\)](#). The per diem payable must not exceed the appropriate rate for the authorized burial location for a period not to exceed two days and the necessary time for round-trip travel. No per diem is authorized when the total travel time from departure to return is less than 12 hours.

7175 Reimbursement for Medical-Related Travel Expenses for Beneficiaries Residing on Islands in CONUS.

- A. The Coast Guard Authorization Act of 2010, Pub. L. No. 111-281, 124 Stat. 2905, signed into law on 15 October 2010 authorizes reimbursement for travel to specialty care less than 100 miles for a beneficiary and one necessary attendant residing on an island in CONUS which lacks public access roads to the mainland. The beneficiary must be enrolled in TRICARE Prime and referred to a specialty care provider by a primary care physician.

- B. Travel related expenses would be reimbursed as prescribed in the [JFTR, Paragraph U7175](#).
- C. When necessary, a beneficiary may be accompanied by one attendant entitled to travel related expenses as prescribed in the [JFTR, Paragraph U7180](#). The attendant must be a spouse, parent, guardian, or another adult family member at least 21 years of age.

7220 Transportation for Non-Medical Attendant of a Hospitalized Seriously/Very Seriously Injured, Ill, or Wounded Member. Travel and per diem is authorized for one designated non-medical attendant to assist a member who is **hospitalized as seriously/very seriously injured, ill, or wounded**, or a member who requires continuing outpatient treatment for the injury, illness, or wound. [CG PSC-psd-fs \(Casualty Matters\)](#) may authorize or approve travel for more than one non-medical attendant in extenuating circumstances. A non-medical attendant is authorized only one round-trip between their home and the location the member is receiving treatment. An individual is not authorized to receive dual entitlements at the same time to serve as a non-medical attendant and a designated individual in **Paragraph 7270**. However, a designated individual under **Paragraph 7270** who remained to assist the member with continued outpatient treatment after the member was released from the hospital may continue to receive per diem if designated as a non-medical attendant.

7270 Transportation for Designated Individuals of a Hospitalized Seriously/Very Seriously Injured, Ill, or Wounded Member. Travel and per diem is authorized for up to three designated individuals to visit a member who is **hospitalized as seriously/very seriously injured, ill, or wounded**. [CG PSC-psd-fs \(Casualty Matters\)](#) may authorize or approve travel for more than three designated individuals in extenuating circumstances. Each designated individual may be provided one round-trip between their home and the hospital in any 60-day period. No more than three round-trips may be authorized in any 60-day period except when [CG PSC-psd-fs \(Casualty Matters\)](#) authorized or approved travel for more than three designated individuals. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant.

7275 Travel and Transportation for Family Members Incident to the Repatriation of a Member Held Captive. Up to three family members and an applicable attendant as described in the [JFTR, Paragraph U7275](#) or two persons related to and selected by the member (if no family members travel) are authorized travel and transportation allowances to travel to the repatriation site location for an active duty member held captive, as determined by [Commandant \(CG-13\)](#). [Commandant \(CG-13\)](#) may authorize or approve additional family members and/or an attendant as appropriate.

7305 Dependent Student Transportation (DST).

- A. When a dependent meets the DST requirements contained in the [JFTR, Paragraph U7305](#), funding requests are sent to Commandant (DCMS-831) through [CG PSC-psd-](#)

[fs](#) at least 30 days prior to the scheduled commencement of travel. The request must include:

1. The member's name/EMPLID/unit;
 2. Name and birth date of the dependent student;
 3. The name and location of the institution being attended, and a statement that the institution accreditation has been verified;
 4. Certification that the student was a dependent (see the definition of dependent in the [JFTR](#), Appendix A) on the effective date of the PCS order directing the member to the OCONUS location and still qualifies as a dependent; and
 5. Requested travel dates, estimated travel costs, and a statement that the trip being requested is the only one for this specific dependent during the fiscal year in which the travel will be performed.
- B. An unmarried dependent child under the age 23 who graduates, quits, or is separated from the school and no longer qualifies as a dependent due to age is authorized a return trip to the member's OCONUS PDS, travel must be performed within 30 days following the separation from school. Extensions to the 30-day time period may be authorized or approved by [Commandant \(CG-1332\)](#) when the child is unable to travel due to extenuating circumstances such as an illness or the inability to schedule travel during peak travel periods. No additional travel during the same fiscal year will be authorized if the dependent re-enrolls in school.

7385 Ship Constructed, Overhauled, or Inactivated at Other than Home Port.

- A. A member on permanent duty aboard a ship being constructed, overhauled, or inactivated at a location other than the home port may be authorized round-trip travel allowances to the home port.
- B. The member must have a dependent and that dependent must reside in the local area of the home port. Refer to the [JFTR](#), **Paragraph U5190**, for dependent travel to the location of a ship being constructed, overhauled, or inactivated at other than the home port. Dependent travel must not exceed the cost of Government procured commercial round-trip travel for the member, per diem would not be authorized.
- C. Travel allowances accrue on the 31st day (and every 60th day thereafter) after the day that either:
 1. The ship enters the overhaul or inactivation port; or
 2. The member is permanently assigned to the ship.

Note: A member must be permanently assigned to the ship for more than 30 consecutive days.

- D. Travel time is not chargeable as leave. Time spent in the area of the home port is chargeable as leave. Reimbursement for per diem (lodging and meals) is not authorized during travel or in the area of the home port.

7415 Disciplinary Action Travel. When a member is ordered to travel for disciplinary action (e.g., Non-Judicial Punishment (NJP), Court-Martial) lodging, meals, and travel must be provided by the Government (Government conveyance or Government procured transportation). Payment of per diem, while traveling or while at the disciplinary action point is not authorized.

- A. If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate contained in the [JFTR](#), Paragraph U2600-A for the official distance and reimbursement for highway, bridge, tunnel tolls, and parking fees.
- B. When Government lodging is not available, lodging must be contracted.
- C. If meals are not provided by the Government, reimbursement is authorized for meals at actual costs not to exceed the meal ticket values contained in the [JFTR](#), Paragraph U2030.

Note: Refer to the [JFTR](#), **Paragraph U7420**, for travel entitlements of prisoners and guards.

7555 Travel and Transportation for Designated Individuals Attendance at a Yellow Ribbon Event. Ordinarily, not more than two designated individuals may be authorized travel and transportation to attend a Yellow Ribbon event. [Commandant \(CG-13\)](#) or [Commandant \(CG-1332\)](#) may authorize or approve travel and transportation for more than two designated individuals.

7600 Reserve Member Performing Active Duty with Pay.

- A. Travel and transportation allowances are not authorized for travel between the member's primary residence/home/PLEAD and the place of active duty when both are in the corporate limits of the same city/town. When a member's primary residence/home/PLEAD is not within the corporate limits of the same city/town but is within the local area as defined in Paragraph 2800-A **or the member commutes back and forth**, one round-trip during the active duty period may be reimbursed **through the local claim process** using the applicable TDY mileage rate determined by odometer reading; per diem would not be authorized. When determining the entitlement to per diem the [DTOD](#) is the only official source for determining TDY distances.

- B. A member ordered to active duty for training for less than 140 days may be authorized TDY travel and transportation allowances for TDY performed outside the local area of their primary residence/home/PLEAD. **Regardless of the travel distance, per diem is not authorized during annual training when Government quarters and messing are available.** Active duty for training in a TDY status for more than 139 days up to 180 days requires authorization or approval by the **Secretary of Homeland Security**, active duty for training in a TDY status in excess of 180 days requires authorization or approval by [DTMO](#). Normally, PCS travel and transportation allowances are authorized for any active duty for training in excess of 139 days.
- C. A member ordered to active duty for other than training for 180 days or less may be authorized TDY travel and transportation allowances for TDY performed outside the local area of their primary residence/home/PLEAD. Active duty for other than training in a TDY status for more than 180 days requires authorization or approval by [Commandant \(CG-1332\)](#). Normally, PCS travel and transportation allowances are authorized for any active duty for other than training in excess of 180 days. There is an exception to the 180 day rule for members ordered to active duty in support of a Contingency Operation. Refer to **Paragraph 4950**, for members under a TDY in support of a Contingency Operation order at one location in CONUS for more than 180 consecutive days.
- D. In addition to the criteria to determine the primary residence/home contained in the [JFTR](#), Appendix A (definition of primary residence/home of reserve component member), one of the following documents must be reviewed to determine the location of the member's primary residence/home prior to entering active duty:
1. A lease, rental agreement, or mortgage in the member's name;
 2. Proof of civilian employment;
 3. Driver's license;
 4. Voter's registration card; or
 5. Utility bills.

Note: Refer to Figure 7-1 (pg. 7-9) to determine the entitlement to per diem. The primary residence/home/PLEAD can only change if there is a break of active duty exceeding one full day (24 hours).

7610 Reserve Member Performing Inactive Duty Training (IDT). Travel and Transportation allowances are not authorized when a member travels from home to their drilling unit to perform IDT, unless otherwise authorized or approved by [Commandant \(CG-13\)](#) for eligible members in accordance with the [JFTR](#), **Paragraph U7640**.

DETERMINING THE ENTITLEMENT TO PER DIEM (RESERVE MEMBER)

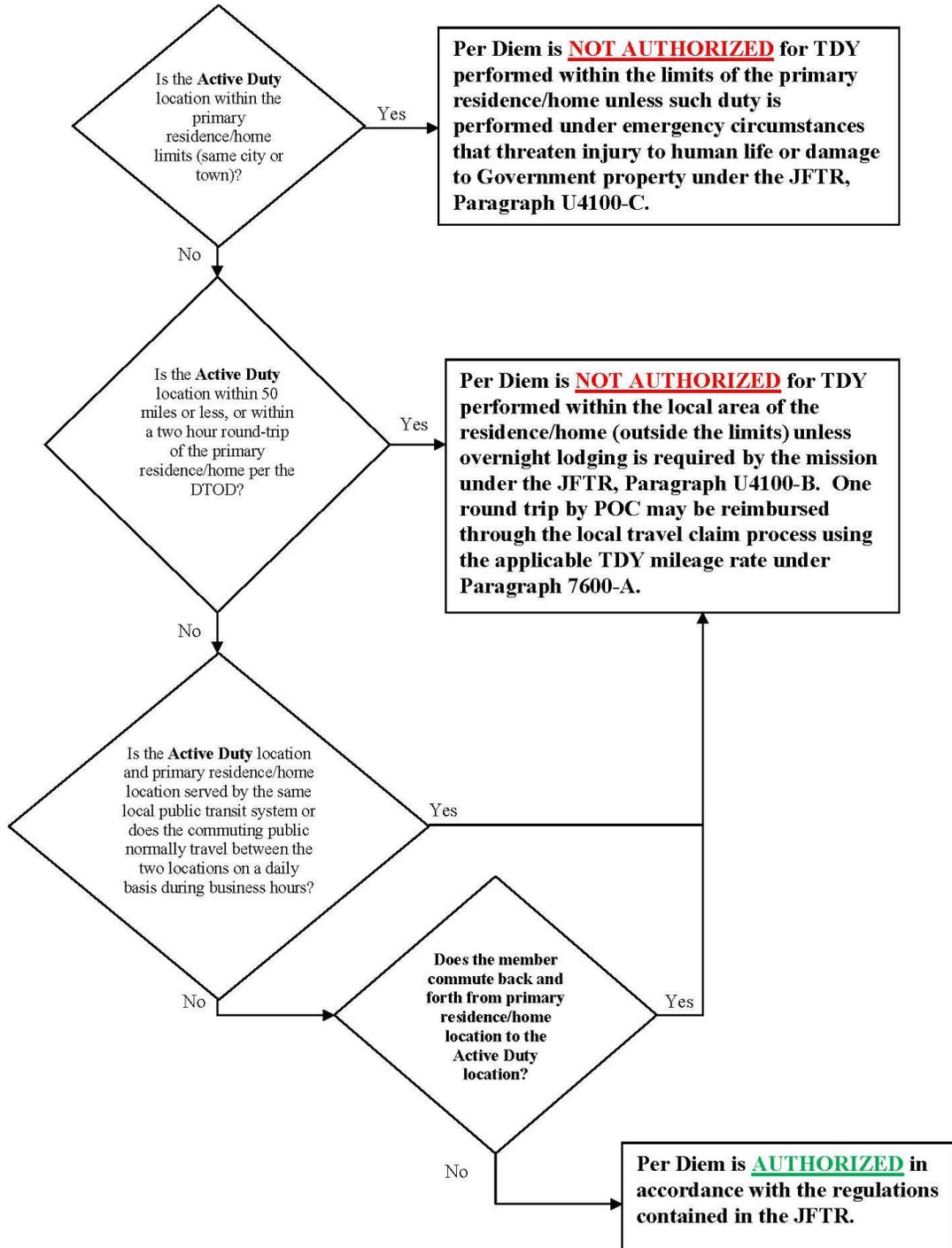


FIGURE 7-1

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CHAPTER 8: CONUS COST-OF-LIVING ALLOWANCE (COLA)

8000 General Information. Implemented in 1995, the purpose of CONUS COLA is to partially offset differentially higher non-housing living costs experienced by members assigned to higher cost areas in CONUS. The current statutory level at which CONUS COLA eligibility begins is 108%. By law, members absorb the first eight percent of expenses above the national average (Standard City U.S.). A city or area above 108% receives one percent of CONUS COLA for each percent that they are above 108%.

- A. The savings that military personnel experience through the use of Government support services like commissaries and exchanges are considered in the overall analysis.
- B. The actual CONUS COLA received by each eligible service member is based on pay grade, time in service, and dependent status.
- C. CONUS COLA indexes are set annually based on locality market costs. The cost of living market price data used in establishing local indexes is obtained from a private contractor, based on a standard market basket of goods and services. The costs of items in the COLA index include, income taxes, transportation costs, insurance, recreational events, medical care, and clothing.

Note: Refer to [DTMO](#) website for additional CONUS COLA information.

8008 Concurrent Payment of CONUS and OCONUS COLA. A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate and a CONUS COLA at the with-dependent rate applicable for the CONUS dependent's designated place. This may occur only if there are no command sponsored dependents residing OCONUS with the member.

8012 Member with Physical Custody of Children. A member who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

- A. Member must be authorized BAH; and
- B. Physical custody must be for a minimum of 90 consecutive days (excluding breaks for five days or less).

8016 Primary Dependent does not reside at the CONUS PDS Location. A member is only authorized to receive one CONUS COLA rate, which is normally based on the member's PDS or ship's home port. A member authorized a dependent's designated place in accordance with **Paragraph 5172** would receive CONUS COLA based on the location of their primary dependent. Refer to the [JFTR](#), Paragraph U8000-D, for the definition of primary dependent.

8020 Government Defers Dependent Travel.

- A. When the Government defers dependent travel at the Government's expense to a member's new PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new PDS.
 - 1. If the dependent residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues.
 - 2. If the dependent is located other than at the member's old CONUS PDS, start CONUS COLA for that location.
- B. CONUS COLA payment based on the dependent's location continues for up to 60 days after dependent travel is authorized unless an extension for a longer period is authorized by [Commandant \(CG-1332\)](#).

8036 CONUS COLA Incident to Dependent Evacuation. A member, whose dependent receives an evacuation order, continues to receive CONUS COLA at the with-dependent rate for the PDS, unless a designated place for their dependent is authorized or approved by [Commandant \(CG-1332\)](#). When such a determination is made, authority for CONUS COLA at the with-dependent rate based on the location of the dependent's designated place begins on the day after the day on which the per diem at the designated place terminates.

8038 Reserve Member. A reserve member called/order to active duty for more than 139 days or in support of a Contingency Operation for any duration is authorized CONUS COLA for the location of their primary residence/home beginning on the first day of active duty. The primary residence/home can only change if there is a break of active duty exceeding one full day (24 hours). If the reserve member is authorized PCS HHG transportation, CONUS COLA is based on the member's PDS on the actual reporting and departing dates. If a reserve member receives an order amendment extending the assignment, the prospective (new) active duty period from the amendment date determines the CONUS COLA authorization.

CHAPTER 9: OCONUS COLA AND TEMPORARY LODGING ALLOWANCE (TLA)

9100 OCONUS COLA General Information. A non-taxable allowance intended to equalize purchasing power so that members can purchase the same level of non-housing goods and services OCONUS as they could if they were stationed in CONUS. It is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living.

- A. Two surveys determine the relative cost of living overseas compared with CONUS.
 - 1. The Living Pattern Survey (LPS), conducted every three years, captures input from members and their families to establish where and how they purchase goods and services; and
 - 2. The Retail Price Schedule (RPS), conducted every year, collects prices for a market basket of approximately 120 goods and services.

- B. Payment of OCONUS COLA is based on the member's Regular Military Compensation (RMC) and spendable income, which are derived as follows:
 - 1. RMC includes basic pay, Basic Allowance for Subsistence (BAS), an average BAH, and the tax advantage from allowances being tax exempt updated with each military pay raise. Estimate of income calculated by years of service and dependency status; updated with each pay increase.
 - 2. Spendable income is derived from Bureau of Labor Statistics Consumer Expenditure Survey (BLS CES) data and carefully details how military families allocate their spendable income across all types of goods and services. Spending for transportation, miscellaneous, household furnishings, food at home, food away from home, recreation, clothing, household help, personal care, tobacco and alcohol, telephone and medical are included.

- C. OCONUS COLA is paid as a percentage of spendable income. An index of 110 would result in an annual OCONUS COLA of 10 percent of the spendable income corresponding to the member's grade, years of service, and family size.

- D. OCONUS COLA is not a fixed amount. Adjustments are either immediate or made incrementally, depending on whether the payment will increase or decrease, as well as whether the change is based on currency or data. For changes based on data, increases are made immediately, but reductions based on data are phased in at **six** points per month to help minimize the impact. Changes based on currency are effective immediately for both increases and decreases to OCONUS COLA.

- E. For OCONUS COLA purposes, a member paying child support is a member without dependents unless the member has command sponsored dependents at the OCONUS PDS other than the dependents on whose behalf the member is paying child support.

Note: Refer to [DTMO](#) website for additional OCONUS COLA information.

9115 Reduced OCONUS COLA. A reduced OCONUS COLA is paid to a member without dependents or without command sponsored dependents at the OCONUS PDS when both Government quarters and Government dining facility/mess are available.

- A. The rates for reduced OCONUS COLA are contained in the [JFTR](#), Paragraph U9115-A.
- B. The presence of a non-command sponsored dependent at or near the OCONUS PDS is not a reason for a member to receive OCONUS COLA at the 0-dependent rate, reduced OCONUS COLA would apply.
- C. A member who has Government quarters available but whose commanding officer furnishes a statement that Government dining facility/mess use is impractical, is authorized OCONUS COLA at the 0-dependent rate, reduced OCONUS COLA would not apply. **A commanding officer cannot determine that Government dining facility/mess use is impractical for a member who routinely eats two or more meals a day in a Government dining facility/mess.**

Note: Refer to the [JFTR](#), Paragraph U9115-B, for other reduced OCONUS COLA exceptions.

9150 TLA General Information. An allowance provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodging at personal expense.

- A. The senior commander in a country/area is the OCONUS TLA Authority and must issue written TLA guidance. Additional responsibilities of the OCONUS TLA Authority are contained in the [JFTR](#), Paragraph U9150-C.
- B. TLA Payment Approving/Authorizing Officials (PAO) must be in the pay-grade of E-6 or GS-7 and above, possess a competent understanding of the TLA regulations contained in the [JFTR](#), Chapter 9 and PAO responsibilities and liabilities contained in the [Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#), Chapter 1, and designated by the unit commander. In accordance with the TLA Field User Guide available on [CG FINCEN](#)'s website, TLA PAO designation memos are submitted to [CG FINCEN](#) (CC) through [Commandant \(CG-1332\)](#) and [CG FINCEN](#) (OPA-MT).
- C. For TLA purposes a member paying child support is a member without dependents unless the member has command sponsored dependents at the OCONUS PDS other than the dependents on whose behalf the member is paying child support.

- 9195 TLA-Special. TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by [DTMO](#) when the lodging costs in a specific area are anticipated to escalate due to a forthcoming special event. Request must be submitted through [Commandant \(CG-1332\)](#) and include the date of an event, hotel prices (U.S. currency) before and anticipated during the event from at least five to seven different hotels located in the affected area, the number of authorized travelers and dependent's age, locations affected, recommended lodging amounts, and documentation indicating the forthcoming special event occurrence. Examples of one-time special events that warrant TLA-Special are listed in the [JFTR](#), Paragraph U9195-A.
- 9215 OCONUS COLA Incident to Dependent Evacuation. OCONUS COLA at the with dependent rate is terminated effective on the dependent's departure date incident to an evacuation unless a designated place for their dependent is authorized or approved by [Commandant \(CG-1332\)](#). When such a determination is made, authority for OCONUS or CONUS COLA at the with dependent rate is based on the location of the designated place for the primary dependent, COLA begins the day after the day on which the per diem at the designated place terminates. TLA is not payable incident to an evacuation.

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CHAPTER 10: HOUSING ALLOWANCES

10000 General Information. Effective 1 January 1998, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. The location determines the rate, and whether the allowance is BAH or Overseas Housing Allowance (OHA).

- A. BAH is based on the median rental housing cost in the U.S. (which includes Alaska and Hawaii) and is paid independently of a member's actual housing costs.
- B. OHA is a cost-reimbursement based allowance for housing outside the U.S. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. The member is reimbursed actual housing costs not to exceed the maximum OHA rate for the specific locality and the member's pay grade.

Note: Refer to the [Coast Guard Pay Manual, COMDTINST M7720.29 \(series\)](#), Chapter 3, the [JFTR](#), Chapter 10, and [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\)](#) for additional housing allowance entitlements and procedures.

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APPENDIX A ACRONYMS

ADT	Active Duty for Training
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AMHS	Alaska Marine Highway System
AO	Authorizing/Approving Official
APACS	Aircraft and Personnel Automated Clearance System
ATM	Automated Teller Machine
ATU	Administrative Target Unit
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BLS CES	Bureau of Labor Statistics Consumer Expenditure Survey
CA Airfare	Capacity Controlled City-Pair
CBA	Centrally Billed Account
CCRN	Credit Card Refund Notice
CDW	Collision Damage Waiver
CFR	Code of Federal Regulations
CG FINCEN	Coast Guard Finance Center
CGIS	Coast Guard Investigative Service
CG PPC	Coast Guard Pay and Personnel Center
CG PSC	Coast Guard Personnel Service Center
CGS-JFTR	Coast Guard Supplement to the Joint Federal Travel Regulations
COLA	Cost-of-Living Allowance
COMDT	Commandant
CONUS	Continental United States
COT	Consecutive Overseas Tour
DLA	Dislocation Allowance
DMR	Discounted Meal Rate
DST	Dependent Student Transportation
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
EMPLID	Employee Identification Number
EUM	Essential Unit Messing
ERD	Early Return of Dependents
FEML	Funded Environmental and Morale Leave
FPD	Finance and Procurement Desktop
GMR	Government Meal Rate
GOV'T	U.S. Government
GTCC	Government Travel Charge Card
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
IE	Incidental Expenses
IBA	Individually Billed Government Travel Charge Card Account

IPCOT	In-Place Consecutive Overseas Tour
JFTR	Joint Federal Travel Regulations
LOA	Line of Accounting
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
NAF	Non-Appropriated Fund
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance
PAO	Payment Approving/Authorizing Official
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PLEAD	Place from Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POC	Privately Owned Conveyance
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PPPM	Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
RITA	U.S. DOT Research and Innovation Technology Administration
RPS	Retail Price Schedule
RMC	Regular Military Compensation
R&R	Rest and Recuperative Leave
SWE	Service Wide Exam
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TEMDUINS	Temporary Duty Under Instruction (same as TDY)
TLA	Temporary Lodging Allowance – OCONUS
TLE	Temporary Lodging Expense – CONUS
TMC	Travel Management Center
TONO	Travel Order Number
TVS	Travel Voucher Summary
VPC	Vehicle Processing Center
U.S.	United States
U.S.C.	United States Code
YCA Airfare	Non-Capacity Controller City-Pair