



**DEPARTMENT OF WAR
FINANCIAL MANAGEMENT REGULATION**

VOLUME 9: "TRAVEL POLICY"

**UNDER SECRETARY OF WAR
(COMPTROLLER)**

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VOLUME 9**TRAVEL POLICY****1.0 GENERAL****1.1 Overview**

The policies addressed in Volume 9 apply to all personnel traveling under orders funded by the DoW. The scope and provisions in the volume align with the Joint Travel Regulations (*JTR*) which is the overarching directive for travel and entitlements.

This includes military members, civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoW invitational travel authorizations. Individual DoW Component travel implementing guidance remains in use to provide direction for travel order preparation, administration and accounting. General policy guidance to official travelers on transportation allowances is also provided.

1.2 Authoritative Guidance

Refer to the authoritative guidance document on the AskDFAS webpage.

1.3 Definitions

Refer to the Glossary of terms document on the AskDFAS webpage.

1.4 Procedures

Refer to the procedures document listed on the AskDFAS webpage.

2.0 VOLUME INFORMATION

The policies addressed in this section apply to all personnel traveling under orders funded by the DoW. This includes military members, civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoW invitational travel authorizations.

2.1 Additional Guidance

2.1.1. Additional guidance pertinent to the U.S. Air Force and Space Force is in the Department of the Air Force Instruction 24-602, Volume 1, Passenger Movement.

2.1.2. Additional guidance pertinent to the U.S. Navy is available in the Navy Passenger Transportation Manual (OPNAVINST 4650.15C CH-1).

2.1.3. Additional guidance pertinent to the U.S. Marine Corps is in the Marine Corps Assignment, Classification, and Travel System Manual (ACTSMAN).

2.1.4. Additional guidance pertinent to the use of Nonappropriated Funds is in the DoW Instruction 1400.25, Volume 1405.

2.2 Exceptions

The Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) is the approving authority for exceptions to policy. Requests for exceptions must include a justification, a recommendation and approval from the appropriate DoW Component command channel at or above the level of the Deputy Chief Financial Officer (DCFO), OUSD(C). Send requests through the appropriate DoW Component to the Defense Finance and Accounting Service (DFAS), Director, Accounting and Finance Policy Division (DFAS-ZPT), 8899 E. 56th Street, Indianapolis, IN, 46249. DFAS-ZPT will review and recommend approval/disapproval to the DCFO, OUSD(C), who will make the final decision.

2.3 Effective Date of JTR Changes

See the information on “EFFECTIVE DATE OF REGULATION CHANGES” in the Introduction to the JTR for explanations of JTR effective dates. The DFAS-ZPT may release policy memorandums affecting Volume 9 that implement PDTATAC determinations, if necessary. These policy memorandums remain in effect until published in a change to Volume 9.

2.4 Responsibilities

The OUSD(C) has ultimate responsibility for the policies contained in Volume 9. The DoW Components may submit requests for changes to DFAS-ZPT. The DFAS-ZPT will review requests and initiate recommended changes to Volume 9 if necessary.

3.0 TRANSPORTATION ALLOWANCES

This section provides general policy guidance to official travelers on transportation allowances.

3.1 Use of Privately Owned Vehicle (POV)

An Authorizing Official (AO) may authorize, but cannot direct a traveler to use a POV in connection with travel on official Government business. This limitation also applies to travel as a passenger in a POV.

3.2 When POV Use is More Advantageous to the Government

POV use on a temporary duty (TDY) assignment is not automatically considered to be advantageous to the government.

3.3 Allowable Travel Time Policy

The standard DoW procedure for administering travel time for all DoW travelers is based on the official distance, the type of transportation authorized, and the transportation used.

3.3.1. Day of Arrival at the TDY Point. When the traveler is required to perform duty at the TDY point on the day of arrival, that day is a day of duty. Travel time is granted prior to that first duty day. When the traveler performs no duty at the TDY point on the day of arrival, that day is a travel day.

3.3.2. Day of Departure From the TDY Point. When a traveler is required to perform duty at the TDY point on the day of departure, that day is a day of duty. Travel time is granted after that last day. When a traveler is not required to perform duty at the TDY point on the day of departure from the TDY point, that day is a travel day.

3.4 First Class Or Business Class Accommodations

It is DoW policy that travelers using commercial air carriers for official travel must use economy or coach accommodations. This does not preclude the traveler from accepting a complimentary seating upgrade offered by the carrier.

3.5 Unused/Lost/Stolen Transportation Requests Or Tickets

If a traveler does not use the ticket (paper or electronic) for Government-procured transportation, the traveler must return that ticket to the TO/TMC. Travelers utilizing electronic tickets for which they do not have an issued boarding pass must return a copy of their itinerary to the TO/TMC. The traveler must complete and have the issuing authority (i.e., TO/TMC) sign an original and one copy of a **DD Form 730**, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets. The **Standard Form (SF) 1170, Redemption of Unused Tickets**, may also be used if its use is in accordance with Service regulations. The traveler must attach a copy of the DD Form 730/SF 1170 (or other receipt) to the travel claim. If a traveler loses a paper ticket or transportation request, the traveler must contact the TO/TMC for assistance. A traveler remains financially responsible to the Government for the cost of a lost or stolen paper ticket or transportation request, regardless of fault or negligence. See **31 U.S.C. § 3711** and Volume 16. If the travel order directs use of Government-procured transportation, do not reimburse the traveler for personally procured transportation unless the AO provides a statement to allow reimbursement. See **DoW Instruction 5154.31, Volume 2**.

3.6 Involuntarily Relinquished Airline Accommodations

Penalty payments or credits issued by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space belong to the U.S. Government, and not the traveler. Travelers must request that the transportation carrier show "Treasurer of the United States" as the payee on the compensation check and forward the payment according to Service/DoW Agency directives.

3.7 Reimbursement for the Cost of Damages to Commercial Rental Vehicles

Rental cars covered by the DTMO rental car agreement include full liability and vehicle loss, and damage insurance coverage in the Government rate. Reimbursement or payment to the rental agency for damages must be made by the Government, or by the traveler if it is determined that the traveler was not within the scope of employment when the loss occurred. When Government reimbursement is approved, and extra collision insurance is not purchased or included in the basic rental contract (e.g., in accordance with DTMO negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained, or the deductible amount (when contained in the rental agreement), for a vehicle properly rented and damaged in the performance of official business.

3.8 Prohibition on Self Approval

Appointed AOs and approving officials may not approve their own vouchers for payment of local travel.

4.0 TEMPORARY DUTY TRAVEL (TDY) AND TRAVEL ADVANCES

This section identifies the DoW financial management policies and guidance governing travel administration for travelers performing Temporary Duty (TDY) travel, and for travel advances.

4.1 Responsibilities

Departmental Accountable Officials (DAO) must be appointed and terminated using a DoW (DD) Form 577, Appointment/Termination Record - Authorized Signature.

4.2 Reviewing Officials

The person appointed as a reviewing official may not serve concurrently as a certifying or disbursing officer. Except where impracticable within afloat or tactical operating forces, persons appointed as reviewing officials must not be in the supervisory chain of command of a certifying or disbursing officer.

4.3 Certifying Officers.

Certifying Officers are pecuniarily liable under Title 31 United States Code (U.S.C.), section 3528 (31 U.S.C. § 3528). Also, see Title 41 Code of Federal Regulations (CFR) (41 CFR § 301-71.203) and Volume 5. Responsibilities for individuals appointed as Certifying Officers are applicable to both Defense Travel System (DTS) and non-DTS travel claims.

4.4 Responsibilities of Others Involved in the Travel Process

Government Travel Charge Card (GTCC) Agency Program Coordinators (APCs). APCs implement and execute the GTCC program. See DoW Instruction (DoWI) 5154.31, Volume 4 and the DoW GTCC Regulations for additional information and APC responsibilities.

4.5 Automated Information System (AIS) Administrators.

The AIS administrators operate and maintain systems to support travel management. They support the allowance, certifying, and disbursing systems.

4.6 Suspected False Claims Travelers

Suspected False Claims Travelers are liable under 18 U.S.C. § 287 and 18 U.S.C. § 1001, and the False Claims Act 31 U.S.C. §§ 3729 through 3731, if they knowingly submit false, fictitious, or fraudulent claims. When a suspected fraudulent claim is presented for payment, certifying officers or disbursing officers must follow the policies and procedures outlined in Volume 5.

4.7 Travel Orders

Travel orders are prepared in accordance with DoW Component management guidance and administrative instructions including the JTR, paragraph 010206 for Service members and civilian employees, and the JTR, paragraph 030501 for invitational travel authorizations. The travel order establishes in writing the conditions for official travel and transportation at government expense.

4.8 Funding

4.8.1. All orders, wherever possible, must be funded by the traveler's organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler's organization must obtain a fund cite from that office in an amount sufficient to pay for the travel prior to issuing travel orders.

4.8.2. In the event of a split-year funded trip, the traveler must return to his or her official duty station if no DoW Appropriation Act has been signed or continuing resolution has been enacted. Expenses incurred in returning to the traveler's duty station will be posted in the new fiscal year as necessary costs to close down operations.

4.9 Itinerary Variations

Variations Authorized. The authorization of travel variations should not be used in place of adequate advance planning, nor must they be used to grant an open travel authorization. Variations must be authorized in the order and are permitted only when considered mission essential in accordance with Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) Travel Orders.

4.10 Object Classification Accounting

Object Classification Accounting for TDY travel is accomplished through the use of a single object classification code. All TDY orders must be issued using the single object classification code of 21, "Travel and Transportation of Persons." Temporary exemptions to the

mandatory use of the two-digit (21) object classification code to accommodate component-unique accounting requirements may be permitted only with the advance approval of the Under Secretary of Defense (Comptroller) or designee.

4.11 Registration Fees

All registration fees incurred while DoW travelers are on TDY travel must be charged to object classification code 21, "Travel and Transportation of Persons."

4.12 Travel Advances

4.12.1. Policy. Advance payment of travel allowances may be issued to Service members (37 U.S.C. § 452) and civilian employees (5 U.S.C. §§ 5705 and 5724). However, travel advances must not be authorized unless an exemption to GTCC use is granted in accordance with the GTCC Regulations, section 0406. Personnel who are exempted from mandatory use of the GTCC may obtain travel advances only via EFT. See section 5.0 for limitations on advances. The Commander or supervisor, in coordination with the disbursing officer, may authorize cash advances in limited situations where no other process is available to accomplish the mission. See DoWI 5154.31, Volume 4 for additional guidance on the GTCC program. To determine if an individual is exempt from mandatory use of the GTCC, see the GTCC Regulations.

4.12.2. Cadets and midshipmen travel in accordance with the policies of the respective service academy. If a cadet or midshipman requires a travel advance or seeks settlement at a disbursing office.

4.13 Invitational Travel Authorizations

Travel advances may be authorized for travelers using invitational travel authorizations. The amount of the advance must be approved by the order-issuing AO and included on the invitational travel authorization. Limit advances to the authorized amount.

4.14 Travel Advance Limitations

When GTCC use is exempted in accordance with the GTCC Regulations, section 0406, DoW Components must limit travel advances to those estimated expenses that a traveler is expected to incur for authorized travel including travel incident to TDY, permanent duty travel (PDT) or civilian employee temporary change of station (TCS). This limitation applies to all advances. See Procedural Guide for more detailed information on advances.

4.15 Household Goods (HHG) Amount

4.15.1. Civilian Employees. An advance for the cost of HHG transportation must be limited to the cost of shipping the estimated weight of the civilian employee's HHG within the maximum weight for which a civilian employee is eligible at the applicable rate and distance shown in the commuted rate table. An advance for the cost of temporary storage must be limited

to the applicable commuted rate for the weight of HHG and period of storage, not in excess of 90 days and not in excess of the maximum HHG weight for which a civilian employee is eligible.

4.15.2. Service Members. An advance for the cost of HHG transportation is limited to 60 percent of the constructed cost of the personally procured move monetary allowance. See the JTR, subparagraph 051502.G.3.

4.16 Temporary Lodging Amount

4.16.1. Civilian Employees. Advances may be paid for Temporary Quarters Subsistence Expense (TQSE) in 30-day increments for subsistence expenses covered in the JTR, Table 5-84. The initial advance of funds for TQSE must not exceed the maximum amount allowable under the JTR, Table 5-85 for the first authorized period of 30 days or less. Thereafter, advances for subsequent 30-day periods may be paid as authorized by the DoW Component. When an advance is needed for the second and subsequently authorized 30-day periods, DoW Components should advise civilian employees to submit the request for advance in sufficient time to allow for processing, approval, and issuance of the advance. *

4.16.2. Service Members. An advance for the cost of Temporary Lodging Expense (TLE) may be paid for the average number of days that TLE is paid in connection with a PCS. See the JTR, paragraph 050602.

4.17 Dislocation Allowance (DLA)

DLA advance payments may be issued to Service members 30 days prior to travel rather than 10 days prior to travel as directed for other travel advances. All other conditions related to the advance payment and final settlement of travel allowances remain in effect.

4.18 Group or Charter Arrangements.

When payment for transportation under group or charter arrangements cannot be made to a carrier with Government-procured transportation documents, an advance may be paid based on the estimated cost of the transportation to be furnished.

4.19 Requesting an Advance.

4.19.1. Requesting an Advance. Subject to the conditions in subparagraph 4.19.2 an advance must, upon request, be paid to a civilian employee or Service member. The appropriate office must compute the amount paid. An exception to this requirement is authorized when individual travel orders are received via the Department of the Navy certified Automated Travel Order delivery system. An advance is subject to the conditions stated in the following subparagraphs:

4.19.2. Number of Advances Authorized. Ordinarily, only one advance may be paid for a specific purpose under the same travel order. An exception to this rule may be made for civilian employees or Service members on TDY in excess of 45 days aboard Navy ships or civilian employees or Service members on other TDY assignments under an individual travel order in

excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amounts advanced during the TDY assignment may not exceed the total amount authorized to be advanced in the traveler's orders.

4.20 Advance Repayment

4.20.1. General. A civilian employee or Service member who has received an advance must submit a travel claim voucher within 5 working days of the civilian employee's or Service member's return after the end of each trip so that settlement of the advance account can be made. The responsible settlement office that accounts for funds against which the advance is charged is responsible for settlement or collection action in accordance with the applicable Component's accounting or disbursing regulation. The DoW Components must implement internal controls to assure that:

4.20.1.1. Travelers with outstanding travel advances are notified of any delinquencies in filing vouchers and repaying outstanding travel advances, and

4.20.1.2. Outstanding travel advances and unpaid travel vouchers are reviewed and settled prior to an individual's separation.

4.20.2. Accounting for Advances. Accounting for advances for travel purposes, recovery, and reimbursements must be in accordance with procedures prescribed by the Government Accountability Office (GAO). See the GAO Policy and Procedures Manual for Guidance of Federal Agencies, GAO Title 7, Fiscal Guidance.

4.21 Advances for Service Member Separatees or Retirees

A Service member who is separating or retiring may be paid an advance through EFT incidental to separation/retirement no more than 10 days prior to the Service member and/or dependent(s) actual travel dates. Upon completion of the travel, a Service member who has received an advance must submit the travel claim to the appropriate settlement office.

4.22 Travel Status

4.22.1. General Travel. Status begins when a traveler departs the home or office and ends when the traveler returns to the office or home. See the JTR, paragraph 010203, and Appendix A.

4.22.2. Aircrew. Generally, aircrew travel status begins with take-off from the PDS and ends with landing at the PDS. See the JTR, subparagraph 010203.D.

4.23 Furnished Meals

4.23.1. Complimentary Meals Furnished by a Hotel. When a traveler is furnished a complimentary meal by a commercial lodging establishment for which a charge is not added in the lodging cost, that meal is not a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal is consumed by the traveler. For rules concerning lodgings and

meals furnished by Government contract, see the JTR, paragraph 020304. Additional information on what constitutes deductible/non-deductible meals can be found in the JTR, Table 2-18.

4.23.2. Meals Furnished at Conferences. When some but not all meals are included in conference fees, the proportional meal rate applies on each day one or two meals are provided, except on travel days to and from the PDS. Light refreshments, including a continental breakfast, are a deductible meal when served at a mealtime (e.g., breakfast 0600-0800). Light refreshments served during a break (not at a mealtime) are not a deductible meal. See the JTR, subparagraphs 030201.B and 030201.C.

4.24 Government Quarters and Government Dining Facility Availability

Travelers are not required to obtain written non-availability statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The availability of Government quarters, contract quarters, and dining facilities must be confirmed when a reservation request is made.

4.25 Temporary Duty (TDY) at an Installation

4.25.1. Military Personnel TDY to an Installation. Service members are required to check for Government quarters availability when TDY to a U.S. installation. Availability or non-availability documentation must be obtained per the JTR, paragraph 020303. Service members should use adequate available Government quarters when TDY to a U.S. installation; however, when adequate Government quarters are available on that U.S. installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost. See the JTR, paragraph 020303.

4.25.2. Civilian Personnel TDY to an Installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILP site. A civilian employee is required to use Government quarters at an ILP site. See the JTR, subparagraph 020303.B.2. If the electronic reservation system cannot reserve Government quarters, then make reservations through Department of Defense Lodging, or by contacting the Government quarters facility directly. In compliance with the requirement to exercise prudence when incurring expenses, civilian employees should exercise the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense. An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging or meal cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel occurs. Only a DoW Component head may authorize a reduced per diem rate for a civilian employee, except as otherwise specified in the JTR. See the JTR, paragraphs 010102, 020303, and 020308.

4.26 Special Status and Per Diem Rates

Reduced or zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining, take effect at 12:01 a.m. the day after the

traveler enters the status and ends at 12:00 a.m. the day preceding the day the traveler leaves that status. See the JTR, paragraph 020315.

4.26.1. Occasional Meals or Lodging. Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise authorized. See the JTR, paragraph 020305.

4.26.2. Travel Orders. Travel orders must identify the reduced per diem rates, availability or non-availability of Government quarters, authorization for Government or proportional meal rate as applicable, identification of special status, and reference to the letter or message in which they were established.

4.27 Consecutive TDY

4.27.1. Per Diem. Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler and the traveler either remains at the first TDY location or travels to the next TDY location within the allowable travel time.

4.27.2. Authorized Delay En Route. A traveler may receive per diem if awaiting transportation at an authorized delay point between TDY locations. To attain savings to the Government, combine what would have been two separate TDY trips into one longer trip and provide for AD at an intermediate location. Per diem is payable for the interval between the two periods of TDY. The amount of per diem paid is based on the location of the AD.

4.28 Leave, Permissive TDY, or Administrative Absence In Conjunction with Funded TDY

4.28.1. Permissive/Administrative Travel Time. A traveler who takes leave, permissive travel, or an administrative absence before or after a funded TDY is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive travel, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two TDY locations.

4.28.2. Travel Time When Using a POV. Permissive or administrative travel time is authorized when a traveler is authorized to travel by POV for personal convenience on funded TDY and reimbursement is based on a constructive schedule. Compute the allowable travel time based on the provisions of the JTR, paragraph 020302. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

4.29 Return to the PDS During TDY

Authorized Return When a travel order authorizes return to the PDS, the traveler is authorized travel, transportation allowances, and per diem for travel from the TDY site to the PDS and return to the TDY site.

5.0 PERMANENT DUTY TRAVEL (PDT)

This section provides general policy for the preparation, submission, and processing of permanent duty travel (PDT) claims for travelers. There are a number of PDT benefits or allowances that DoW members and civilian employees may be authorized when traveling from one Permanent Duty Station to another at the direction of the Service or agency for which they are working.

5.1 Defense Travel System (DTS)

The DTS does not currently support PDT, and should not be used by DoW travelers for arranging travel or settling claims involving PDT.

5.2 Personally-Procured Move (PPM) Monetary Allowance

A Service member or a deceased member's next of kin may elect to personally-procure HHG transportation and be paid a monetary allowance of 100 percent of the Government's "Best Value" cost for the actual HHG weight transported up to the maximum authorized weight allowance. The member must have orders authorizing PDT, temporary duty (TDY) with HHG allowances, or a short distance HHG move in accordance with the JTR, section 0519. The TO will provide the member with a DoW (DD) Form 2278, Application for Personally Procured Move (PPM) and Counseling Checklist. This form shows the Government Constructed Cost (GCC) or contract cost for moving the HHG, based on a weight estimate provided by the traveler. A Service member, or next of kin who personally arranges for HHG transportation without going through a Government transportation office is responsible for all issues and costs related to circumstances outlined in the JTR, subparagraph 051502.A.

5.3 Actual Expense Reimbursement for Personally-Procured Shipment or Storage of HHG

5.3.1. Supporting Documents.

5.3.1.1. Receipts for expenses of \$75 or more

5.3.2. Payment. If the claim is proper and supported by the appropriate documentation, the disbursing office must pay the claim.

5.4 Dislocation Allowance

DLA is paid to members as specified in the JTR, section 0505. If a change of grade occurs between the issue date of orders and the effective date of orders, a copy of the promotion/demotion orders may be submitted with the claim versus an amended order.

5.5 Effect of Assignment to Quarters

A member without dependents, who is above the pay grade of E-5, may receive DLA if the member elects not to occupy assigned quarters of the United States or a housing facility under the jurisdiction of a uniformed service, and the quarters or facility do not meet the minimum adequacy

standards established by the Secretary of Defense for members in such grade. Do not advance or pay DLA to a member under these circumstances without a statement from the gaining organization that assigned quarters do not meet the minimum adequacy standards. See the JTR, subparagraph 050505.B.

5.6 DLA Advance Payments

DLA advance payments may be issued 30 days prior to travel rather than 10 days prior to travel as directed for most other travel advances in Chapter 5. All other conditions related to the advance payment and final settlement of travel allowances as outlined in Chapter 5 remain in effect. Components may alternatively opt to authorize use of the Government Travel Charge Card (GTCC) for DLA expenses in accordance with the DoW GTCC Regulations, paragraph 040505.

5.7 Civilian Temporary Quarters Subsistence Expense (TQSE)

A DoW employee's PDT orders must authorize the initial TQSE period and specify whether the Lodgings Plus (LP) method or the Lump Sum (LS) method is authorized. Additional periods of TQSE (LP) require amended orders. The employee must provide a statement in advance selecting TQSE (LS), which certifies that TQSE expenses will be incurred. The disbursing office does not determine the number of TQSE days authorized. Receipts are required for all TQSE (LP) lodging expenses as specified in the JTR, Chapter 5, subparagraph 054206.C. Advances and payments for TQSE are based on the provisions of the JTR, Chapter 5, paragraph 054206.G.

5.8 Home Marketing Incentive Payment (HMIP)

The document submitted for payment of HMIP may be a locally-developed form used as an attachment to the travel settlement claim, DD Form 1351-2. The form, at a minimum, must contain the following information:

5.8.1. Employee's name (last, first, middle initial);

5.8.2. Employee's Social Security Number;

5.8.3. Employee's present position, title, grade;

5.8.4. Employee's current organization;

5.8.5. Employee's current duty phone;

5.8.6. Computation of HMIP to include the final payment amount (the relocation services company must complete the amended sale transaction and submit the employee's real estate invoice for payment before the computation can be completed);

5.8.7. Traveler's signature; and

5.8.8. Order approving official's signature.

5.9 HMIP Income Tax Considerations

HMIP is considered income, and a W-2 must be processed showing the taxes withheld and the employee income. No authority exists to pay either a withholding tax allowance (WTA), or a relocation income tax allowance (RITA) to offset the Federal, state, and local income taxes on the incentive payment. Payment offices must obtain an approved document (as described in paragraph 10.2) with a DD Form 1351-2 and a valid copy of PDT orders for payment.

5.10 Payment of Travel Vouchers Involving OCONUS Permanent Duty Assignment for DOW Civilian Employees

Proceeding To, or Round Trip Travel From, a PDS OCONUS. Reimbursement vouchers for travel to a PDS OCONUS under an original agreement, or for round trip travel from a PDS OCONUS under a renewal agreement, must be prepared upon completion of the travel and submitted to the travel computation office servicing the OCONUS station for payment.

5.11 Transfer From PDS OCONUS

When employees transfer from OCONUS duty stations, they must submit reimbursement vouchers to the travel computation office that supports the new duty station.

5.12 Returning From OCONUS Employment for Separation From the Service

5.12.1. General. Prior to departure from an OCONUS duty station, an employee who is being returned for separation for any reason must be furnished written instructions by the releasing activity on the following:

5.12.1.1. How to record trip itinerary,

5.12.1.2. Which travel expenses are reimbursable,

5.12.1.3. How to keep a record of these items, and

5.12.1.4. How to complete and sign documents that are to be forwarded for the purpose of finalizing pay and reimbursement of travel claims.

NOTE: Except as provided in subparagraph 11.3.2, the OCONUS releasing activity, in conjunction with the servicing travel computation office, must process final pay and settlement of travel claims for employees who are returned for separation.

5.12.2. Navy Employees. Travel claims of the following Navy employees must be submitted to the office that supports the location to which the employee returns:

5.12.2.1. Employees who are returned from OCONUS for separation under overseas agreements or for purposes of retirement, and

5.12.2.2. Foreign nationals who are returned to their places of residence in foreign countries for separation under employment agreements or for purposes of retirement.

5.12.3. Allowance Determination. The appropriate finance office must determine an employee's travel, transportation, and relocation allowances. The allowance determination must occur prior to processing the employee's separation. Travel, transportation, and relocation allowances previously furnished and/or to be furnished are computed by the activity where the violation occurred.

5.12.4. Statement of Liability or Credit. For each transportation agreement violation, the finance office must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, obligations, and credits (and an explanation of how the credits are used or applied). A copy is sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee must also be informed of the right to file a claim if he or she disagrees with the statement of liability or credit.

5.12.5. Collection. If the finance office determines that an employee is indebted to the Government, the office must immediately initiate collection action.

6.0 EVACUATION ALLOWANCES

This section provides general financial policy for evacuated military/uniformed member dependents and civilian employees and/or their dependents.

6.1 Orders

Copies of the departure orders support evacuation advances and payments. If departure orders are not available, refer evacuees to the local personnel organization. The Defense Travel System does not support evacuation travel. For more information see the Defense Travel Management Office's *"Who may use the Defense Travel System"* document.

6.2 Evacuation From Foreign Locations

6.2.1. Military Member Dependents. The JTR, Chapter 6, sections 0602 and 0603 cover allowances for the dependents of Service members authorized or ordered to evacuate from locations outside the continental United States. Uniformed members are not evacuated; however, they may be issued orders for temporary duty (TDY) travel as required.

6.2.2. DoW Civilian Employees and/or Families. Title 5, United States Code (U.S.C), section 5725 (*5 U.S.C. § 5725*) provides authority for transportation at the Government's expense for an employee's dependents and household goods to a safe haven location when an evacuation is authorized or ordered. The JTR, Chapter 6, section 0604 addresses regulations governing evacuations from foreign areas. *Title 5 U.S.C. § 5522* provides authority for advance pay, allowances, and differentials when an employee and/or their dependents are authorized or ordered to evacuate the employee's permanent duty station. The DSSR, section 600, "Payments During

An Ordered/Authorized Departure” relates to the evacuation of civilian employees of the United States and their dependents from or within any foreign area.

6.3 Evacuations From United States and Non-Foreign Outside the Continental United States (OCNUS) Locations

6.3.1. Military Member Dependents. The JTR, Chapter 6, sections 0602 and 0603 cover allowances for the dependents of Service members authorized or ordered to evacuate from locations within the United States. Uniformed members are not evacuated; however, they may be issued orders for TDY travel as required.

6.3.2. DoW Civilian Employees and/or Families. Evacuations within the United States and non-foreign OCNUS locations (including evacuations during a pandemic health crisis) are administered under authority cited in 5 CFR 550.401 through 550.409.

6.4 Finance Office Guidance

The finance office that supports the evacuation point or safe haven area must assist any evacuated traveler with all financial matters.

6.5 Claims

6.5.1. Claims Preparation. All claims for payment of evacuation allowances should be submitted to the appropriate supporting DoW component. The supporting finance office must assist evacuees with claim preparation.

6.5.2. Payment Method. Initial evacuation advance payments are usually mass evacuation payments. Finance offices are encouraged to use DoW **(DD) Form 1351-6**, Multiple Payments List, as a supplement to **DD Form 1351-2**, Travel Voucher or Subvoucher, to expedite payments. However, this alternative payment method does not lessen the need for proper documentation. Payments to dependents must be made only upon presentation of a valid travel order issued by a competent authority.

7.0 PROCESSING TRAVEL CLAIMS

This section provides general policy to travelers for the preparation, submission, and processing of travel claims for electronic submission through the DTS and for PDT and Temporary Duty Travel forms for hard-copy submission.

7.1 Payment Method

Electronic funds transfer is the mandatory travel-claim settlement method within DoW. Split disbursement -- direct EFT payment to the Government Travel Charge Card (GTCC) contractor for GTCC charges and to the cardholder for any residual amount -- is also mandatory. Supervisors may authorize an alternative payment method in limited cases where the traveler lacks access to a financial institution capable of receiving EFT transmissions.

7.2 Adjustments of \$10 or Less

The Disbursing Officer (DO) must pay the traveler all amounts due on the original settlement claim. The DO is not required to collect amounts of \$10 or less on final settlement or on an overpayment of \$10 or less subsequently detected. The DO must process supplemental payments of \$10 or less only when specifically requested by the traveler.

7.3 Over Advances

If upon a travel-claim settlement the DO determines that a traveler received an excessive advance and the excess is greater than \$10, the DO must issue a letter of indebtedness and provide the traveler an opportunity to repay the excess immediately. If immediate payment is not made, the DO must initiate collection action per DoW FMR Volume 16.

7.4 Overpayments

If the DO detects an overpayment greater than \$10, the DO must issue a letter of indebtedness requesting remittance. The traveler must pay the indebtedness within 30 calendar days of the notification date; otherwise, the DO must initiate collection action per DoW FMR Volume 16.

7.5 Income Taxation of Reimbursable TDY Allowances

When a civilian employee performs a TDY assignment at one location for more than a year, the Internal Revenue Service (IRS) considers the duty station to be permanent, and any reimbursement (e.g., per diem) is considered taxable income (see ***Title 26, United States Code (U.S.C), section 162(a)*** and ***Internal Revenue Ruling 99-7***). The IRS may consider a TDY assignment at one location for less than a year to be permanent, depending upon the specific circumstances. Travel Authorizing Officials must determine, IAW the JTR, paragraph 010206, that the assignment is not a Temporary Change of Station (TCS) or a Permanent Change of Station (PCS) move before authorizing a long-term TDY assignment away from the permanent duty station (PDS) for more than 180 days. When TDY reimbursements are taxable income, the travel office must compute all applicable tax withholdings, deduct them from the traveler's claim(s), and issue an IRS Form W-2, Wage and Tax Statement, to the traveler. The IRS Form W-2 must include income and the tax withholding amounts. Civilian employees who perform long-term TDY assignments for which TDY allowances are taxable are also authorized an Extended TDY Tax Reimbursement Allowance (ETTRA) IAW the FTR, Part 301-11, Subpart F. At a minimum, travelers will submit a DoW (DD) Form 1351-2, Travel Voucher or Subvoucher, a copy of their travel orders, and the IRS Form W-2 issued from the travel settlement office to claim the ETTRA. NOTE: The traveler must submit travel claims involving taxable TDY allowances on a DD 1351-2 to the appropriate travel settlement office. DTS does not compute claims involving income taxes; do not use DTS in these instances.

7.6 Claim Preparation

7.6.1. Completion. The traveler is responsible for preparing their DD 1351-2 to claim reimbursement for official travel. Even when another party prepares the claim, the traveler retains responsibility for the truth and accuracy of all information. When the traveler or a legally appointed designee signs the form, the traveler attests that all statements are true and complete and acknowledges liability for filing a false claim. All claims and attached statements must be completed in ink, by typewriter, or by computer-generated form.

7.6.2. Reimbursements for Other Traveler's Expenses. Reimbursement to travelers for expenses incurred by other travelers is prohibited. Travelers are reimbursed only for expenses they themselves incur. Approving Officials, Authorizing Officials, and Certifying Officers must deny all travel claims that include expenses of other personnel. Approving such a claim subjects the approving official to potential pecuniary liability (see Chapter 5, paragraphs 2.1 and 2.2).

7.6.3. Statements for Common Carrier Reimbursement. When a traveler claims reimbursement for common carrier transportation paid in cash, the traveler must include the following statement on the claim: "I hereby assign to the United States any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described herein."

7.7 Other Instructions

The traveler must attach all lodging receipts regardless of amount and receipts for all other expenses of \$75 or more to the claim. If a receipt is impracticable to obtain or has been inadvertently lost or destroyed, the traveler must provide a written statement explaining the circumstances.

7.8 Authorizing Official Responsibilities

7.8.1. The AO must confirm authorized travel and ensure the following before reviewing and signing a travel claim:

7.8.2. Approving Items. Before approving an item involving a transportation mode not authorized in a travel order, the AO must require the traveler to explain the necessity for that mode on the claim. When a traveler claims a POV expense under orders authorizing travel by common carrier or Government vehicle and the travel-approving official does not determine that POV use is in the Government's best interest, reimbursement is limited per JTR paragraphs 020210 and 020302. An AO may also approve:

7.8.3. Items Requiring Advance Authorization. The following items require advance authorization and may not be approved after the fact on the travel claim:

7.8.3.1. Use of reduced fares for group or charter arrangements,

7.8.3.2. Payment of a reduced per diem rate for subsistence expenses,

7.8.3.3. Acceptance of payment from a nonfederal source for travel expenses, and

7.8.3.4. Travel expenses related to attendance at a conference.

7.9 Review

7.9.1. The traveler must submit original lodging receipts regardless of amount.

7.9.2. The traveler must submit receipts for all single expense items of \$75 or more.

7.10 Submission of Travel Claims

Travelers must submit all TDY and PDT travel claims within five working days of return to, or arrival at, the PDS. For extended TDY over 45 days, and for reservists on Annual Training, Active Duty Training, or Inactive Duty Training known to exceed 45 days, travelers must submit a claim for each 30-day period within five working days after that period ends.

7.11 Travel and Transportation for Funeral Honors Detail

Funeral honors duty travel allowances may be authorized for Reserve Component (RC) military members and individuals not employed by the Government per the JTR. Claims for the Funeral Honors Duty Allowance \$50.00 stipend authorized in Volume 7A, Chapter 58, and Volume 7B, Chapter 22, are not travel allowances and must be submitted to and paid through the appropriate Military Pay office.

7.12 Separated or Retired Members

7.12.1. A separated or retired member who has not received an advance must forward the claim to the disbursing office responsible for that person's pay accounts before separation or retirement. The DO must pay all claims submitted within one year of separation or retirement. The disbursing office supporting U.S. Marine Corps separatees or retirees must pay all claims submitted within 60 days of the month of separation or retirement. Claims received after these filing periods must be forwarded to the applicable Service address:

Army: Defense Finance and Accounting Service (DFAS),
ATTN: Travel Pay, MilPCS,
325 Brooks Road, Rome, NY 13441-4501

Navy: Travel Processing Center at the separatee's or retiree's separation point

Air Force: Member's last servicing Financial Services Office (FSO)

Marine Corps: Member's last servicing Finance/Disbursing Office (FO/DO)

7.12.1.1. Officers. Travel allowances payable to a separating or retiring officer must be applied to offset any indebtedness to the Government when paid as an advance or settlement.

7.12.1.2. Enlisted Personnel. Travel allowances payable in advance to separating or retiring enlisted personnel for personal travel home may not be applied to offset any debts to the Government. Travel allowances payable to enlisted members after they have returned home must be withheld and applied against their debts.

7.12.1.3. Dependents and Household Goods Claims. Advances and settlements of dependent travel allowances and household goods allowances must be withheld and applied to indebtedness to the Government.

7.13 Deceased and Next of Kin

7.13.1. Attendance at a Deceased Member's Memorial Ceremony

7.13.1.1 Claims. ITAs must be issued to eligible family members attending a memorial service. The traveler must complete this trip within 2 years following the member's death, unless the Service Secretary waives the time limitation.

7.13.2. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for preparing the travel claim for the deceased member's travel. The finance official computes and forwards all claims to the supporting DFAS/Service site (see paragraph 6.6.4 for address) for payment or collection. For deceased civilian employees, the surviving spouse, legal representative, executor, or administrator must sign any outstanding travel claims; the travel office computes these claims locally. Travel settlements for GTCC holders are subject to split disbursement per 10 U.S.C. § 2784(a) and the DoW GTCC Regulation. Following payment to the GTCC issuer, any remaining expense reimbursement must be forwarded to the member's or civilian employee's pay activity for inclusion in the death claim payment. All reimbursements for non-card holders must likewise be forwarded to the appropriate pay activity for inclusion in the death claim payment.

7.13.3. Claims for Dependents of Deceased Members. If classification of a TDY order is necessary, the order must be classified, marked, and handled per the applicable DoW Component security regulation.

7.14 Travel Under Classified Orders

If classification of a TDY order is necessary, classify, mark, and handle the special order according to the applicable DoW Component security regulation.

7.14.1. Voucher Support. Distribute classified orders only to persons with the proper clearance who require a copy of the order. An unclassified extract from a classified order may support the payment voucher if it provides sufficient information, permitting an unclassified travel claim. For classified locations, the traveler must indicate each location in the travel claim itinerary

as site 1, site 2, and so forth. The DO must pay the claim when the per diem rate can be applied. If the disbursing official does not have knowledge of the location, or the traveler declines to show the location, the DO must process the travel claim and documentation per Service instructions.

7.15 Navy Oceanographic Office

The disbursing office of the ship must pay travel claims of civilian employees of the Navy Oceanographic Office for travel aboard survey ships when presented before completion of travel. The disbursing office of the traveler's duty station must pay travel claims filed after return to the traveler's duty station.

7.16 U.S. Coast Guard

7.16.1. Coast Guard members who travel on orders citing DoW appropriations must file travel claims using the same procedures as active-duty DoW members at the disbursing office of the unit whose funds are cited. Disbursing offices must settle these vouchers on the same basis as those of any other member. If excess travel time is involved, forward a copy of the settlement voucher to:

Commanding Officer (TVL)
U.S. Coast Guard Pay and Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

7.16.2. U.S. Coast Guard Travel on Other Than DoW Appropriations When a Coast Guard member requests a travel advance or settlement payment on orders citing a non-DoW appropriation, the disbursing officer may provide payment and seek reimbursement from:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

7.17 Travel and Living Allowance (T&LA) for International Military Students and Guest Instructors.

International Military Students and Guest Instructors paid Travel and Living Allowance (T&LA) as defined in DSCA Manual 5105.38-M (Security Assistance Management Manual), Chapter 10, must submit travel claims along with copies of their travel orders/authorization and required receipts to the appropriate travel settlement office per DSCA Manual, Chapter 10, Section C10.13.

7.18 Advance Decision, Doubtful Claims and Reclaim or Reconsideration Requests

7.18.1. Request for Advance Decision

A DoW (DO) or certifying officer may request an advance decision on any questionable claim presented for payment. Accountable officials and others with final adjudication responsibility may also request an advance decision on doubtful claims (those involving doubtful questions of law or fact) before a claim is prepared or presented. The request must be prepared and submitted per Volume 5. Submit the original request package and two copies to the DFAS Indianapolis office through the supporting DFAS site for the DoW Component funding the travel order. An accountable officer seeking an advance decision on a JTR interpretation issue must forward the request through the Per Diem Travel and Transportation Allowances Committee. Forward requests to the applicable address:

Army, Marine Corps, Navy, and all Defense Agencies:

DFAS-IN/JJFKCE, (ESS Travel Pay
8899 East 56th Street,
Indianapolis, IN 46249

Air Force: Member's last servicing Financial Services Office (FSO)

7.18.1.1. Amounts Over \$250. The supporting DFAS site must review each advance decision request and contact the DO to resolve any questions. Requests for amounts over \$250 require advance decisions by the Defense Office of Hearings and Appeals (DOHA) for Service members and the Civilian Board of Contract Appeals (CBCA) for DoW civilian employees. All requests for advance decisions must be forwarded through the General Counsel of the requesting Component or DFAS to the General Counsel, DoW, before referral to any authorized official outside DoW (see Volume 5, Chapter 12, Section 3.0).

7.18.1.2. Amounts Under \$250. If the advance decision request is for \$250 or less, the General Counsel, DoW, may refer the request to the General Counsel, DFAS. The General Counsel, DFAS, must review the request and issue an advance decision per DoWI 1340.21, Enclosure 8, paragraph E8.5.3.

7.19 Reconsideration Requests and Reclaims

When the travel office makes an allowance determination that the traveler disagrees with, the travel office must issue the traveler a written explanation and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation, the DO must assist with resubmission of the claim. To have a claim reconsidered (see exceptions in paragraph 8.4), submit:

7.19.1. Submit a letter of position from the travel computation office, through the major Command, to the appropriate DFAS site. The DFAS site must respond to the DO or traveler. If the traveler does not accept the decision, the DFAS site may forward the claim as a reclaim or appeal to DOHA or the CBCA. A reclaim or appeal is forwarded because the claimant is

unwilling to accept the decision, not because the travel office or accountable official has doubts about whether the claim should be paid. The travel office or accountable official must forward such claims through the appropriate DFAS site to DOHA for Service members and to CBCA for DoW civilian employees at the following addresses:

Defense Office of Hearings and Appeals (DOHA), Claims Division
PO Box 3656
Arlington, VA 22203-1995

Civilian Board of Contract Appeals (CBCA)
ATTN: Clerk of the Board
1800 F Street, NW
Washington, DC 20405

7.20 Waivers

Travelers or Components must submit waiver requests for erroneous travel payments and transportation allowances to the DFAS Indianapolis site. See Volume 16, Chapter 4, for waiver processing procedures.

7.21 Unions and Third-Party Review

When a traveler's claim is covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the CBCA, nor DOHA has jurisdiction over the claim unless the collective bargaining agreement explicitly excludes travel claims from its grievance procedure.

7.22 Claim for Late Payment Fee

7.22.1. Submission of Travel Claim. Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. The disbursing office must pay the travel claim within 30 calendar days after the claim is signed and dated as received by the supervisor/approving official. The supervisor/approving official or the travel computation office has seven calendar days to notify the traveler if the travel claim is not proper or complete for payment.

7.22.2. Late Payment Fee and Charges. If the disbursing office does not pay a travel claim within 30 calendar days after the approving office receives it, that office may be required to pay a late payment fee. The fee accrues at the Prompt Payment Act interest rate beginning on the 31st day after the submission of a proper travel claim and ending on the date the Government disburses payment. No fee is required for amounts less than \$1.00. Interest payment funding instructions are in Volume 10, Chapter 7, paragraph 2.9. The Government must also pay the traveler an amount equal to any late payment charge the card contractor would have been able to charge had the traveler not paid the bill. The IRS has determined that the late payment fee is reportable as interest and that the equivalent of the late payment charge is reportable as additional wages. Travelers must also be reimbursed for late fees imposed by the bank when the Government's untimely processing

caused the nonpayment; the bank does not assess late fees until 75 days following the billing statement.

7.22.3. Claims for Late Payment Fees. Late payment fees must be calculated and paid at the time the travel claim is processed. Travelers who believe late payment fees were not included in their travel claim calculation may submit supplemental travel claims for late payment fees. Claimants must submit each supplemental claim through the office where the claim is reviewed and approved. That office must annotate the claim with the date of receipt of the original travel claim.

7.22.4. Receipt of Travel Claim for Late Payment Fee. Upon receipt of a travel claim for a late payment fee, the travel computation office must review the claim and calculate the number of elapsed calendar days beginning with the supervisor/approving official's signature and date of receipt and ending with the date the claim was paid. The date the supervisor/approving official receives the proper travel claim counts as day 1; the payment date counts as the last day. If the elapsed days exceed 30 calendar days, the travel computation office must multiply the amount paid on the delayed travel claim by the daily Prompt Payment Act interest rate by the number of days in excess of 30. The disbursing office must pay the traveler by EFT, or by check if the previous payment was by check. The disbursing office must use the same accounting classification as the original travel claim for the supplemental claim amount. When required, the disbursing office must prepare IRS Form 1099-INT (Interest Income) for the traveler per IRS regulations.

7.22.5. Travel Claim Forwarded to Another Activity. When a travel claim requires review by another activity, the 30-day clock continues to run. If the travel computation office disallows a claim, the claimant earns no late payment fee. If the travel computation office allows part of the claim, that portion is subject to the late payment fee and earns interest from the original submission date. Claims returned to the traveler for errors or because the claim is incomplete do not earn interest. The 30-day clock begins when a corrected claim is submitted to the supervisor/approving official.