



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
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INSPECTOR GENERAL INSTRUCTION 4500.43

CIVILIAN PERMANENT DUTY TRAVEL PROGRAM

FOREWORD

This Instruction provides policy and procedures for the Department of Defense Office of Inspector General Civilian Permanent Duty Travel Program as authorized in the Department of Defense Financial Management Regulation 7000.14-R, Vol.9. The Instruction provides supplemental guidance for processing travel authorizations and vouchers. It serves as a guide to implement and manage an effective and efficient Civilian Permanent Duty Travel Program for the proper use and protection of travel funds.

Information in this Instruction should not be construed as modifying the Joint Travel Regulations, which controls travel and transportation allowances in all circumstances. The Per Diem, Travel, and Transportation Allowance Committee reviewed this Instruction in accordance with Department of Defense Directive 5154.29, *DoD Pay and Allowances Policy and Procedures*, March 9, 1993, (December 12, 2007 – Case RR071108).

The office of primary responsibility for this Instruction is the Administration and Logistics Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General for
Administration and Management

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CIVILIAN PERMANENT DUTY TRAVEL PROGRAM

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CHAPTER 1 GENERAL

A. Purpose. This Instruction establishes the Department of Defense (DoD) Office of Inspector General (OIG) Civilian Permanent Duty Travel (PDT) Program and assigns responsibilities governing the preparation and processing of authorizations and vouchers. Civilian PDT involves a permanent change of station (PCS). A PCS is a transfer of the employee to a different permanent duty station (PDS) under a competent authorization.

B. References. See Appendix A.

C. Acronyms. See Appendix B.

D. Applicability and Scope. This Instruction applies to the Offices of Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components. The provisions of this Instruction are mandatory for all OIG employees and are applicable to the civilian PDT travel vouchers. This Instruction is not applicable to uniformed members and contractors and does not cover Temporary Duty travel.

E. Authority

1. The Joint Travel Regulations (JTR) (reference (a)) is applicable to DoD civilian personnel (referred to as employees) at <http://perdiem.hqda.pentagon.mil/perdiem/>.

2. The DoD Financial Management Regulation (FMR), Vol. 9 (reference (b)) at <http://www.dtic.mil/comptroller/fmr>.

F. Responsibilities

1. The **Inspector General** shall establish an agency-wide civilian PDT Program to ensure compliance with Federal regulations.

2. The **Office of Assistant Inspector General for Administration and Management** shall:

a. Direct the civilian PDT Program.

b. Establish internal controls to ensure travel policies and procedures are in accordance with (IAW) DoD policy.

3. The **Chief, Administrative Services Division (ASD)** shall:

a. Manage the civilian PDT Program.

b. Serve as the designated representative for all actions requiring Secretarial Process IAW the JTR.

4. The **Travel and Transportation Branch** shall:

a. Ensure the OIG travel publications are accurate and comply with DoD requirements and guidelines.

b. Implement established PDT Program policies and procedures and monitor compliance with their provisions.

c. Provide technical advice and assistance in all civilian PDT Program aspects.

d. Comply with current records retention requirements for PDT documentation.

e. Issue authorizations as the Authorizing/Order-Issuing Official (AO).

f. Review/approve vouchers prior to submitting to the Defense Finance and Accounting Service (DFAS)-Columbus Site for settlement.

5. The **designated Component Approving Officials** shall:

a. Secure sufficient information from the employee scheduled for PCS to create valid authorizations.

b. Ensure that discretionary allowances are recommended IAW OIG policy promulgated in this Instruction.

c. Request necessary amendments to authorizations.

d. Sign authorizations as the Approving Official.

6. The **Office of the Comptroller** shall:

a. Review PDT request forms and compare to prepared authorizations.

b. Certify fund availability (fund-approving official) and verify accounting classifications on authorizations.

7. The **Office of the General Counsel (OGC)** shall review Real Estate, Unexpired Lease, and Relocation Income Tax (RIT) allowance claims, and other PDT claims deemed necessary by the Chief, ASD.

8. The **Human Capital Advisory Services (HCAS) Directorate** shall validate the employee transportation agreement and authorized dependents prior to the travel authorization being prepared.

9. The **Employee** shall:

- a. Provide accurate and timely information to prepare travel requests and obtain required approval(s).
- b. Submit vouchers within 10 working days after completion of travel and/or completing the entitlement.
- c. Forward a legible copy of all paid vouchers to the Travel and Transportation Branch within 5 working days after receipt.
- d. Update DoD Government Travel Charge Card account information with the Travel and Transportation Branch upon arrival at his/her new PDS.
- e. Exercise the same care and regard for incurring expenses to be paid by the OIG as would a prudent person traveling at personal expense.
- f. Comprehend his/her entitlements as authorized on the travel authorization and seek additional guidance in the publications referenced in this Instruction.

G. Supplementary Guidance. Supplementary guidance published by the Components to include links to information on the Intranet/Internet must be coordinated through the Travel and Transportation Branch prior to issuance and reviewed annually.

H. Clarification. For simplicity, the Travel and Transportation Branch is referred to as the Travel Branch.

CHAPTER 2 TRAVEL AUTHORIZATIONS

A. General. The travel authorization (order) establishes in writing the conditions, under which official travel and transportation are authorized at Government expense. The legal rights to allowances are established when the travel expenses are incurred under authorizations. An authorization is normally issued prior to travel, unless an unforeseen circumstance prevents prior issuance.

B. Retroactive Amendments to Travel Authorizations. Travel authorizations may not be revised or modified retroactively, so as to increase or decrease or create or deny the rights and benefits, which have been fixed under the applicable statutes and regulations (reference (c)). An administrative correction amending an authorization to show the original intent is allowed.

C. Authorization Effectiveness. Allowable travel and transportation (employee and dependents) must begin within 2 years from the employee's transfer/appointment effective date. See JTR, para. C1057, for rare exceptions to this rule. In the case of real estate or lease termination transactions, the Chief, ASD is the designated AO for approving extensions.

D. Form

1. The DD Form 1614, *Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TSC) Travel* is available on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. The DD Form 1614 is also used for amendments. Changes and/or corrections are noted in the remarks section of the amendment form.

2. The following are acceptable authorizations for filing travel vouchers:

a. True or properly certified authorization copies. (Ensure both sides are copied). This includes reproduced legible authorization copies.

b. Extract authorization copies to include messages, which contain all pertinent information.

E. Preparation. The Travel Branch prepares the authorization after receiving a completed PDT request form. The following describes the process for requesting authorizations:

1. The Component Approving Official provides the employee with the applicable PDT request form:

a. IG Form 4500.43-1, *Permanent Duty Travel Request – First Permanent Duty Station*, (Appendix C).

b. IG Form 4500.43-2, *Permanent Duty Travel Request – Other Than First Permanent Duty Station*, (Appendix D).

2. The purpose of the PDT request form is to assist in determining proper PDT allowances and estimating funds to be reserved for each employee's PDT. The PDT request forms are available at <http://www.dodig.mil/careers.htm>. The OIG personnel may access the forms at https://intra.dodig.mil/a_m/ALSD/records/forms/index.html.

3. The employee returns the completed PDT request form along with two signed copies of the service (transportation) agreement to his/her Component Approving Official. The Component Approving Official forwards the service agreement to the HCAS designated representative for review and signature. If applicable, the HCAS designated representative verifies the employee's dependents. See JTR, para. C3104-A2a/b and Appendix A, for dependent definition. The applicable service agreement forms are:

a. DD Form 1618, *DoD Transportation Agreement Transfer of Civilian Employees To and Within Continental United States (CONUS)*.

b. DD Form 1617, *DoD Transportation Agreement Transfer of Civilian Employees Outside CONUS (OCONUS)*.

4. The Component Approving Official reviews the PDT request form and recommends the appropriate allowances. If necessary, the Component Approving Official confers with the Travel Branch and Office of the Comptroller to determine appropriate allowances and funds availability.

5. The Travel Branch receives the completed PDT request form and transportation agreement from the Component Approving Official and prepares the authorization IAW the JTR. If necessary, the Travel Branch contacts the Component Approving Official to resolve differences. The Travel Branch estimates the allowances to be authorized and provides cost estimates in the authorization.

6. The Component Approving Official reviews the prepared authorization and signs the appropriate block. Two copies are signed and returned to the Travel Branch.

7. The Travel and Transportation Officer as the AO signs the authorization.

8. The Chief, ASD, reviews the PDT package (PDT request form, service (transportation) agreement, cost estimates, and authorization).

9. The Travel Branch forwards the PDT package to the Office of the Comptroller for fund certification.

10. The PDT package is returned to the Travel Branch for authorization reproduction and distribution to the Component Approving Official and employee.

11. If the PCS is cancelled, the Component Approving Official must notify the Travel Branch and the HCAS in writing immediately. The Travel Branch must issue an amendment.

F. Content. The JTR, Chapter 3, Parts C and D, stipulates required information and statements for authorizations. The following statements or similar variants are prescribed for authorizations:

1. A statement indicating whether the employee is/is not a Government-sponsored contractor-issued travel card holder. See JTR, para. C3101-A8 and DoDFMR, Vol. 9, para. 030301.B.1.

2. Statements indicating (Contracted) Commercial Travel Branch (CTO) use, General Services Administration (GSA) contract city-pair use, and transportation billing type. See JTR, paras. C3101-A11, A12, and A13. The following remark item covers all three transportation requirements:

a. “All arrangements for commercial transportation must be made through the (Contracted) Commercial Travel Branch (CTO). If available, a GSA contract city-pair should be used unless exempted (JTR, Appendix P). Transportation tickets are purchased using a centrally-billed account (CBA). Contact the Office of Inspector General Travel Branch at (703) 604-9798 for further information on commercial transportation (air, bus, or rail).”

b. Use the above remark item, even if the employee requested privately owned conveyance (POC) transportation.

3. Statements indicating the household goods (HHGs) shipment method and the employee’s personal financial responsibility for excess shipment charges. See JTR, para. C3104-A2d. The following shipment methods may be indicated on the authorization:

a. Government Procured (Government Bill of Lading (GBL)).

b. Personally Procured Move (PPM). Since Item 15a on the authorization does not accommodate PPM, the preparer must manually insert PPM in this block. If PPM is authorized, the remarks section must include the following: “Certified weight tickets are required when claiming actual expenses for personally moving HHGs. The vehicle/trailer transporting HHGs must be weighed empty and full.”

c. Split Transportation (GBL and PPM).

d. Commuted Rate.

4. A statement indicating “agency” point of contact. See JTR, para. C3151-B, Item 28(e). The gaining Component address for the Component Approving Official along with his/her phone number must be placed in the remarks section.

5. A statement indicating claims for PDT allowances must be filed within 10 working days after the entitlement is earned/completed. In addition, for the employee eligible for RIT allowance, a statement indicating a claim must be filed within 120 days of the beginning of the year following the year entitlement was issued.

6. A statement indicating the employee must provide a legible copy of all paid vouchers to the Travel Branch within 5 days of receipt. The Travel Branch facsimile number must be included.

7. A statement indicating authorized leave and inclusive dates, if applicable.

8. A statement indicating the following: “A per diem allowance is not allowed when the official travel period is 12 hours or less.”

9. The following information must be included on all PCS travel authorizations for First Duty Station for Appointees: “Travel to first duty station (5 U.S.C. §5723).” See reference (d) and JTR, para. C3104-C.

10. The above listed statements are not all inclusive and the AO must issue travel authorizations IAW the JTR.

G. Records Retention. All authorizations must be retained for 6 years (reference (e)). For canceled authorizations, the original authorization and amendment canceling the authorization must be maintained for the same required period of time. The Travel Branch maintains the documents in a filing system. Supporting documentation to be maintained with the authorization includes the PDT request form, transportation agreement, and other pertinent documentation used to create the authorization.

CHAPTER 3 TRANSPORTATION MODES

A. General. The employee may be authorized transportation by a variety of modes listed in the JTR. The AO cannot direct the use of a POC or a rental vehicle for official travel. See JTR, para. C2001.

B. Privately Owned Conveyance Travel. The employee may be reimbursed a standard mileage rate when he/she uses a POC. The POC may also include a rental vehicle. A rental vehicle is not a special conveyance for PDT. The employee may also be reimbursed associated expenses such as parking, tolls, ferry fares, etc. The AO authorizes POC transportation as advantageous to the Government in the authorization. See JTR, para. C2159-A.

1. The mileage reimbursement for POC is 20 cents per mile. The second POC is also paid at 20 cents per mile (employee with dependents only). See JTR, para. C2505-B.

2. Using more than two POCs. This special authorization must be authorized/approved by the Secretarial Process. See JTR, para. C2159-C. Qualifying factors to be considered:

a. Nine or more family members (employee and authorized dependents) traveling together by POC.

b. Because of age and/or physical condition, the employee and/or dependent(s) needs special accommodations in one vehicle and the second and third vehicles are required for six or more other family members.

c. The employee must report to the new PDS in advance of the dependent's travel who delay travel for acceptable reasons (i.e., school term completion, property sale, settlement of personal business affairs, and household goods transportation) and there are six or more dependents.

d. Seven or more family members (employee and authorized dependents) travel together by POC over the Alaska-Canadian Highway (safety guidelines require extra spare tires, parts, tools, etc.)

e. Other special circumstances will be considered through the Secretarial Process.

3. See JTR, para. C5065, for POC travel reimbursement examples.

C. Official Distance Determination. See JTR, para. C1065.

1. The Defense Table of Official Distances (DTOD) is the only official source for the PDT distance for POC.

2. The DTOD can be accessed in one of two manners:

a. The Electronic Transportation Acquisition at <http://dtod.sddc.army.mil/> requires the user to have a user-id/password or sign-in with the user's Common Access Card. Agency "shared" user-id/password are not allowed.

b. Utilizing the quick link in the Defense Travel System while adding POC under expenses/mileage in a document.

D. Common Carrier Travel. Each authorized dependent is allowed a seat. See JTR, para. C2200.

E. Use of (Contracted) Commercial Travel Offices. In arranging official travel, the employee **must** use the following, if available:

1. (Contracted) Commercial Travel Office;
2. In-house Travel Branch; or
3. GSA Travel Management Center (TMC).

a. Government-wide Policy for CTO/TMC Use. It is the DoD mandatory policy for the employee to use the CTO/TMCs, when available, to arrange official travel to include dependent travel, except when authorized IAW the JTR (references (f) and (g)). The CTO/TMC is available in virtually all circumstances. The employee must make every attempt to contact the CTO/TMC to arrange official travel to include utilizing the toll free number if outside normal operating hours.

b. The CTO/TMC Availability. When a CTO/TMC is available and arrangements are made through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangement had been made through a CTO/TMC. This does not imply that non-CTO/TMC use is acceptable, and the employee may be subject to disciplinary action for failing to comply with authorizations and the DoD policy.

c. The AO must NOT promote non-CTO/TMC use for official travel. This violates the Government's contracts with the CTO/TMCs.

d. Tickets purchased directly from a non-contract travel agent or common carriers (when a CTO/TMC is available) may not be reimbursable when the trip is cancelled. Use of agency funds is not authorized to reimburse the employee under these circumstances.

e. If the employee pays fees for re-ticketing along with self-procured airfare purchases, the reimbursement for self-procured airfare and associated fees is limited to what the Government would have paid if proper procedures had been followed.

f. CTO/TMC Non-Availability. In the rare circumstances that the CTO/TMC is not available, the AO must certify that a CTO/TMC was not available to arrange transportation.

Reimbursement is paid for the actual cost of the approved transportation not to exceed the least expensive unrestricted commercial economy/coach fare that meets mission requirements. Note: City-Pair fares may not be available, since the CTO/TMC is not available.

F. City-Pair Program. The City-Pair Program provides discounted fares on refundable airline tickets that require no advance purchase. The City-Pair Program is mandatory for the employee. Exceptions to using the City-Pair fare are located in the JTR and must be certified by the AO. See JTR, Appendix P.

G. Premium-Class Air Accommodations. The AO is not authorized to approve premium-class transportation (includes use of frequent traveler miles for upgrades). Contact the Travel Branch for current procedures. The use of premium-class transportation is limited to very rare circumstances. The CTO/TMC annotates the CTO/TMC Personal Name Record to reflect overseas coding issues with premium-class transportation. This procedure distinguishes coach/economy tickets from premium-class tickets.

H. U.S. Flag Air Carrier (Certificated Air Carrier) Use. The AO must not authorize foreign ship or aircraft transportation, unless certain conditions exist at the time travel arrangements are being made. See JTR, para. C2204-C.

I. Cancelled Airline Reservations or Tickets. The employee must report to the CTO/TMC promptly after cancelled or modified travel plans to initiate a transportation refund.

J. Personal Travel Mixed with Official Travel. Use of contract/Government fares are limited to official travel. The CTO/TMC issues tickets based on the official travel points (PDS points). If the employee desires, he/she can normally have the CTO/TMC or airlines “re-ticket” the issued tickets and pay the additional amount if applicable.

K. Mixed Transportation Modes. Overall travel and transportation amount is allowable not to exceed the PDT mileage rate plus per diem for authorized travel. See JTR, para. C5050-B.

L. Transportation Billing Type. Government procured transportation arranged by the CTO/TMC is paid by utilizing a CBA travel card. The Travel Branch controls the CBA travel card.

CHAPTER 4 PASSPORTS AND VISAS

A. General. Official passports are “no-fee” passports issued to the employee performing PDT to/from overseas. A passport for each employee and each of his/her authorized dependents is required for travel into a foreign country or into a territory under control of a foreign country. A visa is permission granted by another country for the employee to enter the country during the valid visa period. A visa is usually in the form of an imprinted stamp affixed to a page in the passport.

B. Submission. Applicants should contact the Travel Branch for the most up-to-date instructions. The application process should start when finalized travel dates are known. Applicants can access the electronic applications through the DoD Military and Civilian Passport Matters website at <https://secureapp2.hqda.pentagon.mil/passportmatters>.

1. The web-based application is the Department of State Passport Services’
2 Dimensional Barcode:

a. DS-11, *Application for a U.S. Passport or Registration*. First-time applicants are required to take their completed DS-11 to the passport office for signature witnessing by a passport agent. For the OIG field offices, first-time applicants must have their application signed at an U.S. Post Office for proper witnessing. Dependent on the individual U.S. Post Office practices, the application will either be sent directly to the State Department from that location or the applicant is given the paperwork to forward to the Travel Branch.

b. DS-82, *Application for a U.S. Passport by Mail*. This form is submitted for passport renewal and does not require a witness to the signature.

2. DD Form 1056, *Authorization to Apply for a “No-Fee” Passport and/or Request for a Visa*. This completed form accompanies all passport and visa applications. The application is completed in Form Flow and all blocks must be annotated, i.e., “none or non-applicable.”

3. All forms submitted with the application must be sent in original form or certified as originals.

4. To obtain a visa for a previously issued passport, application is made on the DD Form 1056. This passport must have 6 or more months remaining before expiration. If not, a new passport application is submitted. Provide details of the trip to include invitation, travel plans, trip purpose, departure date, arrival date, and length of stay.

CHAPTER 5
PER DIEM ALLOWANCES FOR PERMANENT CHANGE OF STATION TRAVEL

A. General. The per diem allowance (food and lodging) for PDT is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The employee and authorized dependents are reimbursed “Lodging Plus” per diem for PDT expenses. The employee is paid the actual cost of lodging up to a limit, plus a set amount for the Meals and Incidental Expenses for his/her travel and the dependent’s travel. See JTR, Chapter 5, Part B.

B. Travel of 12 or Fewer Hours. A per diem allowance is not allowed when the official travel period is 12 or less hours.

C. Per Diem Not Allowed. Per diem is not allowed for dependents of a new appointee assigned to his/her first PDS. See JTR, para. C5125-B1.

D. Per Diem Rates. The per diem allowance is calculated on the CONUS Per Diem Rate for all PDT performed in the CONUS. The applicable locality rate for the new PDS is paid for PDT to an OCONUS PDS. If an authorized stopover occurs to the new OCONUS PDS, the applicable locality rate for the stopover location prevails for that travel day. The rates are located at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>.

E. Allowable Travel Time by Transportation Mode

1. POC Travel. The number of travel days is determined by a rate of 350 miles per day. For example, if it is 700 miles between the current residence or old PDS, as applicable, and the new PDS, this allows 2 travel days (700 miles divided by 350 miles = 2). A remainder of 51 miles or more qualifies for an additional travel day.

2. Common Carrier Travel. The per diem allowance is determined by the elapsed travel time, unless there are delays caused for the convenience of the employee (i.e., circuitous routing for leave). For transoceanic travel, treat necessary delays at port of embarkation or port of debarkation as authorized delays. The employee remains in a travel status when Government scheduled transportation causes early arrival at the port or causes a delay at the port awaiting onward transportation.

3. Mixed Modes. The per diem allowance is paid for the actual travel time not to exceed the number of authorized travel days for POC travel (old PDS to new PDS).

F. Determining Travel Start Date. The employee typically starts his/her travel status based on the reporting date minus the number of projected travel days to include authorized leave or authorized Temporary Duty enroute.

CHAPTER 6
MISCELLANEOUS EXPENSES

A. General. See JTR, Appendix G, for reimbursable expenses associated with House hunting Trip (HHT), travel to new PDS, Temporary Quarters Subsistence Expense (TQSE), and Renewal Agreement Travel (RAT).

B. Lodging Taxes

1. Lodging taxes are a separate reimbursable item in all locations except foreign OCONUS areas (foreign countries).

2. The employee is encouraged to seek out state tax exemption forms for his/her lodging locations. Not all localities permit this tax exemption and not all lodging facilities at participating localities permit the exemption. The GSA website at <http://www.gsa.gov> is provided to assist in determining if the lodging facility locality permits state tax exemption for official Government travel. Search for "Tax Exempt Forms." This GSA website can also be located on the OIG Intranet under Travel.

CHAPTER 7 HOUSEHOLD GOODS TRANSPORTATION

A. General. The HHGs transportation includes the shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHGs at Government expense. Shipment of HHGs to include packing materials is limited to a maximum of 18,000 pounds. A weight restriction may apply to certain OCONUS locations. Storage in Transit (SIT) or temporary storage for household goods is short-term storage that is part of household goods transportation. See JTR, Chapter 5, Part D.

B. Definition. The HHGs are defined in the JTR, Appendix A. This definition also highlights what is not considered HHGs and illustrates items normally not transported due to law or carrier regulations.

C. Shipment Methods. The Component Approving Official in conjunction with the Travel Branch briefs the employee on his/her shipment options and requirements. See JTR, para. C5160. The AO may authorize one of the following shipment methods:

1. Government Procured GBL. The employee is referred to the nearest DoD transportation office to make arrangements for HHGs shipment.
2. Personally Procured Move (PPM). The employee makes his/her own arrangements for shipment. Reimbursement for actual costs is limited to what the GBL would have cost the Government for the same weight amount not to exceed 18,000 pounds. Certified weight tickets are required when claiming actual expenses for personally moving HHGs. The vehicle/trailer transporting HHGs must be weighed empty and full. If the vehicle transporting the HHGs is the same vehicle used for travel to the new PDS and claimed for POC transportation, gas expenses, tolls, etc. are not allowed on the PPM claim.
3. Split Transportation (GBL and PPM).
4. Commuted Rate. The commuted rate system may be used only for shipments between CONUS PDSs.

D. Professional Books, Papers, and Equipment. The HHGs items needed for the performance of official duties at the next or a later destination. The weight for qualified items if authorized/approved, does not count against the HHGs weight. See JTR, para. C5154-C and Appendix A, for this administrative expense.

E. Storage in Transit. The SIT or temporary storage for household goods is short-term storage that is part of HHGs transportation. The SIT is limited to 90 days (combination of the origin, destination, and en route locations). If certain JTR, para. C5190-B2 criteria are met, the employee may be authorized temporary storage up to an additional 90 days. A request for the second 90 days of temporary storage must be submitted in writing 14 days prior to expiration. The request must cite one or more JTR criteria and fully explain why additional temporary

storage is needed. The extension request is sent to the Component Approving Official. The Component Approving Official reviews the request with the AO and makes a determination. If the extension is authorized/approved by the AO, an amendment is issued for a specific number of days.

F. Employee-Paid Expenses. The employee is responsible for all transportation costs as a result of excess weight when shipped by GBL and attempted pickup and/or delivery charges due to the employee's negligence. See JTR, para. C5154-F2, for further liabilities.

CHAPTER 8 PRIVATELY OWNED VEHICLE TRANSPORTATION

- A. General.** Authority for privately owned vehicle (POV) transportation is dependent on location of new PDS for OCONUS PDT. For intra-CONUS PDT, the authority is dependent on cost effectiveness. See JTR, Chapter 5, Part E.
- B. Definition.** Any motor vehicle owned by, or on a long-term lease to the employee or employee's dependents for the primary purpose of providing personal transportation. See JTR, Appendix A.
- C. Outside the Continental United States.** One POV may be transported at Government expense when it is in the Government's best interest for the employee to have POV use at the new PDS. Local conditions and government restrictions may prohibit shipment altogether or limit POV types eligible for transportation. The Travel Branch determines if authority exists for POV transportation. If authority exists for POV transportation, the employee is authorized a mileage reimbursement for transporting the POV to/from the vehicle processing center.
- D. Continental United States.** The AO may authorize POV transportation for an intra-CONUS move if it is determined to be more advantageous to the Government. The authorized cost of POC travel and transportation is weighed against the POV transportation, the commercial airfare, and any productivity benefit derived from the employee's accelerated arrival at the new PDS.
- E. First Permanent Duty Station.** New appointees hired from an OCONUS location to include Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, Guam, etc. for duty in CONUS are not authorized a POV shipment. See JTR, para. C5212-A5 and Appendix A, for OCONUS definition.

CHAPTER 9
MISCELLANEOUS EXPENSE ALLOWANCE

A. General. The Miscellaneous Expense Allowance (MEA) is designed to reimburse various expenses associated with authorized PDT residence relocation. There are two reimbursement methods. The first is the “flat payment” reimbursement of \$500 for employee only and \$1,000 for an employee with dependents who relocate. Receipts are not required. The other method, “maximum amount” requires receipts for authorized expenses and is limited to a time/salary cap. The Component Approving Official along with the Travel Branch must authorize/approve the “maximum amount” method for reimbursement. See JTR, Chapter 5, Part G.

B. Eligibility. The employee with authorized PDT receives MEA once he/she has moved out of the old residence and into a temporary or permanent residence. New appointees assigned to their first CONUS PDS are not eligible for MEA.

CHAPTER 10
TEMPORARY QUARTERS SUBSISTENCE EXPENSE

A. General. The TQSE is a discretionary allowance to partially reimburse the employee for temporary subsistence expenses at the old and/or new PDS. There are two types of reimbursement, TQSE-Actual Expense (AE) and TQSE-Fixed. The employee may request TQSE-AE or TQSE-Fixed. The Component Approving Official along with the Travel Branch determines reimbursement method. If TQSE is offered by the Component Approving Official, the employee is not obligated to be reimbursed under the TQSE-Fixed method. However, once the authorization is issued, the election cannot be changed. See JTR, Chapter 5, Part H.

B. Definition Temporary Lodging. Temporary lodging is private sector housing occupied temporarily at the old and/or new PDS after a PCS is authorized. See JTR, para. C5354-A.

C. Eligibility

1. The employee must not be a new appointee assigned to his/her first PDS.
2. The new PDS is located in the CONUS or in a non-foreign OCONUS location.
3. The old and new PDSs are 50 or more miles apart.

D. Temporary Quarters Subsistence Expense-Actual Expense

1. **Time Limitations.** The TQSE-AE is initially authorized for the necessary days determined by the AO up to 30 days. The TQSE-AE extension requests are considered on a case by case basis, in increments of up to 30 days. Requests for additional TQSE-AE beyond 30 days must be submitted in writing 14 days prior to expiration through the Component Approving Official to the Travel Branch 14 days prior to expiration. Requests must include a compelling reason(s) to justify the extension. See JTR, para. C5364-B. Compelling reasons center on the kinds of situations that are unanticipated and beyond the control of the employee. The TQSE-AE must never be paid for more than a total of 120 days.

2. **Per Diem Rates.** See JTR, para. C5372-A2.

3. **Documentation.** Subsistence expenses must be itemized daily and submitted with the voucher along with receipts for lodging and other single expenses of \$75 or more.

4. **HHT.** The TQSE-AE is reduced by the number of HHT days (if more than TQSE-AE 30 days are authorized and used).

E. Temporary Quarters Subsistence Expense-Fixed. The TQSE-Fixed is a lump sum payment based on 75 percent of the PDS location maximum per diem rate for up to 30 days for the employee and 25 percent of the local per diem rate for each authorized dependent. No extensions are granted. Receipts and supporting documentation are not required. The TQSE-Fixed is not reduced by days spent on HHT.

CHAPTER 11
RENEWAL AGREEMENT TRAVEL

A. General. RAT may be authorized for the employee and his/her accompanying dependents for returning home between OCONUS tours of duty. An eligible employee and dependents are authorized transportation from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. See JTR, Chapter 5, Part K.

B. Per Diem. See JTR, para. C5530.

CHAPTER 12
SERVICE (TRANSPORTATION) AGREEMENT

- A. General.** A service (transportation) agreement is a written agreement between the employee and the OIG. It is signed by the employee and a representative from the HCAS Directorate. The service agreement states that the employee agrees to remain in the Government's service for a specified period of time after the employee has arrived at the new PDS. See JTR, Chapter 5, Part L.
- B. Minimum Service Periods.** See JTR, para. C5558.
- C. Agreement Violation Penalties.** The employee (including an appointee to a first PDS) who violates a service agreement (other than for reasons beyond the employee's control and which are acceptable to the Chief, ASD) must reimburse the Government all allowances paid for relocation expenses paid based on that service agreement. See JTR, para. C5578.

CHAPTER 13
HOUSE HUNTING TRIP

A. General. The HHT is a discretionary allowance determined by the Component Approving Official in conjunction with the Travel Branch. The purpose for authorizing HHT to the employee who has signed a service agreement is to eliminate or reduce the need for TQSE at the new PDS. There are two reimbursement methods, “Lodging-plus Method” or Fixed Amount. If HHT is offered by the Component Approving Official, the employee is not obligated to be reimbursed under the HHT-Fixed method. However, once the authorization is issued, the election cannot be changed. See JTR, Chapter 5, Part M.

B. Definition. Round trip travel between the old and new PDS for the purpose of seeking a permanent residence at the new PDS.

C. Eligibility

1. The employee must not be a new appointee assigned to his/her first PDS.
2. The old and new PDSs are located within the CONUS and/or in a non-foreign OCONUS location.
3. The old and new PDSs are 75 or more miles apart.

D. Requirements/Limitations

1. HHT must be performed after the travel authorization is issued authorizing the HHT, but BEFORE reporting to the new PDS.
2. HHT is a maximum of 10 calendar days to include travel days.
3. HHT is authorized for the employee and/or spouse only.
4. TQSE-AE is reduced by the number of HHT days (if more than 30 TQSE-AE days are authorized and used).

E. Reimbursement Methods. See JTR, para. C5624-B.

CHAPTER 14
RELOCATION INCOME TAX ALLOWANCE

A. General. The RIT allowance is to reimburse the employee for substantially all of the additional Federal, State, and local income taxes incurred as a result of receiving travel and transportation reimbursements that are not excludible from gross income for Federal income tax purposes. See JTR, Chapter 5, Part N.

B. Eligibility. All employees receiving PDT allowances with the exception of:

1. First appointee assigned to his/her first PDS.
2. Employee returning from OCONUS official station to place of actual residence for separation.
3. Last move for Senior Executive Service (SES) career appointee upon separation.

C. Reimbursement. The employee is reimbursed for taxable allowances in the following calendar year of receiving taxable allowances. When an employee accepts the withholding tax allowance, the employee must file a RIT allowance claim(s). If the RIT allowance is the only allowance received in a calendar year, there is no RIT allowance for the following calendar year.

D. Required Form. The DFAS-CO Form 62, *Employee Agreement for Repayment of Excess Withholding Tax Allowance (WTA)*, is completed by the employee when submitting his/her first voucher.

CHAPTER 15
REAL ESTATE TRANSACTION ALLOWANCE

A. General. The Real Estate Transaction allowance may reimburse the employee for qualified expenses in connection with the sale of his/her permanent residence at the old PDS and purchase of a new permanent residence at the new PDS. See JTR, para. C5750.

B. Eligibility. The old and new PDS must be located in CONUS and/or non-foreign OCONUS areas. The following employees are not eligible:

1. First appointee assigned to his/her first PDS.
2. Employee returning from OCONUS official station to place of actual residence for separation.
3. Last move for SES career appointee upon separation.

C. Reimbursement. The Real Estate Transaction allowance reimbursement is limited to no more than 10 percent of the actual sale price for the residence at the old PDS and 5 percent of the actual purchase price of a residence purchased at the new PDS. The residence to be sold and/or purchased is the one from which the employee regularly commutes to/from work. The residence must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s). If an employee and/or dependent(s) share title to residence with others, the employee is reimbursed on a pro rata basis.

D. Required Form. The DD Form 1705, *Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses*, is completed by the employee when submitting a real estate claim.

CHAPTER 16
UNEXPIRED LEASE EXPENSE ALLOWANCE

A. General. The Unexpired Lease Expense allowance may reimburse the employee for qualified settlement expenses in connection with terminating an unexpired lease at the old PDS. See JTR, para. C5762.

B. Eligibility. The old PDS must be located in CONUS or non-foreign OCONUS area. The following employees are not eligible:

1. First appointee assigned to his/her first PDS.
2. Last move for SES career appointee upon separation.

C. Reimbursement. Unexpired lease expenses must be incurred for a residence for which the employee regularly commutes to/from work. Unexpired lease expenses must not be allowed if, upon official notification of the transfer date, the employee could have reasonably provided timely notification and avoided expenses. The lease must be in the name of the employee alone or jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

CHAPTER 17 PROCESSING TRAVEL VOUCHERS

A. General. The Privacy Act of 1974 affects all travel claims (reference (h)). Each form that solicits personal data contains a Privacy Act statement, either incorporated in the body of the form or in a separate statement accompanying each form. Upon completion of travel and earning allowances, the employee submits a completed travel voucher for all travel performed and allowances earned according to the travel authorization.

B. Forms. The DD Forms listed in this Instruction are available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

1. These forms are authorized for paying travel and transportation allowances to employees:

a. DD Form 1351, *Travel Voucher* - to pay travel advances and supplemental payments.

b. DD Form 1351-2, *Travel Voucher or Subvoucher* - to pay completed travel and allowances (used to substantiate a supplemental payment when a corrected itinerary is necessary).

c. DD Form 1351-2c, *Travel Voucher or Subvoucher (Continuation Sheet)* - use this form as a continuation sheet for DD Form 1351-2.

2. These forms are authorized to support paying travel allowances to employees on the DD Form 1351-2:

a. DD Form 1705, *Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses*.

b. DD Form 2912, *Claim for Temporary Quarters Subsistence Expense (TQSE) (Sub-voucher)*.

c. DFAS-CO Form 62, *Employee Agreement for Repayment of Excess Withholding Tax Allowance (WTA)*. The Travel Branch provides this form to the employee.

C. Guidance. Refer to the DFAS-CO 1404.1-PH, *Civilian Permanent Duty Travel*, for voucher processing guidance in addition to this Instruction (reference (i)). The DFAS pamphlet is available at <https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/pam3rev06.pdf>. In addition to the DFAS pamphlet, the employee and the AO may refer to the checklist provided in Appendix E.

D. Voucher Preparation. The employee must complete all vouchers, schedules, claims, and attached statements using non-erasable ink. The employee submits all PDT vouchers to the

Travel Branch. The employee is required to submit the travel voucher within 10 working days of travel completion or completing the entitlement.

1. **Travel Itinerary Statement.** The employee must ensure the travel voucher accurately shows all travel conditions having a bearing on travel time, leave, and earned allowances. The employee's statement is the basis for a claim to travel allowances. As used here, "claim" means the employee's right to travel allowances as authorized by law and regulations. When the employee has signed and presented the statement, it becomes an official, integral part of the claim. As such, it is subject to references (j), (k), and (l). By signing the original form, claimant authenticates the statement regardless of who prepares it.

2. **Missing Receipts.** If a required receipt is missing, the employee should attempt to secure a replacement (facsimile or electronic copy). If this is not possible or not timely, the employee may certify expenses. The employee must provide details of the bill (dates, location, purchases, itemize expenses, etc.) in the voucher remarks section or attach a statement to the voucher.

3. **Submitting Vouchers.** The employee must not mail his/her vouchers directly to DFAS. All PDT vouchers are submitted to the Travel Branch.

4. **Electronic Funds Transfer (EFT).** Voucher reimbursement is done by EFT. This is a DoD mandatory policy. See DoDFMR, Vol. 9, para. 080102. The employee must submit one of the following forms with his/her first voucher and attach a voided check for account number verification:

- a. DD Form 2762, *Direct Deposit Authorization*
- b. SF 1199A, *Direct Deposit Sign-Up Form*

E. Authorizing/Order-Issuing Official's Approval. The Travel and Transportation Officer reviews all PDT vouchers as the reviewer/AO. The AO must compare the information and reconcile with the terms of the travel authorization and all other available statements and/or copies of vouchers of prior travel payments. The AO must check the travel time between points shown on the statement against the transportation mode shown. The Travel and Transportation Officer as the AO:

- 1. Determines propriety of the claim.
- 2. Reviews reimbursable expenses, transportation, etc.
- 3. Ensures required documentation is attached to the claim.
- 4. Accepts claim or makes adjustment or rejects the claim.

F. Required Voucher Reviews. After the AO signs the vouchers, a management review is conducted. The Chief, ASD, reviews all vouchers. The vouchers are returned to the Travel

Branch for further processing. If the claim is for Real Estate, Unexpired Lease, or RIT allowance, the vouchers are forwarded to the OGC.

G. Defense Finance and Accounting Service Submission. After the required management review is accomplished, the Travel Branch forwards the vouchers to the DFAS paying office as specified in the DFAS Pamphlet.

H. Debt Collection. The DFAS initiates collection action on sums due from the employee as a result of travel. These include an erroneous payment, a delinquent advance, or a balance due from the overpayment of an advance (reference (m)).

1. Cash Collections. Check or money orders are sent to the DFAS paying office IAW the debt notification letter.

2. Involuntary Collections. The DFAS paying office performs follow-up notification for travel debts. If follow-up efforts fail, a DD Form 2481, *Request for Recovery of Debt Due the United States by Salary Offset*, is prepared and forwarded to the appropriate payroll office.

I. Promotional Items, Gifts, Etc.

1. The employee may keep pens, note pads, calendars, or other items of “nominal intrinsic value” (reference (n)).

2. The employee on official business may keep frequent traveler benefits such as points, miles, upgrades, or access to carrier facilities for personal use or official travel.

3. Vacating a seat. The employee may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional travel expenses may be paid as a result of the delay. If the employee is involuntarily denied a transportation seat, any compensation provided by the carrier belongs to the Government. The employee must turn in this compensation to the Travel Branch. See JTR, para. C1200-B.

CHAPTER 18 ADVANCES

- A. General.** Refer to the JTR, para. C1101 for allowable PDT advances. Advances must be authorized on the PDT authorization.
- B. Forms.** The form to be used to advance allowances is the DD Form 1351, *Travel Voucher*.
- C. Policy.** The employee is not required to use his/her Government travel charge card for PDT. See DoDFMR, Vol. 9, Chapter 3. The employee is not encouraged to use his/her Government travel charge card for PDT allowances due to longer voucher processing time and delays in receiving payment may impose a financial burden. Refer to reference (o) for billing, payment, and delinquency information.
- D. Payment.** The employee prepares the DD Form 1351 and specifies the PDT allowances to be advanced. The form and three copies of the PDT authorization are submitted to the Travel Branch along with the employee's deposit information for electronic funds transfer. Normally, the advance should not be paid more than 10 workdays before the employee travels or incurs the PDT expense(s).
- E. Follow-Up.** The DFAS must initiate follow-up for outstanding advances and, if necessary, initiate collection action.

CHAPTER 19 QUESTIONABLE CLAIMS

- A. Request for Advance Decisions.** The Travel Branch prepares requests for advance decisions on questions involving the applicability of law (reference (p)). The Travel Branch in conjunction with DFAS-Columbus Site may request an advance decision on any question involving a travel voucher presented for payment. Refer to reference (o) for processing information.
- B. Doubtful Travel Claims.** If the employee desires to contest a decision concerning an allowance determination, the Travel Branch must assist in the submission of that claim. It is the employee's right to have the claim forwarded for reconsideration. Refer to reference (o) for processing information.
- C. Retroactive Amendments to Travel Authorizations.** Retroactive amendments to increase or decrease the amount of money due the employee must be to correct clerical errors only and must be fully justified. Circumstances permitting an amendment (not based on clerical errors) to authorize additional payment or reduce payment are so rare that claims based on them are seldom allowed. The travel voucher with the amended authorization should be submitted to GSA Civilian Board of Contract Appeals through the Travel Branch and onto the DFAS-Columbus Site, with a statement of facts and circumstances. A written amendment confirming an oral authorization is not included in this category provided the oral authorization was issued on or before the effective date of the directed change. Support claims with a complete statement from the Travel and Transportation Officer relating facts and circumstances that necessitated issuance of the amended authorization. If necessary, the DFAS-Columbus Site forwards the claim for a final determination. Where practical, the Travel and Transportation Officer approves the portion of a claim for the lesser of the allowance accrued under the original authorization or under the amended authorizations and submits the balance of the claim.

**APPENDIX A
REFERENCES**

- a. Joint Travel Regulations, Volume 2, *Department of Defense Civilian Personnel*, current edition
- b. DoD Financial Management Regulation 7000.14-R, Volume 9, *Travel Policy and Procedures*, current edition
- c. Decisions of the Comptroller General, 24 Comp. Gen. 439 (1944)
- d. Section 5723 of title 5, United States Code, Travel and Transportation Expenses of New Appointees and Student Trainees
- e. General Records Schedule 9, Accountable Officers' Accounts Records, April 2003
- f. DoD Directive 4500.9E, *Transportation and Traffic Management*, September 11, 2007
- g. DoD Instruction 4500.42, *DoD Passenger Transportation Reservation and Ticketing Services*, January 5, 1987
- h. Section 552a of title 5, United States Code, Privacy Act Statement
- i. Defense Finance and Accounting Service-Columbus Site, 1404.1-PH, *Civilian Permanent Duty Travel*, August 2006
- j. Section 1001 of title 18, United States Code, Statements or Entries Generally
- k. Section 287 of title 18, United States Code, False, Fictitious, or Fraudulent Claims
- l. Section 2514 of title 28, United States Code, Forfeiture of Fraudulent Claims
- m. Section 5705 of title 5, United States Code, Advancements and Deductions
- n. DoD 5500.7-R, *Joint Ethics Regulation*, August 30, 1993
- o. IGDINST 4500.42, *Travel and Transportation Program*, May 3, 2007
- p. DoD Financial Management Regulation 7000.14-R, Volume 5, *Disbursing Policy and Procedures*, current edition

**APPENDIX B
ACRONYMS**

| | |
|--------|--|
| AE | Actual Expense |
| AO | Authorizing/Order-Issuing Official |
| ASD | Administrative Services Division |
| CBA | Centrally Billed Account |
| CONUS | Continental United States |
| CTO | (Contracted) Commercial Travel Branch |
| DFAS | Defense Finance and Accounting Service |
| DoD | Department of Defense |
| DoDFMR | DoD Financial Management Regulation |
| DTOD | Defense Table of Official Distances |
| EFT | Electronic Funds Transfer |
| FAX | Facsimile |
| FMR | Financial Management Regulation |
| GBL | Government Bill of Lading |
| GSA | General Services Administration |
| HCAS | Human Capital Advisory Services |
| HHGs | Household Goods |
| HHT | House hunting Trip |
| IAW | In Accordance With |
| IG | Inspector General |
| JTR | Joint Travel Regulations |
| MEA | Miscellaneous Expense Allowance |
| OCONUS | Outside the Continental United States |
| OGC | Office of General Counsel |
| OIG | Office of Inspector General |
| PCS | Permanent Change of Station |
| PDS | Permanent Duty Station |
| PDT | Permanent Duty Travel |
| POC | Privately Owned Conveyance |
| POV | Privately Owned Vehicle |
| PPM | Personally Procured Move |
| RAT | Renewal Agreement Travel |
| RIT | Relocation Income Tax |
| SES | Senior Executive Service |
| SIT | Storage in Transit |
| TCS | Temporary Change of Station |
| TMC | Travel Management Center |
| TQSE | Temporary Quarters Subsistence Expense |
| USC | United States Code |
| WTA | Withholding Tax Allowance |

APPENDIX C
IG FORM 4500.43-1, PERMANENT DUTY TRAVEL REQUEST
FIRST PERMANENT DUTY STATION

| OFFICE OF INSPECTOR GENERAL PERMANENT DUTY TRAVEL REQUEST FIRST PERMANENT DUTY STATION <i>(Read Privacy Act Statement on page 2 before completing form.)</i> | | | |
|---|---|--|--|
| SECTION I - GENERAL | | | |
| 1. NAME <i>(Last, First, MI)</i> | | 2. SSN | |
| 3. CURRENT RESIDENCE a. ADDRESS | | b. CITY, STATE, ZIP CODE | 4. E-MAIL |
| 5. HOME PHONE | 6. WORK PHONE | | 7. CELL PHONE |
| 8. REPORTING DATE AT NEW PERMANENT DUTY STATION (PDS) | | | |
| 9. NEW PERMANENT DUTY STATION LOCATION | | | |
| 10. DEPENDENTS: | | | |
| a. NAME <i>(Last, First, MI)</i> | b. RELATIONSHIP | c. DATE OF BIRTH <i>(YYYYMMDD)</i> | d. CONCURRENT TRAVEL <i>(Y/N)</i> |
| | | | |
| | | | |
| | | | |
| SECTION II - TRAVEL AND TRANSPORTATION <i>(See Section IV for additional information.)</i> | | | |
| 1. EMPLOYEE AND DEPENDENT TRAVEL: | | | |
| a. Do you plan to drive your vehicle to your new duty station? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| b. If you have dependents, will you drive more than one vehicle? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c. What type of commercial transportation do you plan to use? | Air <input type="checkbox"/> | Bus <input type="checkbox"/> | Rail <input type="checkbox"/> N/A <input type="checkbox"/> |
| (1) Starting Transportation Terminal: _____ (2) Ending Transportation Terminal: _____ | | | |
| d. If dependents have non-concurrent travel, indicate their mode _____ | | | |
| 2. HOUSEHOLD GOODS TRANSPORTATION: | | | |
| a. How will you ship your household goods? | Government Procured <input type="checkbox"/> | Personally Procured <input type="checkbox"/> | |
| b. Estimated weight? _____ | c. How many rooms; excluding bathrooms and closets? _____ | | |
| d. Address for Household Goods: _____ | | | |
| e. Will you need temporary storage for household goods? | Yes <input type="checkbox"/> | How many days? _____ | No <input type="checkbox"/> |
| 3. ADDITIONAL INFORMATION: <i>(Please provide any additional information we should know regarding your projected travel and transportation.)</i> | | | |
| | | | |
| 4. ADDRESS TO MAIL TRAVEL AUTHORIZATION (ORDER) TO: | | | |
| Current Residence <input type="checkbox"/> | Other <input type="checkbox"/> | provide _____ | |
| Attach two copies of signed Service (Transportation) Agreement and return this completed form to your Component Approving Official. Please promptly provide changes to your travel and transportation arrangements to your Component Approving Official. | | | |
| SIGNATURE | | DATE SIGNED | |
| | | | |

| PRIVACY ACT STATEMENT (5 U.S.C. § 552a) | | | |
|---|--------|---------------|---------|
| <p>1. AUTHORITY: 5 U.S.C §§5701, 5702; and E.O. 9397 (SSN).</p> <p>2. PRINCIPAL PURPOSE: The information provided on this form is the basis for generating the Permanent Duty Travel authorization by the Component Approving Official in conjunction with the Travel Branch. The Office of the Comptroller reserves funds for an employee's Permanent Duty Travel based on the information provided on this form. This Permanent Duty Travel Request form must be retained by the Travel Branch for 6 years.</p> <p>3. ROUTINE USES: Completed by employee requesting Permanent Duty Travel allowances for their first duty station appointment and certified by the Component Approving Official.</p> <p>4. DISCLOSURE: Information disclosure is voluntary. Failure to provide complete and accurate information may result in delayed authorization processing and/or inaccurate authorization.</p> | | | |
| SECTION III - FOR INTERNAL USE ONLY | | | |
| COMPONENT APPROVING OFFICIAL | CONCUR | NON-CONCUR | REMARKS |
| REPORTING DATE | | | |
| NEW PDS | | | |
| AUTHORIZED DEPENDENTS | | | |
| EMPLOYEE TRAVEL | | | |
| DEPENDENT TRAVEL | | | |
| HOUSEHOLD GOODS | | | |
| SERVICE (TRANSPORTATION) AGREEMENT | | | |
| ADDITIONAL INFORMATION: | | | |
| COMPONENT APPROVING OFFICIAL (SIGNATURE) | | DATE SIGNED | |
| TRAVEL BRANCH (RECEIVED BY) | | DATE RECEIVED | |
| ADDITIONAL INFORMATION: | | | |
| SECTION IV - PERMANENT DUTY TRAVEL INFORMATION | | | |
| <p>References: Office of Inspector General Permanent Duty Travel information: http://www.dodig.mil/careers.htm. Includes links to the Joint Travel Regulations (JTR) and Defense Finance and Accounting Service Pamphlet for Civilian Permanent Duty Travel.</p> <p>Instructions: After completing this form, mail signed form along with two signed copies of the service (transportation) agreement to:</p> <p style="margin-left: 40px;">DoD OIG ATTN: (your Component Approving Official) 400 Army Navy Drive Arlington, VA 22202-4704</p> <p>If the Component Approving Official provided alternate instructions for returning the form, such as faxing or sending a scanned copy via electronic mail, please follow their instructions. Always, follow-up by mailing the original signed copy. From the information provided on this form, a travel authorization will be issued for authorized travel and transportation allowances. The permanent duty travel authorization is prepared on the Department of Defense Form 1614, <i>Request/Authorization for Department of Defense Civilian Permanent Duty or Temporary Change of Station Travel</i>. The travel authorization is mailed to the mailing address provided on this form (Section II, Item #4).</p> | | | |

Contact Information: Contact your Component Approving Official first for all travel related questions. If necessary, he/she will refer you to the Office of Inspector General Travel Branch.

Travel Branch phone numbers:

Primary: (703) 604-9798
 Alternates: (703) 604-9797/9799
 Hours: 7:30 a.m. - 4:00 p.m. (Eastern Standard Time)

Permanent Duty Travel (PDT) Allowances: Travel and transportation allowances are determined by regulatory authority, and if applicable, Office of Inspector General policy. The following information explains the most common travel and transportation reimbursement situations for PDT. Your situation may warrant other reimbursements. Carefully review your travel authorization upon receipt and contact your Component Approving Official for further explanation.

Employee and Dependent Travel to New Permanent Duty Station - (JTR, Chapter 5, Part B and para. C5125-B1)

Transportation:

Privately owned conveyance (driving your vehicle) - The number of travel days is determined by a rate of 350 miles per day. For example, if it is 700 miles between the current residence and the new permanent duty station, this allows 2 travel days (700 miles divided by 350 miles = 2). A remainder of 51 miles or more qualifies for an additional travel day. The mileage reimbursement for privately owned conveyance (POC) is 20 cents per mile. The second POC is also paid at 20 cents per mile (employee with dependents only).

Commercial Transportation (airplane, bus, or rail). The Office of Inspector General (contracted) Commercial Travel Office provides tickets (no charge) to the employee and dependents for the authorized travel.

Per Diem (Food and Lodging):

Only the employee receives a per diem allowance for allowable travel days. The per diem allowance is calculated on the Standard Continental United States (CONUS) Per Diem Rate for all PDT performed in the CONUS. This rate can be located at: <http://perdiem.hqda.pentagon.mil/perdiem/>

Household Goods Transportation - (JTR, Chapter 5, Part D)

Shipment of household goods to include packing materials is limited to a maximum of 18,000 pounds. There are two methods for shipping household goods. First, there is Government procured or Government Bill of Lading (GBL), where a Department of Defense transportation office makes the arrangements for shipment. The other method is personally procured where the employee makes their own arrangements for moving the household goods. Reimbursement for actual costs is limited to what the GBL would have cost the Government for the same amount of weight not to exceed 18,000 pounds. Certified weight tickets are required (truck/trailer empty and full).

Estimate 1,000 pounds per room excluding bathrooms, closets, and hallways. If household goods are located in more than one location, indicate the other address in Section II, Item #3, Additional Information.

Storage in Transit (SIT) or temporary storage for household goods is short-term storage that is part of household goods transportation. SIT is limited to 90 days (combination of the origin, destination, and en route locations). If certain JTR, para. C5190-B2 criteria are met, an employee may be authorized temporary storage up to an additional 90 days. A request for the second 90 days temporary storage must be submitted in writing 14 days prior to expiration. The request must cite one or more JTR criteria and fully explain why additional temporary storage is needed. Send extension request to your Component Approving Official.

Filing Travel Claims: Your travel claims are filed after arriving at your new permanent duty station and are submitted to the Travel Branch:

DoD OIG
 ATTN: Travel Branch
 400 Army Navy Drive
 Arlington, VA 22202-4704

Do not mail your claims to any other location. Claims are filed on the Department of Defense Form 1351-2, *Travel Voucher or Subvoucher*. The form can be located at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Contact the Travel Branch for further assistance. All employees must file a claim for their PDT. For expenses \$75 or more, receipts are required. However, it is highly encouraged to keep all receipts to ensure nothing is overlooked when filing a claim.

APPENDIX D
IG FORM 4500.43-2, PERMANENT DUTY TRAVEL REQUEST
OTHER THAN FIRST PERMANENT DUTY STATION

| OFFICE OF INSPECTOR GENERAL PERMANENT DUTY TRAVEL REQUEST OTHER THAN FIRST PERMANENT DUTY STATION (Read Privacy Act Statement on page 2 before completing form.) | | | |
|---|-----------------|--|----------------------------|
| SECTION I - GENERAL | | | |
| 1. NAME (Last, First, MI) | | 2. SSN | |
| 3. CURRENT RESIDENCE a. ADDRESS | | b. CITY, STATE, ZIP CODE | 4. E-MAIL |
| 5. HOME PHONE | | 6. WORK PHONE | 7. CELL PHONE |
| 8. LOSING AGENCY/COMPONENT | | | |
| 9. REPORTING DATE AT NEW PERMANENT DUTY STATION (PDS): | | | |
| 10. NEW PERMANENT DUTY STATION LOCATION: | | | |
| 11. RETIREMENT PLAN: CSRS <input type="checkbox"/> FERS <input type="checkbox"/> | | | |
| 12. DEPENDENTS: | | | |
| a. NAME (Last, First, MI) | b. RELATIONSHIP | c. DATE OF BIRTH (YYYYMMDD) | d. CONCURRENT TRAVEL (Y/N) |
| | | | |
| | | | |
| | | | |
| | | | |
| SECTION II - TRAVEL AND TRANSPORTATION (See Section IV for additional information.) | | | |
| 1. HOUSEHUNTING TRIP (HHT): a. Requesting HHT? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, go to item #2.) b. Will your spouse accompany you? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Requesting Fixed or Lodging-Plus (LP) HHT? <input type="checkbox"/> Fixed <input type="checkbox"/> LP d. How many days are you requesting? (Maximum 10 days including travel days) _____ e. Planned HHT dates: From _____ To _____ f. Mode of Travel: (Select one) <input type="checkbox"/> (1) Privately Owned Conveyance (POC) <input type="checkbox"/> (2) Commercial transportation: (If yes, select one below) <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Rail g. Request rental vehicle (if not requesting POC transportation): <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2. EMPLOYEE AND DEPENDENT TRAVEL: a. Do you plan to drive your vehicle to your new duty station? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A b. If you have dependents, will you drive more than one vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A c. What type of commercial transportation do you plan to use? <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Rail <input type="checkbox"/> N/A Transportation Terminal: (1) Starting: _____ (2) Ending: _____ d. If dependents have non-concurrent travel, indicate their mode: | |
| 3. HOUSEHOLD GOODS TRANSPORTATION: a. How will you ship your household goods? <input type="checkbox"/> Government Procured <input type="checkbox"/> Personally Procured <input type="checkbox"/> Commuted Rate b. Estimated weight? _____ c. How many rooms; excluding bathrooms and closets? _____ d. Address for household goods: _____ e. Will you need temporary storage for household goods? <input type="checkbox"/> Yes. How many days? _____ <input type="checkbox"/> No | | 4. REAL ESTATE TRANSACTION ALLOWANCE: a. Do you own your current residence? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, go to Item #4c.) b. Do you plan to sell this residence? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the estimated selling price? _____ c. Do you plan to purchase a residence at your new PDS? (If no, go to Item #5.) <input type="checkbox"/> Yes <input type="checkbox"/> No What is the estimated purchase price? _____ When do you plan to purchase? Month _____ Year _____ | |

| | |
|--|--|
| <p>5. UNEXPIRED LEASE EXPENSE ALLOWANCE:</p> <p>If you are renting your current residence, will you incur unexpired lease settlement expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Estimated expenses _____</p> <p>NOTE: (If requesting Unexpired Lease Expense Allowance, you must attach a copy of your lease agreement to this form.)</p> | |
| <p>6. TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE):</p> <p>a. Requesting TQSE? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(1) For employee <input type="checkbox"/> dependents <input type="checkbox"/> both <input type="checkbox"/></p> <p>(2) How many TQSE days? _____</p> <p>b. Which TQSE allowances are you requesting? (Select one)</p> <p><input type="checkbox"/> TQSE-AE <input type="checkbox"/> TQSE-Fixed</p> <p>Provide detailed justification below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>c. If dependents have delayed transportation, are you requesting TQSE for dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>How many TQSE days? _____</p> <p>Provide detailed justification below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>7. ADDITIONAL INFORMATION: (Please provide any additional information, i.e. enroute leave dates.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | |
| <p>8. ADDRESS TO MAIL TRAVEL AUTHORIZATION (ORDER) TO:</p> <p>Current Residence <input type="checkbox"/> Other <input type="checkbox"/> provide: _____</p> | |
| <p>Attach two copies of signed Service (Transportation) Agreement and return this completed form to your Component Approving Official.</p> <p>Please promptly provide changes to your travel and transportation arrangements to your Component Approving Official.</p> | |
| <p>SIGNATURE</p> <p>_____</p> | <p>DATE SIGNED</p> <p>_____</p> |
| <p>PRIVACY ACT STATEMENT (5 U.S.C. §552a)</p> | |
| <p>1. AUTHORITY: 5 U.S.C §§5701, 5702; and E.O. 9397 (SSN).</p> <p>2. PRINCIPAL PURPOSE: The information provided on this form is the basis for generating the Permanent Duty Travel authorization by the Component Approving Official in conjunction with the Travel Branch. The Office of the Comptroller reserves funds for an employee's Permanent Duty Travel based on the information provided on this form. This Permanent Duty Travel Request form must be retained by the Travel Branch for 6 years.</p> <p>3. ROUTINE USES: Completed by employee requesting Permanent Duty Travel allowances (other than first Permanent Duty Station) and certified by the Component Approving Official.</p> <p>4. DISCLOSURE: Information disclosure is voluntary. Failure to provide complete and accurate information may result in delayed authorization processing and/or inaccurate authorization.</p> | |

| SECTION III - FOR INTERNAL USE ONLY | | | |
|---|--------|---------------|---------|
| COMPONENT APPROVING OFFICIAL | CONCUR | NON-CONCUR | REMARKS |
| REPORTING DATE | | | |
| NEW PDS | | | |
| RETIREMENT PLAN | | | |
| AUTHORIZED DEPENDENTS | | | |
| HOUSEHUNTING TRIP <i>(Fixed or LP)</i> | | | |
| EMPLOYEE TRAVEL | | | |
| DEPENDENT TRAVEL | | | |
| HOUSEHOLD GOODS | | | |
| REAL ESTATE TRANSACTION ALLOWANCE | | | |
| UNEXPIRED LEASE EXPENSE ALLOWANCE | | | |
| TQSE <i>(AE or Fixed)</i> | | | |
| SERVICE (TRANSPORTATION) AGREEMENT | | | |
| COMPONENT APPROVING OFFICIAL (SIGNATURE) | | DATE SIGNED | |
| COMPONENT SENIOR EXECUTIVE SERVICE (SES) REVIEW | | | |
| PERMANENT DUTY TRAVEL IS AUTHORIZED BY: <i>(Select one)</i> | | | |
| a. VACANCY ANNOUNCEMENT SELECTION <input type="checkbox"/> <i>(If yes, state Vacancy Announcement Number.)</i> _____ | | | |
| b. MANAGEMENT DIRECTED <input type="checkbox"/> <i>(If yes, provide detailed justification below.)</i> | | | |
| | | | |
| | | | |
| | | | |
| SES SIGNATURE | | DATE | |
| TRAVEL OFFICE (RECEIVED BY) | | DATE RECEIVED | |
| ADDITIONAL INFORMATION: | | | |
| | | | |
| SECTION IV - PERMANENT DUTY TRAVEL INFORMATION | | | |
| <p>References: Office of Inspector General Permanent Duty Travel (PDT) information: http://www.dodig.mil/careers.htm. Includes links to the Joint Travel Regulations (JTR) and Defense Finance and Accounting Service Pamphlet for Civilian Permanent Duty Travel.</p> <p>Instructions: After completing this form, mail signed form along with two signed copies of the service (transportation) agreement to:</p> <p style="margin-left: 40px;">DoD OIG ATTN: (your Component Approving Official) 400 Army Navy Drive Arlington, VA 22202-4704</p> <p>If your Component Approving Official provided alternate instructions for returning the form, such as faxing or sending a scanned copy via electronic mail, please follow their instructions. Always, follow-up by mailing the original signed copy. From the information provided on this form, a travel authorization will be issued for authorized travel and transportation allowances. The travel authorization is prepared on the Department of Defense Form 1614, <i>Request/Authorization for Department of Defense Civilian Permanent Duty or Temporary Change of Station Travel</i>. The travel authorization is mailed to the address provided on this form (Section II, Item #8).</p> | | | |

Contact Information: Contact your Component Approving Official first for all travel related questions. If necessary, he/she will refer you to the Office of Inspector General Travel Branch.

Travel Branch phone numbers:

Primary: (703) 604-9798
 Alternates: (703) 604-9797/9799
 Hours: 7:30 a.m. - 4:00 p.m. (Eastern Standard Time)

Permanent Duty Travel (PDT) Allowances: Travel and transportation allowances are determined by regulatory authority, and if applicable, Office of Inspector General policy. Some allowances are discretionary. Your Component Approving Official along with the Travel Branch determines discretionary allowances to be authorized in the travel authorization. The following information explains the most common travel and transportation reimbursement situations for PDT. Your situation may warrant other reimbursements. Carefully review your travel authorization upon receipt and contact your Component Approving Official for further explanation.

Househunting Trip (HHT) - (JTR, Chapter 5, Part M)

HHT is a discretionary allowance. There are two reimbursement methods, "Lodging-Plus Method" or Fixed Amount. Your HHT must be performed AFTER you receive orders authorizing HHT, but BEFORE reporting to the new PDS. You are allowed a maximum of 10 calendar days to include travel days. HHT is authorized for the employee and/or spouse only; other dependents' expenses are not reimbursed. Temporary Quarters Subsistence Expense-Actual Expense (TQSE-AE) is reduced by the number of HHT days (if more than 30 days TQSE-AE are authorized and used).

Employee and Dependent Travel to New Permanent Duty Station - (JTR, Chapter 5, Part B)

Transportation:

Privately Owned Conveyance (POC) is driving your vehicle. The number of travel days is determined by a rate of 350 miles per day. For example, if it is 700 miles between the old PDS and the new PDS, this allows 2 travel days (700 miles divided by 350 miles = 2). A remainder of 51 miles or more qualifies for an additional travel day. The mileage reimbursement for privately owned conveyance (POC) is 20 cents per mile. The second POC is also paid at 20 cents per mile (employee with dependents only).

Commercial Transportation (airplane, bus, or rail). The Office of Inspector General (contracted) Commercial Travel Office provides tickets (no charge) to the employee and dependents for the authorized travel.

Per Diem (food and lodging):

The per diem allowance is calculated on the Standard Continental United States (CONUS) Per Diem Rate for all PDT performed in the CONUS. This rate can be located at: <http://perdiem.hqda.pentagon.mil/perdiem/>

Household Goods Transportation - (JTR, Chapter 5, Part D)

Shipment of household goods to include packing materials is limited to a maximum of 18,000 pounds. There are several methods for shipping household goods. First, there is Government procured or Government Bill of Lading (GBL), where a Department of Defense transportation office makes the arrangements for shipment. Another method is personally procured where the employee makes their own arrangements for moving the household goods. Reimbursement for actual costs is limited to what the GBL would have cost the Government for the same amount of weight not to exceed 18,000 pounds. Certified weight tickets are required (truck/trailer empty and full). The last method is the commuted rate and the authorized reimbursement is limited to the General Services Administration Commuted Rate Schedule.

If an estimate is not available, estimate 2,000 pounds per room excluding bathrooms, closets, and hallways. If household goods are located in more than one location, indicate the other address in Section II, Item #7, Additional Information.

Storage in Transit (SIT) or temporary storage for household goods is short-term storage that is part of household goods transportation. SIT is limited to 90 days (combination of the origin, destination, and en route locations). If certain JTR, para. C5190-B2 criteria are met, you may be authorized temporary storage up to an additional 90 days. A request for the second 90 days of temporary storage must be submitted in writing 14 days prior to expiration. The request must cite one or more JTR criteria and fully

explain why additional temporary storage is needed. Send the extension request to your Component Approving Official.

Real Estate Transaction Allowance - (JTR, para. C5750)

Real estate reimbursement is limited to no more than 10 percent of the actual sales price for the sale of the residence at the old PDS and 5 percent of the actual purchase price of a residence bought at the new PDS. The residence to be sold is the one from which the employee regularly commutes to/from work; residence must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

Unexpired Lease Expense Allowance - (JTR, para. C5762)

In lieu of real estate transaction reimbursement at the old PDS, reimbursement is allowed for expenses associated with settlement of an unexpired lease. Unexpired lease expenses must be incurred for a residence for which the employee regularly commutes to/from work.

Temporary Quarters Subsistence Expense (TQSE) - (JTR, Chapter 5, Part H)

TQSE is a discretionary allowance to partially reimburse an employee for temporary subsistence expenses at the old and/or new PDS. There are two types of reimbursement, TQSE-Actual Expense (AE) and TQSE-Fixed. You may request TQSE-AE or TQSE-Fixed and provide justification for your request. The Component Approving Official along with the Travel Branch determines the reimbursement method. If TQSE is offered by the Component Approving Official, you are not obligated to be reimbursed under the TQSE-Fixed method. However, once the authorization is issued, the election cannot be changed.

TQSE-AE is initially authorized for up to 30 days. TQSE-AE extension requests are considered on a case by case basis, in increments of up to 30 days. Requests for additional TQSE-AE beyond 30 days must be submitted in writing 14 days prior to expiration through the Component Approving Official to the Travel Branch. Request must include a compelling reason to justify the extension. Compelling reasons center on the kinds of situations that are unanticipated and beyond the control of the employee. Your actual subsistence expenses MUST be itemized daily and submitted with your voucher along with receipts for lodging and other single expenses of \$75 or more. TQSE-AE is based on the Standard CONUS Per Diem Rate. This rate can be located at: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>. TQSE-AE is reduced by the number of HHT days (if more than 30 days TQSE-AE are authorized and used).

TQSE-Fixed is a lump sum payment based on 75 percent of the local per diem rate for up to 30 days for the employee and 25 percent of the local per diem rate for each authorized dependent. No extensions are granted. Receipts and supporting documentation are not required. TQSE-Fixed is not reduced by days spent on HHT.

Miscellaneous Expense Allowance (MEA) - (JTR, Chapter 5, Part G)

MEA is designed to reimburse various costs associated with authorized PDT residence relocation. There are two reimbursement methods. The first is the "flat payment" reimbursement of \$500 for employee only and \$1,000 for an employee with dependents who relocate. Receipts are not required. The other method, "maximum amount" requires receipts for authorized expenses and is limited to a time/salary cap. The Component Approving Official along with the Travel Branch must authorize/approve the "maximum amount" method for reimbursement.

Filing Travel Claims: Your travel claims are submitted to the Travel Branch:

DoD OIG
ATTN: Travel Branch
400 Army Navy Drive
Arlington, VA 22202-4704

Do not mail your claims to any other location. Claims are filed on the Department Defense Form 1351-2, *Travel Voucher or Subvoucher*. The form can be located at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Contact the Travel Branch for further assistance. All employees must file a claim for their PDT.

For lodging claims, you must certify the single room rate if the amount paid is more than the single room rate. This is necessary, since the you are authorized the single room rate for reimbursement and authorized dependents receive a percentage of the employee reimbursement. For expenses \$75 or more, receipts are required. However, it is highly encouraged to keep all receipts to ensure nothing is overlooked when filing a claim.

APPENDIX E
CHECKLIST FOR PERMANENT DUTY TRAVEL VOUCHERS

1. Attach three copies of the travel authorization to include amendments for each voucher submitted. Ensure the reverse side of the authorization is attached.
2. Attach original receipts/source documentation and two copies. All lodging receipts and receipts for single purchase items of \$75 or more are required.
3. Claim advances. Do NOT claim Automated Teller Machine cash withdrawals obtained with the travel card as advances.
4. EFT. Ensure financial institution/account information is attached to the first voucher. Attach updated information, if necessary to subsequent vouchers.
5. For the employee eligible for RIT allowance, attach completed DFAS-CO Form 62, *Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses*, to the first voucher submission.
6. Keep a copy of all vouchers and supporting documentation.
7. For HHT (Lodging-plus Method), travel to new PDS, and RAT vouchers:
 - a. Provide a complete itinerary identifying travel dates and different transportation modes and reasons for stops/delays.
 - b. Identify the travel duration (12 hours or less, more than 12 hours but 24 hours or less, and more than 24 hours).
 - c. Indicate leave periods.
 - d. For POC transportation, indicate owner/operator or passenger. Indicate number of POCs used.
 - e. Itemize miscellaneous reimbursable expenses: See JTR, Appendix G, for a comprehensive list and limitations. Lodging taxes for CONUS locations are claimed separately as a miscellaneous expense separate from the lodging portion.
 - f. Itemize daily lodging/quarters expenses.
 - g. Document in the remarks section for circumstances that warrant explanation, i.e., weather delays, overbooked flights, etc. or attach a separate statement.
8. For HHT-Fixed method, it is similar to the voucher requirements listed above in Item #7, but itemizing lodging and attaching lodging receipts are not required.

9. For HHGs-PPM vouchers:

a. The following statement is required with the claim: “I certify that this shipment (including drayage, storage, packing, and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (and/or my dependents) before the effective date of my orders. They were not intended directly or indirectly for any other person or persons or for sale. The following shipments were previously made at Government expense under the same travel authorization(s) that support this claim: _____ (Include GBLs and PPM payments. If none, state so.)”

b. Attach certified weight tickets (truck/trailer empty and full).

10. For POV expense to/from vehicle processing center vouchers attach the DD Form 788, *Vehicle Shipping Document for Automobile, Private*.

11. For MEA vouchers:

a. The following statement is required with the claim: “I certify I have discontinued my residence at the old PDS and have established a residence at the new PDS.”

b. If applicable, indicate if dependent(s) relocated.

c. Amount claimed.

d. Receipts, if itemizing for the “maximum amount”.

12. For TQSE vouchers:

a. Fixed-Requires only a signed voucher and authorization copies.

b. AE-Complete DD Form 2912, *Claim for Temporary Quarters Subsistence Expense (TQSE) (Sub-voucher)*, for each 30-day period claimed.

13. For RIT allowance, follow the guidelines provided by DFAS correspondence. However, submit the voucher to the Travel Branch.

14. For Real Estate Transaction vouchers:

a. Attach completed DD Form 1705, *Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses*.

b. Attach sale and/or purchase agreement with seller and buyers’ signatures.

c. Attach settlement statement.

15. For Unexpired Lease Expense vouchers:

- a. Attach lease.
 - b. Attach employee's dated notification to landlord/lessor to vacate the property.
 - c. Attach pertinent documentation reflecting cost avoidance actions taken.
16. Contact the Travel Branch to resolve questions.
17. Employee provides the Travel Branch a legible copy of all paid vouchers within 5 working days after receipt of payment.