U.S. Department
of Transportation
**United States
Coast Guard**

COAST GUARD SUPPLEMENT TO THE JOINT FEDERAL TRAVEL REGULATIONS VOLUME 1 (CGS-JFTR)

COMDTINST M4600.17

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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Subj: COAST GUARD SUPPLEMENT TO JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (CGS-JFTR)

Ref: (a) Joint Federal Travel Regulations (JFTR)

1. PURPOSE. This manual supplements the contents of the Joint Federal Travel Regulations Volume 1, (JFTR) and issues required Coast Guard policy and necessary travel procedures. It is issued in accordance with paragraph U1010 of reference (a) and is intended to be used by Coast Guard travel offices, Authorized Certifying Officers, PERSRUS, and administrative personnel required to prepare written travel authorizations.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, and Commander, Coast Guard Activities Europe shall ensure compliance with the policies and procedures contained in this manual. It is recommended that this manual be filed with the JFTR. Comments and recommendations pertaining to this manual are invited and should be addressed to Commandant (G-PMP-2).

3. DIRECTIVES AFFECTED. Coast Guard Travel Manual, COMDTINST M4600.12 is cancelled.

4. DISCUSSION. Paragraph numbering in this manual corresponds to the basic numbering system used in the JFTR. The design of this manual is such that in the JFTR where the phrase "the regulations of the Service concerned" or similar wording exists, there will be a like paragraph in this manual containing the Coast Guard guidance concerning the issue. The terms used in this manual (e.g., authorize, approve, permanent duty station, etc.) employ the same definitions as are contained in JFTR, Appendix A, Part I. Acronyms

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
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4. (cont'd) contained in the JFTR, Appendix A, Part II, are used throughout this manual without further explanation. Travel offices must use the JFTR as the source of statutory rules and regulations concerning military travel entitlements. This manual will be used with the JFTR and not as a substitute for the JFTR. In cases where this manual and the JFTR conflict concerning entitlements, the JFTR must be followed and Commandant (G-PMP-2) notified of the conflict.

5. REFERENCE TO THIS MANUAL. Reference to materials contained in this manual must be made to the specific paragraph/subparagraph. For example: "paragraph 5105-B1a" refers to paragraph 5105, subparagraph B1a.

6. FORMS AVAILABILITY.

CG 5131, STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL (FPL)
FSN 7530-01-GF2-5950, U/I HD, STOCK POINT FPL/HQ

DD 1351-2, TRAVEL VOUCHER OR SUBVOUCHER (FPL),
FSN 0102-LF-013-2803, U/I PG, STOCK POINT FPL/HQ

DD-1351-2C. TRAVEL VOUCHER OR SUBVOUCHER (CONTINUATION SHEET) (FPL)
FSN 0102-LF-013-3002, U/I PG, STOCK POINT FPL/HQ

DD-1351-4 VOUCHER OR CLAIM FOR DEPENDENT TRAVEL & DISLOCATION OR TRAILER ALLOWANCE, FSN 7530-00-F01-9200, U/I SE, STOCK POINT SCB/HQ

SF-1038 ADVANCE OF FUNDS APPLICATION AND ACCOUNT
FSN 7540-00-634-4211, U/I SE, STOCK POINT SCB/HQ ST.

SF-1164, CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (FPL), FSN 7540-00-634-4356, U/I HD, STOCK POINT GSA/HQ ST.

J. M. LOY
Chief, Office of Personnel and Training

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CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

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1010 Implementation. This supplement contains Coast Guard policy and guidance that implement the JFTR. It does not replace the JFTR and must be used together with the JFTR.

1015 Appropriations and Accounting.

A. General. The responsibility to administer, manage, control, and account for travel funds in accordance with current directives rests with each command. This includes providing policy guidance to preclude unnecessary travel, preventing the misuse of travel advance privileges and Government Travel Charge Card privileges, instructing the member concerning prudent and reasonable travel expenses, ensuring travel claims are liquidated promptly, and initiating appropriate action when fraud or abuse is suspected or determined to have occurred.

B. Commandant (G-C). The Commandant has been authorized to act on behalf of the Secretary of Transportation on matters concerning travel regulations and entitlements for military members of the Coast Guard and their dependents.

C. Commandant (G-P). The Office of Personnel and Training has technical control over the travel and transportation of Coast Guard military members. That Office is also responsible for issuing orders, clarifying orders, and approving facts affecting entitlement to travel allowances. **In special cases, authorizations for entitlements may be obtained in advance of the travel, unless otherwise prohibited by the JFTR or this manual.** Chief, Office of Personnel and Training is the Coast Guard's principal member of the PDTATAC.

D. Commandant (G-PMP). The Military Personnel Division is responsible for the development of policies and procedures for travel management. This division also:

1. Provides technical advice and guidance relating to the JFTR and this manual. Requests for interpretation of entitlements must be submitted to Commandant (G-PMP-2) via the chain of command. Commandant (G-PMP-2) may prepare such requests for submission to the Comptroller General when application of basic laws and regulations to specific circumstances are questionable or precedent setting.

2. Provides the Coast Guard representative to the Military Advisory Panel of the PDTATAC.

E. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Unit Commanding Officers, and Commander, CG Activities Europe. These individuals are responsible for establishing command policy for official travel. The policy should prescribe procedures for requesting travel authority, criteria for approval, fiscal clearance required, orders

preparation, proper use of transportation facilities and designation of those command officials authorized to approve travel. Procedures for travel and transportation management are to be based on Commandant policy. Wide dissemination of those procedures is to be made throughout the command.

F. Finance Center. The Finance Center is responsible for processing all the accounting transactions relating to travel including issuing payments based on certified vouchers, tracking advances, collecting past due travel advances, and overpayments.

G. Authorized Certifying Officer (TRAVEL ACO). The TRAVEL ACO:

1. Computes and certifies travel advances and claims for settlement;

2. Provides guidance to individuals and commands concerning travel entitlements;

3. Notifies travelers of overpayments of travel advances;

4. Refers claims suspected of containing fraud to Coast Guard Intelligence (CGI);

5. Makes administrative determinations of fraud;

6. Refers claims containing apparent excessive and/or unnecessary expense items to the claimant's commanding officer for determination of reasonableness;

7. Refers doubtful entitlement travel claims to Commandant (G-PMP-2);

8. Initiates requests for advance decisions by the Comptroller General of the United States.

Additional information on the responsibility of the TRAVEL ACO is contained in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

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2000 Travel Policy - General. Official travel must be limited to that necessary to carry out the missions of the Coast Guard. Travel meeting this criterion will be performed by the minimum number of personnel using the most economical means available for the minimum time consistent with the requirements of the mission.

A. Alternatives to Travel. Order issuing officials must consider alternatives to travel such as correspondence and teleconferencing before issuing travel orders.

B. Preparation of Travel Orders. Supervisors and order issuing authorities must thoroughly review all travel orders for completeness before approving or signing the travel orders. All travel orders must state the purpose of the travel, assign the mission to the traveler, commit funds, and delineate reimbursement. Care should be given to ensure travel is accomplished by the most economical means and that orders do not prescribe entitlements which are unwarranted for the assigned mission. During the review of the orders, considerations such as these should be addressed:

1. Is the travel exclusively for official Coast Guard business?

2. Is travel by POC really more advantageous to the government, or is it for the convenience of the traveler?

3. Is the use of a rental vehicle necessary and cost effective under this order?

C. Financial Limitations. Under no circumstances may travel be authorized which will result in an expenditure in excess of allotted funds. Commands must determine that the travel is not only desirable, but necessary. This is a function of command. Lack of funds must never cause Coast Guard travelers to be denied reimbursement for appropriate expenses related to ordered travel.

2010 Member's Responsibility.

A. Obligation to Exercise Prudence.

1. Plan itineraries when possible to use contract air service, hotels, and rental car companies listed in the Federal Travel Directory (FTD).

2. Take advantage of Government reduced rates and tax exemptions offered by hotels, motels, and rental car companies listed in the FTD. A listing of specific areas which exempt the payment of taxes is in the Hotel/Motel Discounts section of the FTD. Tax exemption forms that are

not listed in the FTD must not be used. The traveler should forward the form together with any pertinent information as to the acceptance of the form via Commandant (G-PMP-2) to GSA at the following address: General Services Administration, Federal Supply Service, Transportation Management Division (FBX), Washington, DC, 20406.

3. Submit vouchers for reimbursement of travel expenses and liquidation of outstanding travel advances in accordance with paragraph 2500.

2100 Travel Orders - General. Officers authorized to issue and approve travel orders are designated in articles 4-D-2 and 3 of COMDTINST M1000.6 (series), Personnel Manual. Written travel orders are not necessary for travel performed in the vicinity of the PDS. See JFTR, par. U3500. There are two basic types of travel orders, PCS and TDY/TAD. The official definitions can be found in Appendix A of the JFTR.

2115 Authorized Forms of Orders for Travel and Reimbursement.

A. Written orders.

1. Forms of written orders:

a. Standard Travel Order for Military Personnel, Form CG-5131. Instructions for preparation of CG-5131 are contained in the PMIS/JUMPS Manual, Volume I, Field Unit, COMDTINST M1080.7 (series).

b. Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Orders, Form CG-4251.

c. A properly authenticated original message order.

d. Letter form travel order.

2. The following situations require an individual original order when a member is:

a. entitled to transportation for dependents and/or HHG.

b. is granted permission to perform travel at personal expense subject to reimbursement, or

c. is granted authority to travel by POC.

3. A letter form travel order may be issued when CG-5131 or CG-4251 is inadequate for directing the required travel and duty to be performed. All information shown on form CG-5131 or CG-4251 must be included in a letter form order. The traveler must acknowledge receipt of the order by endorsement thereon.

4. Disposition of Travel Orders. The order issuing activity must prepare sufficient copies of a travel order to ensure distribution as follows:

   a. Original and four copies to member. Eight additional copies to member if travel is by Government aircraft. Six additional copies to member if shipping HHG. Three additional copies to member if dependent travel is involved. Two additional copies to member if applying for Government quarters.

   b. Copy for unit files.

   c. Copy to appropriate accounting office/finance center.

   d. Copy to each intermediate unit to which member is to report.

   e. Copy to new PDS to which member is to report.

   f. Copy to PERSRU for filing in member's PERSRU PDR.

5. The commanding officer of an intermediate reporting station must inform the commanding officer of the activity to which an individual is next ordered to report and the commanding officer and local housing authority of the new PDS when there is an unusual delay in transfer to the final destination, or when the order is canceled or modified. This notification helps avoid a member erroneously being declared an absentee.

B. Verbal Orders. A written order that confirms a verbal order must contain a statement that due to the urgency of the travel involved, it was not practicable to issue a written order before travel commenced.

2145 Time Limitations for Periods of Temporary Duty. TDY/TAD orders issued by field commands are limited to periods not in excess of 6 months at one location without Commandant (G-PMP) authorization or approval. Assignment to a course or courses of instruction of 20 weeks or more at one location, uninterrupted by TDY/TAD at another location is, without exception, a PCS. When the anticipated TDY/TAD period is in excess of 6 months, consecutive TDY/TAD orders for shorter periods of time must not be used to avoid the requirement for Commandant (G-PMP) authorization or approval.

2200 Importance of Travel Status. When a member is assigned PCS to a vessel, the vessel is the PDS for personal travel. A member who is sent TDY/TAD from the vessel and returns while the vessel is away from the homeport, is in a TAD/TDY travel status until reporting back aboard the vessel. This is not an instance where the member is put on rations in kind (RIK) since essential messing is not required.

2300 Source of Funds.

A. General. Funds will be advanced by one or more of the following forms:

1. Government Travel Charge Card. The Government Travel Charge Card is considered the primary source of funds for TDY/TAD travel expenses. Each member who reasonably anticipates TDY/TAD travel 2 or more times a year is to acquire and maintain in good standing a Government Travel Charge Card. No PCS cost (including TLE/TLA expenses) nor PCS-related travel advance will be charged to the card. The card must be used in connection with TDY/TAD travel to the maximum extent possible to reduce cash travel advances. It is expected that travelers will charge lodging, car rental, meals, and miscellaneous expenses to the card. (NOTE: Acceptance and use of the card is not mandatory. However, personnel who anticipate TDY/TAD travel 2 or more times per year who decline to apply for a card, or who lose card privileges due to delinquency or any other reason, will be subject to the same travel advance restrictions as personnel who possess a card. See COMDTINST 4600.14 (series).)

2. Travelers Checks. At selected locations, travelers checks will be issued in lieu of cash advances for TDY/TAD travel. Travelers checks may also be issued for PCS travel advances when there is insufficient time to request a Government check. The minimum advance using travelers checks is $100. Procedures for the issuance of travelers checks are contained in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

   a. Charged to Member's Card. For TDY/TAD travel, a card holder is to be issued advances in travelers checks charged against the individual's card, except when the duration of the TDY/TAD exceeds 20 days or the TDY/TAD travel includes OCONUS locations.

   b. Charged to the Coast Guard. Advances for PCS, and TDY/TAD travel for periods in excess of 20 days and/or to OCONUS locations, will be charged to the Coast Guard.

3. Treasury Checks. Advances using Treasury checks may be issued for both PCS and TDY/TAD travel. Treasury check advances should be issued in lieu of cash when sufficient time is available to ensure the traveler will receive the check before travel commences and the amount of the advance is more than $75 but less than $100. Treasury check advances will not be issued to card holders for TDY/TAD of 20 days or less within CONUS when travelers checks are available.

4. Cash. Cash will only be issued when there is insufficient time to request Treasury check advances, when travelers checks are not available, or when travelers checks are available but the advance is less than $100. Cash advances may be issued for PCS and TDY/TAD travel. Procedures and monetary limits on cash disbursements are contained in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series). UNDER NO CIRCUMSTANCES ARE CASH ADVANCES PERMITTED USING THE GOVERNMENT TRAVEL CHARGE CARD AT BANKS OR ATM MACHINES.

B. NOT USED.

C. Request for Travel Advance.

1. General. A member on TDY/TAD travel is expected to use the Government Travel Charge Card if made available by the Coast Guard. A member who is eligible to receive a card is not required to apply for or accept a card; however, travel advances for such a member will be provided as though the member does have a card. Likewise, a member whose card privileges have been suspended or revoked will be provided travel advances as though the member does have a card.

2. Transportation. A member with a TDY/TAD order authorizing travel at personal expense subject to reimbursement may be advanced one of the allowances listed below:

   a. MALT for the official distance at the rate prescribed in JFTR, par. U3305, when travel by POC is authorized as more advantageous to the government.

   b. MALT, limited to the cost of Government procured transportation, for the official distance at the rate prescribed in JFTR, par. U3305, when travel by POC is for the convenience of the member.

   c. **Cost of Government procured transportation when travel is to be performed by common carrier. This advance is not authorized for members with or eligible for a travel charge card unless the TDY/TAD is for 20 or more days or to an OCONUS location.**

3. Reimbursable Expenses. Advances may be given for reimbursable expenses known in advance. This includes, but is not limited to:

   a. Registrations fees;

   b. Rental vehicles; and

   c. Miscellaneous expenses (not to exceed $50 per (trip) such as taxis, tolls, and parking.

Note: For a member eligible for a travel charge card, advances will not be issued for items that can be charged to the card, such as rental vehicles, unless the TDY/TAD is for 20 or more days.

4. Per Diem.

a. Card Holders. A travel advance for a member eligible to have a card is limited.

(1) Inside CONUS. Normally, the M&IE portion of the per diem rate for the TDY/TAD site(s) plus reimbursable items/$50 misc. expense should be advanced. When circumstances are expected to prohibit the use of a card, travel advances will be limited to 80 percent of the estimated cost of the expenses that cannot be charged to the card. Up to 100 percent may be advanced on a case-by-case basis, when justified. An order must be endorsed to indicate that card usage is expected to be limited or prohibited, if applicable.

(2) Outside CONUS (OCONUS)or TDY/TAD for 20 or More Days. The travel advance limit will be 80 percent of the per diem rate for the TDY/TAD site. Up to 100 percent may be advanced on a case-by-case basis, when justified. A card holder in this travel category is not required to use the card. Those members who opt to use their cards are required to make necessary arrangements to pay card bills that arrive while they are absent.

b. Non-Card Holders. Members who do not anticipate TDY/TAD travel at least twice per year are not eligible for the card. Their travel advances are to be computed and paid not to exceed 80 percent of the estimated per diem cost of the trip. Up to 100 percent may be advanced on a case-by-case basis, when justified.

5. Procedures for Processing Advances.

a. Method. The method of issuing advance travel funds will be based on the member's eligibility for a Government Travel Charge Card, the availability of travelers checks at the imprest fund servicing the member's command, the duration of the TDY/TAD, and the time available to process the advance. Generally, payments will not be made more than three days prior to departure. However, if the traveler demonstrates a need, such as going on leave prior to TDY/TAD, payment may be made earlier.

b. Order Preparing Official. The order preparing official will annotate the order to indicate the total amount of advance authorized. This amount will be based on

anticipated length of TDY/TAD (including first and last day of travel), availability of Government facilities, and eligibility of the traveler for the Government Travel Charge Card. When the advance is to be issued in travelers checks, the travel order will be annotated as follows:

(1) Traveler who holds a card when travelers checks are to be charged to the member's card: "Travel charge card holder. Member authorized (amount) in travelers checks charged against travel charge card."

(2) Traveler eligible for a card, but either does not have a card or card privileges have been suspended or revoked: "No travel charge card. Member authorized (amount) in travelers checks charged against Coast Guard."

(3) Traveler not required to use the card due to location and/or duration of TDY/TAD, or traveler not eligible for a charge card: "Travel charge card not required. Member authorized (amount) in travelers checks charged against the Coast Guard."

6. Procedures for Issuing Advances.

a. Travelers checks.

(1) Charged to the Member's Card. The member will present the original travel order (annotated with the amount of the advance authorized), along with the Government Travel Charge Card to the imprest fund cashier. The cashier will process the sale of travelers checks to the member in accordance with the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

(2) Charged to the Coast Guard. An Advance Of Funds Application And Account, SF 1038 and the member's original travel order will be submitted to the appropriate local official for approval, then forwarded to the imprest fund cashier for payment in accordance with the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

b. Treasury Check. An SF 1038 and the member's original travel order will be submitted to the servicing travel office for check advances. The TRAVEL ACO will request the issuance of a Treasury check, endorse, and return the member's original order.

c. Cash. An SF 1038 and the member's original travel order will be submitted to the appropriate local official for approval, then forwarded to the imprest fund cashier for payment in accordance with the

Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

7. Supplemental Advances. When a supplemental advance is necessary, it may be authorized for payment by the order preparing official or an authorized official at the TDY/TAD location.

8. Annual Travel Advances.

   a. Annual travel advances on repeat travel orders will not normally be granted. Requests for annual advances in support of repeat travel orders must be authorized by district/MLC chiefs of staff, commanding officers of headquarters units or deputy chiefs of headquarters offices. The advance authorized should reflect the expectation that the member has and makes extensive use of a Government Travel Charge Card. The amount of the travel advance must be based on the projected travel expenses, should not exceed the amount normally reimbursed for travel during a one month period, and must not exceed $250. Members will utilize the annual travel advance to finance travel expenses incurred during the period. The member will submit a claim to replenish the advance monthly or sooner when the advance has been depleted. Requests for a supplemental one time advance on repeat travel orders will not normally be authorized until the annual advance has been completely exhausted. Settlement of advances based on repeat travel orders must be made within three days of the expiration date of the orders.

   b. The above limitations must not preclude a commanding officer from authorizing a supplemental advance to a member ordered on extended TAD.

   c. The SF 1038 used to process an annual travel advance must include the following statement at the top of the form:

"ANNUAL TRAVEL ADVANCE
END OF FISCAL YEAR LIQUIDATION REQUIRED"

   d. The advance will be issued by Treasury check in accordance with the procedures outlined in subparagraph E above. The original order will be endorsed by the TRAVEL ACO to indicate:

ANNUAL TRAVEL ADVANCE OF $_____ PAID THIS DATE. END OF FISCAL YEAR LIQUIDATION REQUIRED.

_____
AUTHORIZED CERTIFYING OFFICER

e. The status of all annual travel advances against repeat orders must be reviewed quarterly by the order issuing officer and the TRAVEL ACO responsible for the advance. The review at both levels must cite the number of days the traveler was in a travel status each month of the quarter and determine whether the duty assignment justifies continuation of the annual travel advance. All advances that are determined to be in excess of the needs of the traveler, based on the quarterly review, will be repaid. In addition, travel advances or unused balances must be returned promptly at the end of the fiscal year, upon cancellation of orders, or when no longer required. The traveler must process the order for reimbursement in the usual manner; however, the TRAVEL ACO must not voucher the travel order more than once a month unless the annual travel advance has been exhausted.

9. Liquidation of Advances. Travel advances are to be liquidated promptly after completion of the ordered travel.

a. Procedure. Upon return to the PDS, the member must present the original order and travel voucher within three working days for settlement of the claim. Amounts of initial and supplemental advances must be shown on the face of the voucher as a deduction from the amount claimed.

b. Liquidation of Overpayments. If, upon computation of the voucher, there is a net amount due the Government, the TRAVEL ACO must forward a letter of notification to the traveler advising of the indebtedness, requesting that the traveler submit payment along with a copy of the notification letter to the Coast Guard Finance Center (CGFC) within 30 days, and stating that failure to submit payment will result in checkage from the pay account. The TRAVEL ACO must attach a copy of the notification letter to the travel voucher when it is forwarded to CGFC. If the member fails to submit payment, CGFC must forward a pay adjustment authorization (PAA) to the CGPPC. The military pay ACO must follow the procedures prescribed in section 2.N of PMIS/JUMPS Manual Vol. II, COMDTINST M1080.9 (series) in collecting excess travel advances.

c. Record of Liquidation. The original order must be endorsed by the TRAVEL ACO showing the amount of liquidation, date and schedule number under which the advance was liquidated. An appropriate entry must also be placed on the SF 1038 showing the liquidation. The SF 1038 must be annotated with a schedule/voucher number and filed alphabetically by the travelers last name and retained in a closed file for the current fiscal year.

d. Liquidation by Other Than Original Travel Office. When a travel advance is made by one travel office and it is known that the travel claim will be submitted to another office for settlement, the original SF 1038 will be forwarded to the office which will settle the claim.

e. Separation. Before a member is separated, all outstanding travel advances must be settled or reconciled. Each TRAVEL ACO must implement local controls to ensure that members with outstanding advances are not separated from the service before such advances are liquidated. The total amount of outstanding advances will be deducted from the final computation of the amount of pay due the member. The member will be furnished a statement that the advances have been deducted from final pay, and be provided the necessary forms and instructions to file a claim for any monies due.

f. Cancellation of Orders. When a member's travel order is cancelled, the member must return all advances issued against the orders within three working days.

g. Review of Outstanding Advances. To ensure that outstanding advances are liquidated in a timely manner, the TRAVEL ACO must, at least monthly, review all outstanding advances. When a member fails to file a travel voucher to liquidate an outstanding advance, the TRAVEL ACO must forward a letter of notification 15 days after the expected return, advising the member that a travel voucher must be submitted to the TRAVEL ACO within five days or repayment of the full advance will be initiated by the CGFC. A copy of the notification must be forwarded to the CGFC. If CGFC does not receive payment or a processed voucher within 30 days, CGFC must forward a pay adjustment authorization (PAA) to the CGPPC. The TRAVEL ACO must follow the procedures prescribed in section 2.N of PMIS/JUMPS Manual Vol. II, COMDTINST M1080.9 (series) in collecting the travel advance.

2500 Submission of Travel Vouchers. Travel vouchers must be submitted within three working days after completion of travel for administrative review and forwarding. When a member travels using a blanket travel order, a travel voucher must be submitted at the end of each calendar month. Instructions for the preparation of Travel Voucher or Subvoucher DD Form 1351-2 are contained in Table 2-1.

A. Administrative Review. After completion of the travel, supervisors must conduct an administrative review of the travel claim. This review is to ensure that the mission was completed and travel expenditures, including reimbursable expenses, were reasonable, justified and consistent with the mission.

1. When a supervisor questions an item or portion of the claim, it should be discussed with the member and a resolution sought. If resolution at this level is not possible, the supervisor must attach an endorsement to the travel claim describing the questioned item or portion.

2. Supervisors must indicate review by initialing and dating the claim on the left hand side of block 16. "Collection Data." If an endorsement is to be attached, the notation "See Attached Endorsement" must also be made in block 16. In the absence of the immediate supervisor, this review may be performed by either the order authorizing or approving official as appropriate.

3. The administrative review must be performed within two working days of receipt. This review is required in addition to any other administrative review that may be required by the local command.

B. Forwarding Vouchers. Upon completion of the administrative review, the travel voucher must be forwarded directly to the servicing travel office for processing.

2505 Fraudulent Claims. When there is reasonable suspicion that a member has falsified one or more claimed expenses on a travel voucher, the TRAVEL ACO must return the claim to the member's commanding officer for investigation prior to making any payment.

2515 Travel Voucher and Attachments.

A. Prescribed Forms. Claims for reimbursement of travel expenses will be submitted on the forms listed below:

1. Travel Voucher or Subvoucher (DD Form 1351-2). Only the latest edition of this form (last revised 1 June 1978) may be used. Instructions for preparation of DD Form 1351-2 are contained in Table 2-1.

2. Travel Voucher or Subvoucher Continuation Sheet (DD Form 1351-2C).

3. Statement of Actual Expenses (DD Form 1351-3).

4. Voucher or Claim for Dependent Travel & Dislocation or Trailer Allowance (DD Form 1351-4). Instructions for preparation of DD Form 1351-4 are contained in Table 2-2.

5. Claim for Reimbursement for Expenditures on Official Business (SF-1164).

B. Supporting Documents and Receipts. The following supporting documents must be submitted with the member's travel claim:

1. Original and two copies of the travel order, including all endorsements to the order. If the original order has been lost, include in the "Remarks" block of the claim form or on a separate attached sheet:

   "I certify that my original order has been lost or destroyed. I have not submitted a prior claim. If the original order is located, I will not submit a further claim."

   Submit the claim with three copies of the lost original order (if available) and any other pertinent documents. If copies of the order are not available, a certification that the order was issued (containing pertinent information to enable claim resolution) from the order issuing authority will suffice.

2. Traveler's copy of transportation requests and AMC authorizations used.

3. All unused or partially unused GTR's, tickets, and refund documents from carriers (provided for changes in accommodations) will be submitted with the claim unless they were previously turned into the proper authority and the travel order has been appropriately endorsed.

4. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed. If Government procured transportation was used, copies of tickets or itineraries must be attached. Receipts for all lodgings are required. A receipt is required for each reimbursable (miscellaneous) expense claimed when the cost for that individual expense exceeds $25.

5. Statements of nonavailability of government quarters and messing facilities, unless use of government facilities is not required in accordance with JFTR, Chapter 4, Part E.

TABLE 2-1

PREPARATION OF TRAVEL VOUCHER OR SUBVOUCHER (DD FORM 1351-2)

Note: Only the latest edition of the Travel Voucher or Subvoucher, DD Form 1351-2, 1 June 1978, may be used.

1. Heading. The information to be entered in the heading is self-explanatory.

2. Itinerary, Item 1.

   a. Date 19____ Column. Enter the last two digits of the calendar year in which the travel was performed. If 2 calendar years are involved, both years will be shown. Enter day and month on the proper lines.

   b. Local Time and Place Columns. Enter the time and place for each of the following, if applicable:

      (1) PDS;

      (2) TDY/TAD points;

      (3) Point of authorized delay en route;

      (4) Place of delay en route chargeable as leave;

      (5) Point of embarkation and debarkation of all countries;

      (6) Places where cancellation or modification of PCS orders was received; and

      (7) Each place (including point of delay en route chargeable as leave) at which mode of transportation changes (e.g., plane to private auto, rail to private auto.)

   c. Mode of Travel and Reason for Stop Columns. Use the symbols listed in item 25 on the reverse of the form.

3. Cost of Lodging, Item 2. Enter the total cost of lodging (including charges paid for use of government quarters and any taxes) for each increment of travel in the itinerary. Amounts claimed must be reflected in the lodging receipts.

4. Number of Meals, Item 3.

   a. Government (Govt.). Enter the number of government meals furnished, opposite the appropriate date(s).

   b. Deductible (Ded.). Enter the number of deductible meals furnished, opposite the appropriate date(s). Sources of deductible meals include, but are not limited to:

      (1) State or local governments;

(2) Foreign governments;

(3) Private, professional, technical, fraternal, civic or similar organizations; and

(4) Meals provided while attending a function paid for from appropriated or nonappropriated funds.

Note: Meals furnished on commercial aircraft, by private individuals, or rations furnished by the Government on military aircraft, are not considered deductible meals and no deduction will be made from authorized travel allowances based on the availability or use of such meals. The cost of deductible meals must be claimed as a reimbursable expense in item 5.

c. Open Mess. Enter the number of meals available in an open mess opposite the appropriate date(s).

5. POC (Privately Owned Conveyance) Miles, Item 4. When using your POC subject to reimbursement, for TDY/TAD travel, enter the total miles traveled as reflected on the odometer for each leg of official travel.

6. Reimbursable Expense/Charge for Deductible Meals, Item 5.

a. Enter reimbursable expenses incurred in the execution of official business.

b. Enter amount paid for deductible meals.

c. Expenses claimed for transportation between place of lodging and place of business and between place of business and place where meals are procured will be substantiated by information covering the points involved and the mileage claimed. Submit the information in item 5 or if more space is needed, on DD Form 1351-2c (Travel Voucher or Subvoucher Continuation Sheet).

Note: The column captioned "Allowed" is reserved for the use of the disbursing office.

7. Official Long-Distance Telephone Calls. Item 6. Charges for official telephone, telegraph, cable and similar communication services are reimbursable when itemized in item 5. The member's commanding officer or the designated representative must certify the communications as necessary in the interest of the Government. NOTE: Occasional calls home are not a reimbursable expense for military travelers.

8. GTR's/MTA's, Item 7. Enter the serial numbers of GTR's and the points between which the GTR's were used. In addition, when all or part of the transportation is by Air Mobility Command, enter the serial number of the DD Form 1482 (AMC Transportation Authorization). If no GTR's or MTA's were issued in connection with the travel, enter none.

9. Leave Statement, Item 8.

   a. Days. Enter total number of days taken.

   b. Hours. Leave blank.

   c. Dates. Enter the day, month, and year immediately preceding the first day of leave, followed by the day, month, and year, immediately following the last day of leave.

10. POC Travel, Item 9. When a POC is used for any portion of official travel, check the appropriate boxes.

11. For DO Use Only, Item 10. Reserved for disbursing office use.

12. Payment Desired, Item 11. Check the method of payment desired upon settlement of claim, or enter the words Direct Deposit.

13. Per Diem Requested, Item 12. Leave blank.

14. BAS Rate, Item 13. Leave Blank.

15. Signature of Claimant and Date, Item 14. Regardless of who prepares the DD Form 1351-2, the member is entirely responsible for its truth and accuracy when signing this block.

16. Accounting Classification, Item 15. Reserved for disbursing office use. The required appropriation data and dollar amounts to properly account for all monies advanced, expended, and/or recouped incident to the claim will be entered in this block.

17. Collection Data, Item 16.

   a Used by disbursing office to reference documentation on which cash is collected or pay is checked for recoupment of excess travel advances.

   b. Supervisors must indicate their review by initialing and dating the claim in the left side of the block. Review should verify that:

      (1) travel performed was for official business;

      (2) dates and times of arrival and departure are in agreement with travel orders;

      (3) excess time taken, mileage driven or flown to perform the travel was reasonable and necessary;

      (4) modes of travel e.g., government, personal, or rental were authorized; and

      (5) miscellaneous expenses claimed were justified and necessary.

18. Computed by, Item 17. The individual computing the travel claim will initial this block.

19. Audited by, Item 18. The individual auditing the claim computation will initial this block.

20. Travel Record Posted by, Item 19. Leave blank.

21. Received, Item 20. The claimant will sign and date this block to acknowledge receipt of the amount paid in item 21, if applicable.

22. Amount Paid, Item 21. Enter the amount to be paid the claimant in final settlement of the claim. If no monies are due the claimant upon final settlement, enter "NONE".

23. Claimant's Statement, Item 22. This item contains statements that the traveler certifies as true and correct by signing the claim.

24. Required Attachments, Item 23. The required attachments to be submitted with the claim are found in paragraph 2515-B. Receipts for lodgings and any item in excess of $25 are required.

25. Deductible Meals, Item 24. This item contains information on deductible meals. The definition of "Deductible Meals" is contained in Appendix A of the JFTR.

26. Symbols, Item 25. This item lists the two letter symbols used in Mode of Travel and Reason for Stop column on the front of the voucher.

27. Remarks, Item 26. Enter any clarifying information that would be beneficial in the settlement of the voucher.

Note: The carbon set must be reversed before writing in this item.

28. Approved for Payment, Item 27. The Authorized Certifying Officer will sign this item.

Table 2-2

PREPARATION OF VOUCHER OR CLAIM FOR DEPENDENT TRAVEL, DLA, AND/OR TRAILER ALLOWANCE (DD FORM 1351-4)

1. Heading. The information to be entered in the heading is self-explanatory. When both dependents' travel and dislocation allowance are claimed, check marks will be placed in the spaces provided before the appropriate heading; i.e., "Monetary Alw. in Lieu of Trnspn," or "Actual Trnspn Cost," and "DLA."

2. Section I, Dependents Travel. The name of the spouse and names, relationships, and birth dates of children will be entered in the appropriate columns under Section I, "Dependents Travel." The mode of travel will be shown in the "Mode of Trnspn" column. When various modes of travel are utilized, the mode utilized between the points involved will be shown. Check marks will be placed in the appropriate boxes under the "Travel From" and "Travel To" captions. The block captioned "Bona Fide Residence:" will be completed only when travel of dependents is authorized to a designated place incident to member's order. The remaining blocks are self-explanatory.

3. Section II, Dependents Actual Travel. The blocks in this section are self-explanatory except that "APOE" in the "Port of Departure" block means aerial port of embarkation and "APOD" in "Port of Arrival" block means aerial port of debarkation. The block entitled "Speedometer Reading" will be disregarded by the claimant.

4. Section III, Overseas Returnee - Dependents Did Not Travel Overseas. This section will only be completed if applicable.

5. Section IV, Reimbursable Expenses. This section will be completed when reimbursement is claimed for the actual cost of transportation and for other reimbursable expenses incurred in the execution of the order. See JFTR, par. U5212 for a list of reimbursable expenses.

6. Signature of Claimant and Date Block. Regardless of who prepares the DD Form 1351-4, the claimant is entirely responsible for its truth and accuracy when signing the original in the "Signature of Claimant and Date" Block.

7. Section V, Transportation of House Trailer. Section V, "Transportation of House Trailer," on the reverse of the DD Form 1351-4 will be completed in accordance with the provisions of JFTR, Chapter 5, Part F.

8. Section VI, Dislocation Allowance. Section VI, "Dislocation Allowance," on the reverse of the DD Form 1351-4 will be completed in accordance with the provisions of para. 5620.

9. Section VII, Dependency Statements. Section VII, "Dependency Statements," on the reverse of the DD Form 1351-4 will be completed as applicable. The signature of the claimant in the applicable dependency certification is not required inasmuch as the signature in the "Signature of Claimant and Date" block on the front of the DD Form 1351-4 constitutes certification of all facts stated in the claim.

10. Section VIII, Penalty. Section VIII, "Penalty," is self-explanatory.

11. Section IX, Required Attachments. This item lists the required attachments to be include with the claim. The original and two copies of the member's PCS order (including temporary duty assignments en route) with all endorsements and receipts for all reimbursable expenses in excess of $25 are also required.

CHAPTER 3

TRANSPORTATION AND UNACCOMPANIED BAGGAGE ALLOWANCES; AND LOCAL TRAVEL ALLOWANCES

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3100 General. It is the policy of the Coast Guard that less-than-premium-class accommodations on common carriers of U. S. Registry must be used for all modes of passenger transportation.

3105 Procurement of Common Carrier Transportation. Common carrier transportation services will normally be procured in accordance with local directives using one of the methods listed below.

A. Government Travel System (GTS) Account. The GTS account is an account within the Government Travel Charge Card program assigned to a district office, a maintenance and logistics command, headquarters, or a field unit having access to a General Services Administration (GSA) contracted Travel Management Center (TMC). This system does not involve a charge card; only an account number (assigned by the Government Travel Charge Card contractor) under which the Coast Guard is billed directly for passenger tickets issued. Establishment of the GTS account is an individual command decision. Accounting and associated procedural considerations must be evaluated against present systems and other options prior to establishment of the GTS.

1. All requests for establishment of GTS accounts must be submitted to Diners Club via Commandant (G-CFM-1).

2. The billing will be sent to the Coast Guard Finance Center (CGFC) with a copy to the account holder. The copy must be reconciled in accordance with CGFC Standard Operating Procedures (SOP) manual. The TMC can provide a report indicating the tickets issued and the document identification numbers which apply.

B. Government Transportation Request (GTR). Standard Form 1169, U. S. Government Transportation may be used to obtain commercial transportation when the cost involved exceeds $50. Complete instructions on the preparation and issuance of GTR's is contained in **Table 3-1.**

C. Individual Government Travel Charge Card. Tickets may be charged to the individual traveler's travel charge card by presenting the card to the transportation carrier, **Scheduled Airline Ticket Office (SATO)**, or TMC operated under a GSA contract as payment for transportation services (including services by carriers under contract to GSA). The Government Travel Charge Card may not be used to procure tickets from travel agencies not under contract to the U. S. Government.

3120 Use of Travel Agencies. It is the policy of the Coast Guard to use Travel Management Centers (TMC's) to order common carrier tickets, make rental car arrangements, and when necessary to make lodging reservations. Only those agencies awarded GSA contracts can be used. Section D of the Federal Travel Directory lists current TMC's.

3125 Commercial Air Transportation.

A. NOT USED

B. Class of Service.

1. General. It is the policy of the Coast Guard that members who use commercial air carriers for official travel will use less than premium-class accommodations.

2. Business Class Accommodations. The member's order will be endorsed with the authorization or approval.

3. Authorization for Premium-Class Air Accommodations. In the Coast Guard, only the Commandant and Vice Commandant have the authority to authorize or approve premium-class accommodations except as noted in JFTR, par. U3125-B 2 and 4 (after items a thru f). Letter requests for first-class air travel must be submitted via the chain of command to Commandant (G-PMP-2), for submission to Commandant (G-C). Criteria for the use of premium-class air is contained in the JFTR, par. U3125-B4.

C. Category "Z" Transportation. Category "Z" (CAT Z) transportation, a commercial category of overseas air travel, may be used by Coast Guard members who are directed to overseas destinations. Personnel en route to an overseas duty assignment must be directed by the most cost effective means (CAT Z or AMC as appropriate).

D. Contract Air Carriers. GSA has awarded contracts for official air travel between certain city pairs at fares which are substantially below the standard industry coach fare. Mandatory use of this service is required to the fullest extent possible. Complete information on the Government's contractual service policy is contained in the Federal Travel Directory (FTD) published monthly. The current edition of The Directives, Publications and Reports Index, COMDTNOTE 5600, contains information on distribution of the FTD in Chapter 6.

E. Exceptions to Use of Contract Carrier. The use of contract carriers at discounted fares is considered to be advantageous to the Government. The only exceptions, as published in the FTD, and which must be certified on the travel order by the order-issuing official are:

1. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract carrier would require additional overnight lodgings; or

2. Contractor's flight schedule is inconsistent with explicit policies of the Federal agency to schedule travel during normal working hours; or

3. A non-contract carrier offering a lower fare available to the general public, that if used would result in a lower cost, to include lodging, meals and related expenses. This would not apply if a contract carrier offers a comparable fare and has seats available at that fare; or if the lower fare offered by the non-contract carrier is restricted to government or military travelers on official business and may only be purchased with a GTR or Government Diners Club Card.

F. Routing of Travel. The tariffs (rate publications of the common carriers) often publish two or more different routes between the same two points in which the short line fare applies. Transportation may be over such routes when they involve no additional cost to the Government. Ticketing routes between any two points carrying higher fares and where the lowest net fare is not applicable are termed circuitous routes because such routes are not considered usually traveled routes. Circuitous routes must not be used on official travel except when necessary to accomplish the mission.

3135 Train Transportation. Coach-class train transportation may be authorized or approved by the order preparing authority when this mode is determined to be advantageous to the government or dictated by security considerations.

3140 Unused GTR or Tickets.

A. General. Travelers must return unused GTR's or tickets obtained on GTR's or GTS accounts to the transportation office or attach them to their travel claim.

B. GTR. Unused GTR's must be returned to the TO who issued them for cancellation. The TO must endorse the traveler's order to indicate the GTR was not utilized and returned for cancellation.

C. Tickets Purchased With a GTR. Unused tickets which were purchased with a GTR must be returned to the TO who issued the GTR or the first available TO. The TO must endorse the traveler's order to indicate the tickets were not utilized and turned in for credit. TO's in receipt of unused tickets must forward them along with copies of the orders on which they were issued to the CGFC for redemption. The CGFC will prepare an SF-1170 (Redemption of Unused Tickets) to obtain a credit from the airline.

D. Tickets Purchased Using GTS Account. Tickets that were purchased for the traveler by the Coast Guard using a GTS account must be returned to the TO who issued the tickets. The TO must endorse the traveler's order to indicate the tickets were not utilized and returned for credit. TO's in receipt of unused tickets must forward them to the appropriate TMC for credit to their GTS accounts.

E. Tickets Purchased Using Government Travel Charge Card. Unused tickets which were purchased by a member using a Government travel charge card must be returned to the place of purchase for a credit to the charge card account.

3200 Use of Government Conveyance Incident to TDY/TAD.

A. Travel on AMC Aircraft. The use of AMC transportation to overseas destinations is usually the most economical means and should be utilized when cost effective. The determination as to cost effectiveness must be made by the TO of the district, MLC, or headquarters unit concerned.

B. Limited to Official Purposes. Availability of Government transportation will be determined by consideration of time, mission requirements, and the facts relating to specific cases. Government transportation should take precedence over commercial transportation when it will result in overall savings to the Government based on considerations such as lost productive time, additional per diem costs and higher fare costs. When commercial transportation is necessary for a portion of the ordered travel, Government transportation will not be required for the other portions of travel except when the use of Government transportation will not cause undue inconvenience. The Commandant has been authorized by the Chief of Naval Operations and the Commander in Chief, U. S. Pacific Fleet, to approve transportation and to establish and certify all classes of priorities for the movement of Coast Guard personnel, including

civilian personnel and cargo, on aircraft of the Fleet Logistic Air Wing and Air Mobility Command (AMC). Further, the Commandant has been authorized to delegate this authority limited to the issuance of priorities not higher than Transportation Priority Two. Pursuant to the foregoing, the following officers are authorized to certify air priorities for eligible Coast Guard traffic on aircraft of the Fleet Logistic Air Wing and AMC:

1. Transportation Priorities One, Two, Three, and Four may be issued by the Commandant.

2. Transportation Priorities Two, Three, and Four may be issued by area and district commanders, and MLC commanders.

3. Transportation Priorities Three, and Four may be issued by any other officers authorized to issue or approve travel orders.

C. Transportation Priority Classifications. Air priorities will be requested and assigned in strict accordance with the following priority classifications which are substantially the same for AMC and the Fleet Logistic Air Wing:

1. Transportation Priority One.

   a. Personnel whose presence is required by an emergency so acute that precedence should be given over all other passenger traffic and who, under no circumstances, should be delayed en route for other passenger traffic.

   b. Medical evacuees.

   c. Personnel going on emergency leave (military active duty only).

2. Transportation Priority Two.

   a. Personnel whose movement is of an urgent nature to meet a destination deadline for the accomplishment of an essential mission.

   b. Personnel destined to units and whose presence is required by an emergency so acute that precedence should be given over all lower priority passenger traffic.

   c. Personnel traveling to a unit where TDY/TAD is to be performed.

3. Transportation Priority Three.

a. Personnel whose movement is of an urgent nature for the accomplishment of an essential mission.

b. Personnel whose movement is of an urgent nature for the accomplishment of an important mission.

c. Personnel returning to their duty stations from emergency leave.

d. Personnel returning to their duty station to terminate TDY/TAD status.

4. Transportation Priority Four.

a. Personnel who are otherwise eligible for movement.

b. Unaccompanied dependents.

D. Application for Space. Inasmuch as the Coast Guard is included in the passenger and cargo tonnage allocation assigned to the Navy, requests for AMC air reservations must be made through the district, MLC, or Headquarters TO.

E. Travel Orders to Indicate Priority and Designator. When travel via Government aircraft is contemplated, orders to personnel should read in part:

"Travel via Government aircraft is (authorized) (directed) where available. Transportation Priority __ is certified."

1. Customer Identification Code (CIC) for AMC Travel.

a. All travel orders issued to military and civilian personnel, in which travel via AMC is authorized, regardless of whether or not AMC is utilized, must contain a Customer Identification Code (CIC) in the body of the orders. It should appear immediately following or adjacent to the statement which authorizes transportation via Government aircraft, unless the format of the orders provides a specific item for this information.

b. The CIC is a combination of letters and numbers to be used for identification and billing purposes and is constructed as follows:

(1) The letter "G" identifies the Coast Guard as the authorizing agency.

(2) The remaining digits identify the Standard Document Number (SDN).

EXAMPLE: Orders for travel via Government aircraft issued to an officer for duty outside CONUS, chargeable to Headquarters AFC 20, would show a CIC as follows:

CIC-G 1290220P22001000

2. Reservations. TO's making reservations for AMC travel may:

a. Contact the AMC Personnel Reservation Center (PRC) at Scott AFB directly using the PRC toll free number 1-800-851-3144. Commercial number is 618-256-4901.

b. Gain access to the PRC reservation computer at Scott AFB by sending a message request to HQ AMC SCOTT AFB IL//TRPR// providing the following information:

(1) Current unit message routing indicator (six or seven letter code obtained from the servicing communication center).

(2) Three digit code for nearest airport; use commuter airport if closer than larger airports.

(3) Transmission media desired; narrative -- CT, or CARDS -- CC.

(4) Message plain language address -- PLA, not to exceed 42 characters including spaces.

3210 Use of Aero Club Aircraft Incident to TDY/TAD. An order authorizing or approving the use of Aero Club aircraft will contain the statement, "Travel by Aero Club aircraft is permitted at the option of and for the convenience of the traveler."

3300 Basic Rules on Use of POC Incident to TDY/TAD.

A. NOT USED

B. Authorization or Approval. Consideration should also be given to lost productive time when comparing travel time authorized by POC to that of travel by common carrier or Government conveyance.

3305 When Use of POC Incident to TDY/TAD is Advantageous to the Government.

A. MALT Plus Per Diem or Actual Expense Allowances When Use of POC Advantageous to the Government. When determining if POC use is advantageous to the Government, the following costs should be considered:

1. For travel by commercial means - cost of Government procured commercial transportation for each traveler, estimated cost of two round trips of POC travel between home and airport near home for each traveler, estimated cost of two round trips between the airport at the TDY/TAD site and the place of business by taxi/airport limousine for each traveler, and the cost of a rental vehicle at the TDY/TAD site if one would be authorized.

2. For POC travel - cost of MALT for the round trip official distance for each POC to be considered, round trip per diem cost for each traveler presuming travel of 350 miles per day, and estimated in-and-around mileage for use of the POC at the TDY/TAD site if a rental car would otherwise be authorized.

3415 Use of Special Conveyances.

A. General. This section does not apply to vehicles leased or rented by districts or units to augment their established allowance of administrative vehicles for local travel.

B. Selecting a Rental Vehicle. The following information is provided about the terms of the Government car rental agreements.

1. Vehicle Rental Rates. Vehicles rented under the MTMC agreement include unlimited free mileage, plus full comprehensive and collision coverage in the basic rate. The rental car companies will accept a travel order or a Government travel charge card as proof of traveler's eligibility for Government rates.

2. Reservations. Reservations for all rental car companies may be made by calling a toll free number which can be found in the FTD. Credit card numbers are not required to confirm reservations. A confirmation number and the local rental location telephone number will be provided at the time the reservation is made.

3. Payments. Payment can be made by major credit card, check, or cash. Acceptance of a Government

Travel Charge Card is mandatory for GSA contracted carriers. When travelers do not use a credit card for a deposit, rental car companies may require a cash deposit up to the estimated amount of the rental charges. GTR's are not to be used to procure vehicle rental services and direct billing to the Coast Guard is not authorized.

C. Reimbursement for Use of Special Conveyances.

1. Expenses Reimbursable. Expenses incurred for personal use are not reimbursable.

2. Extra Collision Insurance on a Rental Automobile.

a. NOT USED

b. NOT USED

c. Documentation Supporting Damage Claims. The driver must complete reports as required by the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).

3500 Local Travel in and Around PDS or TDY/TAD Site - General.

A. Authorization or Approval Authority. Officers authorized to issue and approve travel orders are prescribed in COMDTINST 1000.6 (series) PERSMAN. These officers may authorize or approve reimbursement for transportation expenses necessary for travelin under orders signed by them to conduct official business in the local area of permanent and temporary duty stations.

B. Local Area. A local commuting area may include separate counties, cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis. Generally, if duty would normally require a member to secure lodging away from the PDS, TAD orders should be issued and temporary duty allowances should be provided. MLC's, district commanders and commanding officers of Headquarters units must establish local travel areas. The local travel area must be the same for all commands at the same location.

C. Travel To and From Medical Facilities. A member who is ordered to a medical facility within the local travel area may be reimbursed for that travel. If a member is ordered by competent authority to a medical facility for treatment, and it could be deemed by the local command that failure to comply with that order would constitute a violation of orders, reimbursement for that travel is reimbursable.

3505 Travel in the PDS Area.

A. General.

1. Modes of Local Travel. Modes of local travel in order of economy are: (1) Government shuttle bus, (2) subway or bus, (3) Government furnished vehicle, (4) POC, and (5) taxicab.

2. Authorization of Mode. Bus, train or Government vehicle when available, should be the primary source of transportation for local travel. Before authorizing the use of a POC or a taxicab, the authorizing official must consider the following:

a. Overall time required to complete the mission or task;

b. Travel time and distance to and from the points of origin and destination;

c. The urgency of the business to be accomplished; and

d. Conditions such as weather, the need to transport a large volume of equipment or records, and the physical capabilities of the traveler.

3. Procurement of Tickets or Tokens for Local Travel.

a. Procurement. Area and district commanders, commanders of MLC's, unit commanding officers, and Commander, CG Activities Europe are authorized to procure tickets, tokens, etc., as necessary for use in the local travel area. Procurement will be in accordance with current procurement procedures and charged to the appropriate allotted funds.

b. Custody and Issue. Tickets, tokens, etc. purchased with appropriated funds must be kept in a safe place and issued only to members entitled to transportation at Government expense. Keep a permanent record showing the number of tickets, tokens, etc. purchased, to whom issued and the balance on hand.

B. NOT USED

C. Travel by POC.

1. Home to PDS travel costs are not reimbursable even if the member is called in after normal working hours.

2. The member is authorized reimbursement for actual mileage for all local travel for trips from:

   a. PDS to one or more points of assigned duty and return to the PDS.

   b. PDS to one or more points of assigned duty and terminating at place of residence, less the member's commuting distance from the PDS to residence.

   c. Residence to one or more points of assigned duty and terminating at the PDS, less the member's commuting distance from the residence to the PDS.

   d. Residence to one or more points of assigned duty (excluding PDS) and return to residence, less the round trip commuting distance from the member's residence to the PDS.

3540 Vouchers and Supporting Documents.

A. Travel in the Permanent Duty Station Area.

1. Preparation of Claims. Claims for reimbursement for local travel at the PDS will be submitted on a Claim for Reimbursement for Expenditures on Official Business (SF-1164). The claimant will itemize expenses on the SF-1164 by date, item and amount. A suitable explanation of the expenses must also be provided. The residence from which a claimant commutes will be placed in block "c" and the following statement annotated on the SF-1164.

   "I certify that the commuting distance from home to PDS (one way) by the usually traveled route is (___) miles."

   The claimant must fill in the one way distance and sign below the certification. The accounting classification block must be completed showing the appropriate account to which the funds are being charged to. Forward the original SF-1164, signed by the claimant and approving officer, with two copies to the TRAVEL ACO for payment. Travel orders are not required for reimbursement for local travel at the PDS.

2. Payment of Claims. The TRAVEL ACO will review and certify proper claims for payment. The claims will then be scheduled for issuance of a check or passed to an imprest fund cashier for payment.

B. Travel in the Temporary Duty Station Area. Claims for reimbursement for local travel performed at a TAD station will be included on the Travel Voucher or Subvoucher (DD Form 1351-2). The claimant will itemize expenses in section 5 of the DD Form 1351-2 by date, item, amount, and nature. An SF-1164 may be used as an attachment to the DD Form 1351-2 to itemize mileage in and around the vicinity of the TAD/TDY location. In this case the Approving Official's signature is not required on the SF-1164.

Table 3-1

PREPARATION INSTRUCTIONS FOR GOVERNMENT TRANSPORTATION REQUESTS

1. Bill Charges To (Department/Agency, Bureau/Office, Address Including Zip Code): Enter the exact name and complete postal address of the office to which the carrier is to direct its bill for payment.

2. Fiscal Date (Appropriation, Authorization Etc.). Enter necessary fiscal accounting information. When payment is to be made in a currency other than U. S. dollars, enter the type of currency, e.g., "to be paid in Japanese yen."

3. Place and Date of Issue: Enter the unit address and date of issue of the GTR, not the date and place of ticket issue or the date when transportation is to begin.

4. Issuing Government Officer (Signature and Date): The name of the issuing officer must be signed in this block to certify that the requested transportation is for official business. Enter also the unit address of the issuing officer.

5. Traveler (Type or Print): Enter name of the traveler. Include any title or military rank when such designation is necessary to obtain special fares.

6. Others (Number): Enter the number of persons in addition to the person named as "traveler" in Item 5. Include infants in the number of "Other" regardless of whether seating or other accommodations are authorized. Enter the word "No" when the GTR is to cover only the person named as traveler.

7. Dependent Travel - Spouse; Children (Names and Ages): If spouse accompanies traveler, check box and enter name of spouse. Also, enter names and ages of any dependent children who are to accompany the traveler; e.g., "James - 8; Ann - 5; Joe - 4; Bill - 1" (free). Use "seat" vice "free" when a seat is authorized for the child under 2 years of age. Use the ages of the children as of the date of departure from the first point of travel. Draw a horizontal line through this block if none of the travelers numbered under "Others" in Item 6 are dependents of the person named as "Traveler" in Item 5.

8. Special Accommodations and Requirements (Front)

8A. Service Required, Continued (Back): Enter in the "Special Accommodations and Requirements" block either (1) the number and type of special accommodations to be furnished at an additional charge and the points between which each type of accommodation applies (abbreviations may be used), or (2) a horizontal line if special services or accommodations are not requested. If space is insufficient, use the "Service Required, Continued" block on the back, Item 8A.

9. Carrier or Agent Tendered To: Enter the full name of the carrier that is to honor the GTR. When the GTR must be presented to a carrier or agent other than the one shown in Item 9, either the issuing officer or the traveler must endorse the GTR to that carrier or agent by including the following statement over personal signature in the "Service Furnished, if Other Than Requested" block (Item 15) "Endorsed to (Carrier/Agent) for ticket issuance."

10. Cities (From and To): After the word "From," enter the origin city and state (or specific point, as appropriate) from/at which transportation and/or accommodations are to be furnished. After the word "To," enter the city and state (or specific point) to which each carrier (shown in Item 12) is to furnish service. Draw a horizontal line through any "To" space not used.

    For air travel use the city/airport codes shown in the Official Airline Guide, if available.

    For other modes of travel, and when the Official Airline Guide is not available, use the city and the postal service two-letter state and province abbreviations. For example, a round trip authorized from Duluth, MN, to Gulfport, MS, via Chicago, IL, and return, should be entered as follows:

City/Airport Code		Postal Service Style	
From	DLH	From	Duluth, MN
To	CHI (ORD)	To	Chicago, IL
To	GPT	To	Gulfport, MS
To	CHI (ORD)	To	Chicago, IL
To	DLH	To	Duluth, MN

11. Stopover Authorized: Enter "Yes" opposite the appropriate city or point listed in Item 10 where a stopover is authorized to conduct official business and "No" opposite cities or points where a stopover is not authorized. A stopover does not include a stop to transfer to another carrier or another aircraft. In case of a round trip, put a dash opposite the final destination.

12. Carrier and Class of Service (First Class, Coach, Charter, Etc.): Enter the name, initials, or code identification of each carrier, followed by the class of service authorized to each city or point listed in Item 10. Standard carrier codes can be found in the Official Airline Guide, the Official Railway Guide and the Official Bus Guide, respectively.

13. Excess Baggage Authorized: When excess baggage is not authorized, enter the word "None" across the "WEIGHT and PIECES" columns opposite the respective city or point shown in the "To" space in Item 10. When excess baggage is authorized, enter the exact number of pieces of excess baggage authorized to be transported for each leg of the trip. If the exact number is unknown, show the maximum pieces.

When a GTR covers excess baggage services for two or more travelers flying on the same aircraft, show in Block 8A the number of pieces or weight of excess baggage for each traveler.

When a GTR is issued to authorize excess baggage services only, complete the GTR according to the preceding instructions but enter the phrase "excess baggage only" in the "SPECIAL ACCOMMODATION AND REQUIREMENTS" block (Item 8) and the number of the GTR previously issued for passenger transportation service.

14. For Carrier Use Only (Front): This block is reserved for use by the billing carrier to record information pertaining to services furnished. The carrier's ticket agent will enter the type and number of the ticket furnished in exchange for the GTR in the "Form and Ticket Number" column and the cost of services in the "Agent's Value" column. The carrier's auditor will enter the applicable charges in the "Auditors Value" column. The carrier should list charges for special accommodations or other supplementary services separately if they are not included in its regular tariff charges.

14A. For Carrier Use Only (Back): The carrier should enter the date travel began, if known, so that the proper tariff rates and charges may be determined.

15. Service Furnished, If Other Than Requested: When the ticket furnished in exchange for the GTR is for a service of a lesser value or different from that requested, the traveler or carrier's agent must enter the type or class of service furnished, the name of the carrier providing service if other than the carrier honoring the GTR, and the reason for the change. This notation must be signed and dated by the carrier's agent and the traveler. The traveler must enter a similar notation in the corresponding block on the memorandum card copy.

Transportation Amount. (This block is shown on all copies of the GTR except the original): The traveler must enter the total cost of the transportation, exclusive of excess baggage, on the memorandum copy of the GTR. Obtain this information from the ticket agent or from the traveler's copy of the ticket.

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CHAPTER 4

TEMPORARY DUTY TRAVEL

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4125 Per Diem Under the Lodgings-Plus System.

A. General.

1. NOT USED

2. Lodging and/or Meals Obtained Under Contract. When lodging or meals are provided under contract, the member's order must be endorsed to that effect.

3. Per Diem Computation.

a. NOT USED

b. NOT USED

c. NOT USED

d. NOT USED

e. NOT USED

f. Essential Unit Messing. Government messing is essential for recruit training, OCS, class "A" schools, and CSEAPAY eligible vessels.

4135 No Per Diem or Rates of Per Diem in Lesser Amounts Than Those Prescribed. The Commandant may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in the JFTR, when circumstances so warrant. Requests under this paragraph must be submitted to Commandant (G-PMP-2).

4210 Actual Expense Allowance Maximums.

A. NOT USED

B. NOT USED

C. Higher Daily Maximums - Outside CONUS. General. Requests for daily maximums in excess of the rates prescribed in JFTR, par. U4210-B2 for travel outside CONUS must be routed via Commandant (G-PMP-2).

4215 Request For Actual Expense Allowance (AEA).

A. General. When situations arise which appear to warrant an AEA for a specific trip, a letter, fax or message request will be submitted to Commandant (G-PMP-2) for authorization or approval. AEA may be authorized in advance or approved after the travel has been completed. When lodging figures are submitted, they should include any applicable taxes.

B. NOT USED

C. NOT USED

D. NOT USED

E. NOT USED

F. Data To Be Included in Requests. For the specific information required to be included in an AEA request, see JFTR, par. U4215. Requests for approval after travel has been performed must be accompanied by a copy of the travel order, all lodging receipts for which AEA reimbursement is requested, and a copy of DD Form 1351-3 (Statement of Actual Expenses) when M&IE is requested on an actual expense basis.

4220 Requirement For Documentation of Travel Voucher. DD Form 1351-3 will be submitted to document daily M&IE-related actual expenses. When reimbursement for M&IE is on a per diem basis, DD Form 1351-3 is not desired. A copy of the AEA authorization provided by Commandant (G-PMP-2) will be included as a supporting document with travel claims submitted for reimbursement under the AEA method.

4525 Fees Relating To Travel Outside The United States.

A. Passport, Visa, and Related Fees. Members performing official travel outside CONUS will normally travel on a no-fee official (red) passport. Reimbursement for regular fee passports will be limited to members traveling through a high risk airport by commercial air or traveling on short notice. See COMDTINST 4650.9 (series) for application procedures for passports, visas and international travel.

4600 Travel and Transportation Allowances for Travel of Dependents When Member Ordered on Indeterminate TDY/TAD or TEMDU. Only the Commandant has the authority to issue orders for indeterminate TDY/TAD.

CHAPTER 5

PERMANENT DUTY TRAVEL

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5020 Advances on PCS.

A. In Service Transfers. One hundred percent of the amount anticipated to be earned for PCS travel allowances may be paid in advance. Payment must not be made more than 30 days before the member detaches, except under extenuating circumstances (e.g., member moves dependents before detaching). When the advance is authorized in travelers checks, the amount authorized will be rounded down to the closest increment of $50.

1. Per Diem. Per diem is authorized for necessary travel time when transportation in kind or Government procured transportation is furnished. If temporary duty en route is involved, payment of up to 80 percent of the TEMDU allowances, not to exceed the amount for 60 days may be paid.

2. MALT Plus Flat Per Diem. MALT plus flat per diem is authorized for members and/or dependents. MALT is based on the official distance between duty stations and the number of authorized travelers in a POC. Per diem is based on the authorized number of travel days and, in the case of dependent children, the ages of the travelers.

3. DLA. DLA is authorized for members with and without dependents, when it is known that the member will meet the eligibility requirements for DLA at the new PDS.

a. Member With Dependents. Authorized advance DLA when the member's dependents will relocate as a result of the PCS. A member with dependents, whose dependents do not relocate, is considered a member without dependents for DLA.

b. Member Without Dependents. Advance DLA is payable only when it is known that the member will not be assigned government quarters at the new PDS.

c. Member Married to Member. See JFTR Table U5G-1 for member married to member entitlement information.

B. Procedures for Processing Advances.

1. Member. After receiving a PCS order and making tentative travel plans, the member may request advance payment of applicable allowances for the mode of travel authorized.

2. Order Issuing Authority. Endorses the member's order to show the travel allowances authorized to be paid in advance. If travelers checks are available, the order will be annotated:

"Member authorized an advance of (amount) in travelers checks charged against the Coast Guard."

The amount authorized in travelers checks will be rounded down to the closest increment of $50. When the member requests advances for dependents, each dependent's name and date of birth (the date of marriage for spouse) will be listed on the orders. When the use of more than one POC is authorized, the applicable conditions of JFTR, par. U5205-A2 must be cited on the order. Prepare an SF 1038, Advance of Funds Application and Account, to be submitted with the member's original travel order to the servicing travel office for check payment or to the imprest fund cashier for travelers check or cash payment.

3. Payment. The Authorized Certifying Officer or approving official will endorse the original travel order indicating all advances issued.

C. Supplemental Advance Payments. Supplemental advance payments may be made up to the amount authorized by an ACO or order authorizing official. Ensure that the supplemental advance plus the initial advance does not exceed the amount due for travel from the old to the new PDS including any TEMDU en route. Supplemental advances will be processed in the same manner as initial advances.

D. Discharge or Release from Active Duty.

1. Amount Payable. Advance payment of MALT for members and dependents is authorized upon separation from the service or release from active duty. The entitlement to an advance is based on the type of separation and how much of the initial period of active duty was completed. Information on eligibility requirements for advances is contained in the JFTR, par. U5165 for members and par. U5250 for dependents. When the advance is authorized in travelers checks, the amount authorized will be rounded down to the closest increment of $50.

2. When Payable. Advances must not be made more than 30 days prior to departure. Payment may be made to members departing on terminal leave, providing they furnish statements agreeing to repay the advance if they fail to separate.

3. Procedures.

a. Application. Since travel entitlements upon separation are based on travel actually performed, to qualify for an advance payment the member must submit a written statement indicating the location to which the travel will be performed. The following statement is required:

"After separation I will perform travel from (insert last duty station) to (insert city and state). I

understand I must submit a travel claim for the per diem portion of my entitlement to the Authorized Certifying Officer (ACO) who paid my advance."

b. Endorsements and Supporting Documentation. The ACO or approving official must endorse the member's copy of the separating PMIS document (if available) or a photocopy of the same. Photocopies of the endorsed PMIS document and DD-214 will be retained to support advance payments.

E. Retirees and Dependents.

1. Amount Payable. Advance payment, of up to the full amount of the travel allowance (MALT Plus Per Diem), is authorized for the retiring member and dependents.

2. Home of Selection (HOS). Advance payment for retirees and dependents will be paid for travel to the HOS specified by the member in writing.

3. Certification. To qualify for an advance payment, a member must:

a. Certify by endorsement to original retirement order that selection of a post retirement home has been made and give the full address including zip code.

b. Indicate when travel is to be performed and agree to submit vouchers to liquidate the advance within 60 days after the travel is completed. Claims must be submitted to the ACO who paid the advance. Do not submit claims to the nearest ACO or the Pay and Personnel Center (PPC) Topeka.

4. Responsibilities of Authorized Certifying Officer. Servicing ACO's will endorse the original order and provide blank travel claim forms including a self addressed envelope to those retirees who are paid advances, in order to facilitate submission of claims upon completion of travel. If the completed claims are not received by the servicing ACO within 60 days after the travel is expected to be completed , the ACO will take action to recover the advance travel payment through lump-sum checkage against the member's retired pay.

5100 Member Allowances for Transportation and Subsistence. For a complete definition of a PCS, see JFTR, Appendix A.

5116 PCS to, from or Between Points Outside CONUS. Category "Z" (CAT Z) transportation, a commercial category of overseas air travel, may be used by Coast Guard members who are directed to overseas destinations. Personnel en route to an overseas duty assignment must be directed by the most effective means (CAT Z or AMC as appropriate).

A. General. Selection of APOD's and APOE's for travel of members will be made after consideration of costs (transoceanic commercial carrier), delivery/pickup of a POV being shipped, TEMDU directed by the order, and maintaining family unity. The most cost effective transoceanic APOD to APOE routing will be selected if there are no other official travel considerations. Members using alternative routing for personal reasons will be subject to excess costs associated with circuitous travel. See paragraph 5205-B.

5125 Separation from the Service or Relief from Active Duty.

A. NOT USED

B. NOT USED

C. NOT USED

D. Time Limitation.

1. NOT USED

2. Member Separates Under VSI or SSB Program. These programs are not applicable to Coast Guard personnel.

5160 Allowable Travel Time.

A. Change of Activity Within the Same Corporate Limits. In instances involving unit(s) afloat, the location of the unit(s) on the date(s) of detachment and reporting must be used to determine entitlement to travel time, regardless of homeport.

B. Date of Departure and Date of Arrival. Travel time under PCS orders is counted in whole days. The day of detachment from the PDS will in all cases be a day of duty and the day of reporting will be a travel day. The reporting hour under orders involving travel time will normally be 2400 of the reporting date. When leave is the only delay authorized than 0900 will be the reporting hour.

5205 Travel and Transportation Options.

A. Monetary Allowance in Lieu of Transportation.

1. NOT USED

2. Requests to use more than two POC's on a PCS move must be forwarded via the chain of command to Commandant (G-PMP-2) for decision.

B. Transoceanic Travel. Selection of APOD's and APOE's for travel of dependents will be made after consideration of costs (transoceanic commercial carrier), delivery/pickup of a POV

being shipped, and maintaining family unity during travel. The most cost effective transoceanic APOD to APOE routing will be selected if there are no other official travel considerations. Dependents using alternative routing for personal reasons will be subject to excess costs associated with circuitous travel. See paragraph 5116-A.

5218 Transportation Involving Other Than Member's Old PDS or Other Than Member's New PDS.

A. Travel From Other Than Old PDS to Other Than New PDS. Only Commandant (G-PMP-2) may authorize or approve travel and transportation allowances for travel performed by dependents from a location other than the old PDS to a location other than the new PDS. Requests will be forwarded via the chain of command.

5222 Dependent Travel Entitlements Under Various Types of PCS Orders.

A. NOT USED

B. NOT USED

C. Ordered to Station Outside the Continental United States to Which Travel of Dependents Is Authorized.

1. General. To be entitled to travel and transportation allowances for dependents from the port of departure in CONUS to the overseas PDS, the member must obtain dependent entry approval from the appropriate area commander.

a. The list of areas that require advance approval for entry of dependents, and shipment of HHG, Unaccompanied Baggage (UB) and a POV is contained in section 4-E of COMDTINST M1000.6 (series), Personnel Manual. For areas not listed, request entry approval and information from the new PDS. Requests can be transmitted via message or rapidraft letter.

b. The minimum information required when requesting dependent entry approval is:

(1) Rate/Rank and complete name;

(2) Date of marriage and family composition e.g., Aug 80, W, D-4 yrs, S-2 yrs;

(3) Estimated date of arrival at new duty station;

(4) Remarks e.g., "Spouse is accredited school teacher, registered nurse", etc. List known medical ailments or physical disabilities of dependents, pregnancy, etc.; and

(5) Point of contact and phone number at departing unit.

(6) Ultimate unit assignment for member.

2. Member Elects to Serve an Unaccompanied Tour. A member may move dependents to a designated place if authorized or approved by Commandant (G-PMP-2). Requests will be forwarded via the chain of command.

D. Ordered to a Dependent Restricted Tour, Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.

1. Transfer by Permanent Change of Station to a Dependent Restricted Tour. A member may move dependents to an OCONUS designated place (see JFTR, par. U5222-D1b or c) if authorized or approved by Commandant (G-PMP-2). Requests will be forwarded via the chain of command.

2. Assignment to Unusually Arduous Duty on Specified Vessels. The Commandant has designated High Endurance Cutters (WHEC) and Icebreakers (WAGB) as ships qualifying as unusually arduous sea duty vessels. A member ordered PCS to one of these vessels is entitled to dependent travel from the old PDS to the new PDS or to the designated place as specified in subparagraph 1 above.

E. NOT USED

F. NOT USED

G. NOT USED

H. NOT USED

I. NOT USED

J. NOT USED

K. NOT USED

L. NOT USED

M. Ship Undergoing Overhaul or Inactivation.

1. NOT USED

2. NOT USED

3. NOT USED

4. NOT USED

5. NOT USED

6. Substantiation.

a. Travel Authorization. A letter of authorization for travel of dependents will be issued to the member. This letter must indicate the dependent's travel and transportation entitlements as outlined in the JFTR, par. U5222-M.

5225 Separation From the Service or Relief From Active Duty.

A. NOT USED

B. NOT USED

C. NOT USED

D. NOT USED

E. NOT USED

F. NOT USED

G. Time Limit. If completion of dependent travel before the 181st day after separation would impose a hardship on the member, an extension of the time limit may be authorized or approved for a specific additional period of time. All requests for extension should be addressed to Commandant (G-PMP-2) and include complete justification. (See JFTR, pars. U5125-D and U5225-G1.)

5240 Transportation of Dependents Under Unusual or Emergency Circumstances.

A. NOT USED

B. Return of Dependents From Outside the Continental United States (OCONUS) Due to Official Situations. Commander (MPC-opm) or (MPC-epm) may authorize travel of dependents at Government expense to a designated place. Requests will include necessary information to enable a decision to be made in accordance with JFTR, par. U5240-B.

C. Return of Dependents From OCONUS for Reasons of National Interest. When the Secretary of Transportation or higher official determines that dependents are to be returned from an overseas area for reasons of national interest before completion of the member's overseas tour, Commander (MPC-opm) or (MPC-epm) will authorize transportation of dependents at Government expense to a designated place.

D. Return of Dependents From OCONUS Due to Personal Situations and Travel of Dependents Located in CONUS When Disciplinary Action Taken Against Member Stationed OCONUS. A member stationed OCONUS may request via the chain of command, and Commander (MPC-opm) or (MPC-epm) may authorize (or in limited

situations approve), transportation of command sponsored dependents at Government expense to a designated place, even though the member's PDS remains unchanged.

5242 Funeral Travel.

A. NOT USED

1. NOT USED

2. NOT USED

3. NOT USED

4. Substantiation. District commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units may authorize or approve requests for funeral travel and issue TONO's to surviving dependents of deceased members of their commands. Claims for reimbursement of authorized expenses and per diem will be made on DD Form 1351-2. Receipts are required to support reimbursement of personally procured commercial transportation and all reimbursable expenses in excess of $25. Information regarding required receipts should be provided to travelers before travel is begun.

5243 Transportation of Student Dependents. Requests for TONO's for student dependent travel should be submitted to Commander (MPC-opm) or (MPC-epm), as applicable, 30 days prior to the scheduled commencement of travel. In the case of a TONO for student dependent travel under JFTR, par. U5243-C, the message request will provide the name and birth date of the student dependent, the name of the institution being attended, the estimated cost of round trip transportation, certification that the student was a dependent (see JFTR, Appendix A) on the effective date of the PCS order directing the member to the OCONUS location, and that the trip being requested is the only one for this specific dependent during the fiscal year in which the travel will be performed.

5244 Round-Trip Travel of Dependents Incident to a Personal Emergency.

A. General. District commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units are authorized to approve and issue TONO's for emergency leave travel.

B. Conditions.

1. NOT USED

2. NOT USED

3. Command Sponsored Dependents Residing OCONUS. Requests for transportation to other locations under JFTR, par. U5244-B3, second item b, will be sent to Commandant (G-

PMP-2). There is no requirement that the international airport nearest the location of the dependents when notification of the emergency is received or, the international airport nearest the member's PDS, have a direct flight to or from the airport authorized in connection with the place of emergency leave point.

4. Dependents Residing INCONUS. Requests for transportation to other locations under JFTR, par. U5244-B4, second item b, will be sent to Commandant (G-PMP-2). There is no requirement that the international airport nearest the location of the dependents when notification of the emergency is received or, the international airport nearest the member's PDS, have a direct flight to or from the airport authorized in connection with the place of emergency leave point.

5246 Transportation of Family Members of a Seriously Ill or Injured Member.

A. NOT USED

B. NOT USED

C. NOT USED

D. NOT USED

E. NOT USED

F. Substantiation. District commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units are authorized to approve requests for travel of family members of seriously ill or injured members and issue TONO's to them. Claims for reimbursement of authorized expenses will be made on DD Form 1351-2. Receipts are required to support reimbursement of personally procured commercial transportation and all reimbursable expenses in excess of $25. Information regarding required receipts should be provided to travelers before travel is begun.

5250 Advance of Funds. Travel and transportation allowances prescribed in this Part for dependents are authorized to be paid in advance. For information on procedures and conditions under which advance payments may be made see Chapter 2, Part D of this instruction.

5605 DLA Eligibility. For general eligibility criteria see JFTR, par. U5605. All members without dependents attached to CSEAPAY vessels are assigned to Government quarters. Although members without dependents, in pay grades E-7 and above, may elect not to occupy assigned quarters and receive BAQ and VHA at the without dependents rate, they do not become entitled to DLA.

5620 Fiscal Year Limitations on Payment of Dislocation Allowance.

A. NOT USED

1. Secretary of Transportation Finding. One of the exceptions to the one DLA-per-fiscal-year payment rule is when the Secretary of Transportation finds that the exigencies of the Service require more than one PCS during the same fiscal year. As used hereafter in this paragraph, this finding will be referred to as SECTRANSFIND. Submit letter or message requests to Commander (MPC-opm) or (MPC-epm) as prescribed herein.

   a. When the necessity for a SECTRANSFIND can been foreseen prior to the issuance of an order, the order issuing authority will request the finding and incorporate it in the order. Commandant (G-P) has been delegated authority to make a SECTRANSFIND upon recommendation from Commander (MPC-opm) or (MPC-epm).

   b. Any command receiving an order for the transfer of a member, seemingly requiring but not indicating a SECTRANSFIND, must immediately refer it to the issuing authority with a request for such finding if appropriate. Such actions will not be taken in the case of humanitarian assignments, mutual exchanges of station, and unilateral transfers in which case no DLA is payable. Only when urgent or exceptional circumstances require should an order requiring a SECTRANSFIND be executed prior to receipt of such finding.

   c. When events like a change in home port or inactivation of a unit occur, requests for a SECTRANSFIND may be initiated for groups rather than individuals if appropriate.

   d. When the necessary finding has been obtained, the statement "The Secretary of Transportation has found that this PCS is required by the exigencies of the Service." must be included as part of the individual travel order. In the case of a change of home port of a unit, the statement must be included in the certificate of such change.

   e. For Individuals. For individuals, include the following information:

      (1) Name, grade or rate, and social security number.

      (2) Date of detachment from each previous PDS where entitlement to a DLA was involved except those to or from a course of instruction.

      (3) Present duty station or status.

      (4) Latest date of presently ordered detachment.

(5) Duty assignment or status to which ordered.

(6) Other pertinent information, if any. If an earlier entitlement to DLA was the result of a change of home port or unit inactivation, so state.

f. Change of Home Port or Inactivation of a Unit. In case of change of home port or inactivation of a unit include the following:

(1) The approximate number of enlisted personnel requiring a SECTRANSFIND.

(2) Full name, grade, and social security number of officer personnel requiring a SECTRANSFIND.

5640 DLA Vouchers and Supporting Papers.

A. Vouchers.

1. Members With Dependents. Claims for DLA for members with dependents will be submitted on a DD Form 1351-4. Instructions for preparation of DD Form 1351-4 are contained in Table 2-2.

2. Members Without Dependents. Claims for DLA for members without dependents will be submitted on a DD Form 1351-2 on which the member claims reimbursement or settlement for personal travel. The DD Form 1351-2 will be prepared in accordance with instructions contained in Table 2-1, except that the following statement will be inserted in Section III, or in the "Remarks" block on the back of the form.

"This is my (number) claim for dislocation allowance based on a permanent change of station during (fiscal year)."

B. Supporting Papers.

1. Travel Order. The original and two copies of the travel order by which detachment from the old duty station and reporting to the new is effected, with all endorsements, will be attached to the claim.

2. Statements. Statements, as required, must be provided to support payment of DLA under the following circumstances:

a. When member without dependents is temporarily assigned Government quarters (other than aboard a vessel) upon reporting, see JFTR, par. U5605;

b. When member without dependents is not assigned Government quarters upon reporting, see JFTR, par. U5605;

c. When member authorized local move for PCS or relocation in close proximity, see JFTR, pars. U5355-B1 and U5630-B2; and

d. SECTRANSFIND for payment of a second DLA in the same fiscal year, see paragraph 5620.

CHAPTER 6

EVACUATION ALLOWANCES

For information on evacuation allowances, see chapter 6 of the JFTR.

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CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

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7200 Travel of Members In Connection with Leave Taken Between Consecutive Overseas Tours (COT).

A. Transportation Incident to Consecutive Overseas Tours. Requests to use a POC should be submitted via the chain of command to Commandant (G-PMP-2).

B. Basic Entitlement. Requests for travel to a location requiring authorization or approval by the Secretary concerned should be submitted via the chain of command to Commandant (G-PMP-2). Each request must note that the member (and/or dependent(s)) understand the cost limitation for travel to such a site will be limited to the cost of travel to the member's home of record.

C. Funding. Requests for TONO's for COT leave travel will be submitted to Commander (MPC-opm) or (MPC-epm).

7205 Travel of Members In Connection with Emergency Leave.

A. Transportation Incident to Emergency Leave.

1. General. Funded round trip transportation may be provided to those members described in JFTR, par. U7205 incident to emergency leave granted in accordance with article 7-A-5f of COMDTINST M1000.6 (series), Personnel Manual. Transportation may also be provided for dependents to accompany a member in accordance with JFTR, par. U5244. District commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units are authorized to approve and issue TONO's for emergency leave travel.

2. NOT USED

3. Member Stationed OUTCONUS. Requests for travel to another location OUTCONUS under JFTR, par. U7205-A3, second item b, will be sent to Commandant (G-PMP-2), with info to the chain of command for authorization or approval. There is no requirement that the international airport nearest the location of the member when notification of the emergency is received or the international airport nearest the member's PDS have a direct flight to or from the airport authorized in connection with the place of emergency leave point.

4. Member Stationed INCONUS With Domicile OUTCONUS. Requests for travel to another location OUTCONUS under JFTR, par. U7205-A4, second item b, will be sent to Commandant (G-PMP-2), with info to the chain of command for authorization or approval. There is no requirement that the international airport nearest the location of the member when notification of the emergency is received or the international airport nearest the member's PDS have a direct flight to or from the airport authorized in connection with the place of emergency leave point.

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CHAPTER 8

VARIABLE HOUSING ALLOWANCE IN THE UNITED STATES

For information on Variable Housing Allowance (VHA), see chapter 8 of the JFTR and PMIS/JUMPS manuals.

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CHAPTER 9

STATION ALLOWANCES

For information on station allowances see chapter 9 of the JFTR and PMIS/JUMPS manuals

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