

PCS Travel Entitlements Worksheet

Name (Last, First, MI)	Rank/Rate	Permanent Unit:	New PDS: (city, state)	Employee ID#:
------------------------	-----------	-----------------	------------------------	---------------

PURPOSE: This is a job aid for Units and SPOs to use while counseling member on PCS entitlements and when preparing PCS, Retirement, and Separation orders. Travel rules and entitlements are subject to change. **Check all references when computing entitlements and advances.**

REASON FOR TRAVEL: (Check One)

- | | | |
|--|---|--|
| <input type="checkbox"/> Regular PCS (Place "X" in applicable box)
**If you have depn, will they tvl at the same time <input type="checkbox"/>
**If you have depn, will they tvl at a different time <input type="checkbox"/> | <input type="checkbox"/> RETIREMENT
(Advance only if Home of Selection is provided; otherwise mileage only) | <input type="checkbox"/> SEPARATION (RELAD or Discharge)
(Advance mileage only; per diem will be paid upon submission of travel claim) |
|--|---|--|

DLA: (Applicable rates are shown in JFTR, Chapter 5, Part G, Table U5G-1 - <http://perdiem.hqda.pentagon.mil/perdiem/dla.html>)

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

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

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

ENTER DLA AMOUNT = \$ _____

AUTHORIZED TRAVEL TIME:

Official Mileage

Determine Official Mileage by using the Official Table of Distance Guide: *Internet Web Site:* <http://dtod.sddc.army.mil/>

NOTE: Compute mileage from "City or Military Installation" to "City or Military Installation". See JFTR, par. U5160. Travel and proceed time are NOT authorized for separating or retiring members.

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

FLAT PER DIEM

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

The CONUS standard per diem rate can be found at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆ 100% of the CONUS standard per diem rate per day for the member ◆ 75% of the CONUS standard per diem rate per day for each dependent 12 years and older | <ul style="list-style-type: none"> ◆ 50% of the CONUS standard per diem rate per day for each dependent under 12 years old ◆ 100% of the CONUS standard per diem rate a day for the dependent driving, if traveling separate from member (additional family members, traveling separate from the member but with each other are at the same rate established for traveling with the member). |
|--|--|

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

Note: See JFTR par. U5116-C3c to compute Per Diem for travel by car ferry **FLAT PER DIEM TOTAL = \$ _____**

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

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

Effective **1 January 2008: \$0.19 per mile** for each POC authorized (2 members (both on PCS orders) traveling in the same POC are both authorized \$0.19 per mile.)

NUMBER OF POC'S AUTHORIZED:

1 st POC: Total mileage _____	X _____	cents per mile = _____	_____
2 nd POC: Total mileage _____	X _____	cents per mile = _____	_____
3 rd POC: Total mileage* _____	X _____	cents per mile = _____	_____

***NOTE:** See JFTR par. U5015-B for guidelines on authorizing/approving the use of more than two POCs.

TOTAL MALT = \$ _____

ALASKA MARINE HIGHWAY SYSTEM CAR FERRY

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

Authorized AMHS from _____ to _____

2nd leg of the AMHS from _____ to _____

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

Cost of the Stateroom: \$ ____

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

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

TOTAL AMHS COST = \$ ____

Per Diem for travel by car ferry (JFTR par. U5116-C3e):

Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized. See JFTR par. U3130-C.

Meals and Incidental Expenses (M&IE): M&IE is based and computed for the member and each dependent using the highest CONUS M&IE rate (see JFTR Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

- (a) per diem rate prescribed for the member's new PDS if travel ends on that day, or
- (b) Standard CONUS per diem rate (see JFTR par. U2025) if travel by POC continues on the day after the departure day (debarkation) from the ferry.

TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICKUP

Roundtrip mileage from old PDS to loading port (if separate from PCS travel. Total mileage _____ X \$ _____ per mile = _____

Roundtrip mileage from unloading port to new PDS (if separate from PCS travel. Total mileage _____ X \$ _____ per mile = _____

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

**NOTE: See JFTR, par. U5413-C through E if POV delivery/pickup is ICW PCS travel and TDY enroute is/is not involved.*

TOTAL TDY MILEAGE = _____

ADVANCE TEMPORARY LODGING ALLOWANCE (TLE):

Authorized when member/dependent(s) occupy temporary lodgings due to a PCS transfer. TLE is a reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging. The maximum TLE payment cannot exceed \$180/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. **TLE advances are up to 80% of entitlement. See page 3 for more information on calculating TLE expenses or go to JFTR U5720 for complete formula and examples.**

OLD PDS

Member Dependents ____ # of Depns Total # of nights: ____ Inclusive Dates: ____ to ____

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

Member Dependents ____ # of Depns Total # of nights: ____ Inclusive Dates: ____ to ____

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

NEW PDS

Member Dependents ____ # of Depns Total # of nights: ____ Inclusive Dates: ____ to ____

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

Member Dependents ____ # of Depns Total # of nights: ____ Inclusive Dates: ____ to ____

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

TOTAL PCS ENTITLEMENTS: \$ _____

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

Member is responsible for reviewing the Travel Voucher Summary after submitting a travel claim to ensure that all advances are liquidated correctly. The member will be required to repay to the Government any and all un-liquidated travel advances.

TLE – The basics

(Disclaimer: this does not cover all rules of TLE. For a complete description, see Chapter 5 H of the JFTR.)

What is TLE? TLE (Temporary Lodging Expense) is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS (Continental United States) due to a PCS (Permanent Change of Station).

1. Here or there: TLE is for use in the vicinity of the old PDS (Permanent Duty Station) or new PDS, within a reasonable commuting distance. You do not have to be checked in or out of your government quarters or house/apartment.

2. How many days?

- a. 10 days for a PCS to a CONUS PDS. The days may be split between old CONUS PDS and new CONUS PDS; or
- b. 5 days for a PCS to an OCONUS PDS. The days should be used at the old CONUS PDS. TLA (Temporary Lodging Allowance) is also authorized at the OCONUS PDS; or
- c. 10 days for a member reporting to the first CONUS PDS from the HOR (Home of Record) or initial technical school. The days may be split between CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or
- d. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. The days may be split between CONUS HOR, initial technical school, and CONUS designated place; or
- e. 20 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to (Effective for TLE incurred 30 May 2006 through and including 31 December 2008):
 1. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
 2. the PDS is experiencing a sudden increase in number of members assigned.

3. Temporary quarters for the member/dependent(s) must be a temporary residence, must be in the vicinity of the old and/or new PDS, and may be allowed if assigned family-type Government quarters are not occupied because: HHG have not been shipped from the old PDS; or HHG have not been received at the new PDS; or Government quarters are undergoing repair/renovation; or HHG have been packed, picked up and/or shipped from the losing PDS; or for similar reasons.

NOTE: Lodging receipts are required. Itemized receipts with name and location need to be included for reimbursement When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable. Name and address of family or friends needs to be included on the claim.

4. Reimbursement:

Member-married-to-member: When both spouses are members, each may be reimbursed up to \$180 per day. Both members may not claim the same dependent(s) for TLE on the same days, and one member may not claim the other member for TLE payment.

Per diem rate used: The **locality** per diem rate based on the PDS location is used for TLE reimbursement. This is important to know because it is used to determine the maximum daily amount for reimbursement.

Maximum TLE reimbursement:

- a. A member may be reimbursed a maximum of \$180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days. *Note: Members should use available government quarters. When government quarters are available and other lodgings are used, lodging reimbursement is limited to the government quarters' cost.*
- b. A member may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s).
- c. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same day.

5. Reimbursement Example:

A member occupies temporary quarters at the new PDS for 12 days (1-12 April). The member's dependents also occupy temporary quarters for 12 days (18-29 April). The member selects 1-10 April (member) and 18-27 April (dependents) for TLE. Reimbursement for the daily **combined** total expenses of the member and dependents must not exceed \$180 per day.

Note: TLE and per diem (for travel days) cannot be reimbursed on the same days.

6. Reimbursement computation:

Step 1: Determine daily M&IE and ceiling for lodging. Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: *The above percentage factors are used for both lodging and M&IE unless:*

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine lodging. Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine gross daily equivalency. Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

Step 4: Determine applicable daily rate

Compare \$180.00 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

7. How can you avoid being underpaid? First, pay attention to the per diem at the old or new PDS. Second, figure out what percentage will be used based on your dependent(s) or lack thereof. For example, if the per diem at your new PDS of Alameda, CA is \$99.00 (lodging) and \$59 (M&IE), you are a single member with no dependents, and you paid \$129.79 per night for your lodging, you will only be reimbursed \$102.70 per night. Many people make the mistake of spending up to \$180 per night, expecting to be fully reimbursed, and find out the hard way that it doesn't work that way.

Examples to follow on the next pages.

EXAMPLE 1 -- TLE ALLOWANCE for member without dependents.

***NOTE:** Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$113 (\$35 for M&IE and \$78 for lodging). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$35 = \$22.75 65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$22.75 + \$47.50 = \$70.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$70.25.	\$180.00 vs. \$70.25; \$70.25 x 4 days = \$281.00

EXAMPLE 2 -- TLE ALLOWANCE for member with dependents

***NOTE:** Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$39 = \$62.40 160% x \$70 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$112 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$80.00 = \$142.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40.	\$180 vs. \$ 142.40; \$142.40/day x 8 days = \$1,139.20

EXAMPLE 3 -- TLE ALLOWANCE for member-married-to-member with dependents

NOTE: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89 + \$89). The combined amount paid to both members for 6 days is \$1,068.00 (\$178 x 6) or \$534 + \$534.

There are other examples in the JFTR, these are the most common.

TLE Calculator

The TLE Calculator is a Microsoft Excel spreadsheet. It is a useful tool for *estimating* TLE. Access the TLE Calculator at <http://www.uscg.mil/hr/psc/travel/TLECalculator.xls>.