



# Authorized Departure Entitlements



- **Command Sponsored Dependents: (military/civilian)**
  - Authorized travel per diem (lodging/meals/incidental expenses) & transportation expenses to a safe haven location
  - Reimbursement for lodging is not authorized if staying with friends/relatives even if payment was relinquished (exception: leasing space per bona fide, written, executed contract)
- **Non-Command Sponsored Dependents:**
  - Authorized transportation only to a safe haven location
  - Not authorized travel per diem
- **SOFA Status Contractor Dependents:**
  - Authorized transportation only to safe haven location
  - Not authorized travel per diem

Personnel Readiness Unit will prepared a travel authorization for departure



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- **Per Diem Allowance: Day 1 – 30 (locality rate)**
  - Dependents 12 yrs and older receive up to 100%
  - Dependents under 12 yrs receive up to 50%
- **Per Diem Allowance: Day 31 – 180 (locality rate)**
  - Dependents 12 yrs and older receive up to 60%
  - Dependents under 12 yrs receive up to 30%

*Note: If reduced amount is inadequate, increase requests must be submitted through the Per Diem Committee*

- **Local Vicinity Travel Allowance:**
  - Authorized \$25 per day/per family
  - Receipts are not required for local vicinity travel only
  - Travel from the port of entry via rental car is authorized a monetary PCS mileage allowance to safe haven location



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- **Advances:** Provides dependents with sufficient funds to cover necessary expenses that might be incurred for food, travel, and other needs to ease financial burden.
  - **Military Pay:** Member designates amount not to exceed two months Basic Pay
  - **Travel Pay:** Amount limited to \$200.00
  - **Civilian Pay:** Employee designates amount not to exceed 30 days compensation rate
- **\*\*\*Must be paid back within the next 12 months**
  - **Automatic deduction from your pay\*\*\***



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- **Cost of Living Allowance (COLA):**
  - With-dependent rate terminates effective on departure date
  - Member receives without-dependent rate until return
- **Family Separation Allowance (FSA):**
  - Authorized when separated more than 30 consecutive days
- **Overseas Housing Allowance (OHA):**
  - Authorized payment continues while maintaining private sector housing

Temporary Lodging Allowance (TLA) is not authorized



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- **Reimbursement of Passport Fees:**
  - Dependents 16 yrs and over - \$135.00
  - Dependents under 16 yrs - \$105.00
  - Renewal - \$110.00



# Civilian Employee Dependents



- **Subsistence Expense Allowance (SEA): (locality rate)**
  - Begins the day after arrival at authorized safe haven location
  - Payment terminates:
    - 180 days after authorization issued
    - dependents return travel to PDS
    - employee transfers to a new PDS
    - date specified by DoS
    - date of separation
  - Two types: Commercial & Non-Commercial rate

Allowances do not apply to local hire United States Government employees

Temporary Quarters Subsistence Expense & Actual Expense Allowance not authorized



# Pet Transportation



- **Pet Transportation & Quarantine:**
  - Authorized transportation and quarantine for up to two household pets
  - Transportation reimbursed up to the constructed cost to the government
  - Quarantine fees are reimbursable
  - All other associated costs are the member's financial responsibility

Other animals (fish, birds, rodents, reptiles) are excluded as pets



# Entitlements Status



- **Allowances When Away from Safe Haven:**
  - If dependents leave safe haven area, allowances remain at the original safe haven rate
- *Example:*
  - *Dependents' safe haven is Sacramento and later travel to San Diego for personal reasons*
    - *Per diem remains at Sacramento rate*
    - *No travel entitlement for the move*





# Return Travel

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- Dependents who return to PDS prior to effective termination authorized by the DoS, will not be reimbursed travel & transportation expenses
- When termination status has been granted by the DoS, dependents are authorized transportation reimbursement to PDS if member has at least 60 days remaining on PCS tour
  - If less than 60 days remain, dependents are not authorized return transportation (unless approved)



# Websites



- **Lodging/Per Diem Rates: (Contiguous United States)**  
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- **My Pay:** <https://mypay.dfas.mil/mypay.aspx>  
Access for “Restricted Access” PIN (view only)
- **Per Diem Rates:**  
<https://www.defensetravel.dod.mil/site/erpdienCalc.cfm>
- **Travel Pay Forms:**  
<https://www.dfas.mil/cilianpay/travel/travlepayforms.html>  
<https://www.dtic.mil/whs/directives/infomgt/forms/index.htm>



# **35<sup>th</sup> Fighter Wing**

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*Integrity - Service - Excellence*

## **Comments/Questions**



**U.S. AIR FORCE**

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*Mission – Leadership - Community*