Civilian Human Resources Agency NE/Europe Region Europe Travel Orders



Current as of 3 June 2016

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Overview

This document is provided as a training tool and reference guide for OCONUS customers serviced by CHRA-NE/E.

In 2014, the Civilian Human Resources Agency (CHRA) received a legal opinion that the CPAC preparation and authentication of travel orders was, in part, a violation of DoD policy found in the Joint Travel Regulation (JTR). Specifically, the CPAC practice of authenticating (signing) travel orders is inconsistent with the verbiage in the JTR. Based on this opinion, CHRA-HQs directed CHRA staff to cease the authentication of travel orders and prepare to transition this function back to the Commands. In order to facilitate this transition, a comprehensive collection of information readily found in the JTR was assembled to organizations in the systematic, structured preparation of travel orders.

Information contained in this document represents current regulatory guidance and business practices, but will be superseded by changes to the JTR as well as the implementation of internal organizational practices and policies. Implementation and

adherence to this document is not mandated by CHRA-NE/E, but should be used as a training aid in conjunction with the official regulatory guidance found in the list of references. In the event of conflicting information, the JTR and other official guidance should be followed. Please direct any questions to your servicing CPAC.

The Joint Travel Regulation (JTR) addresses allowances paid/reimbursed by the government. The latest version of the document can be found here:

http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

***An employee cannot be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official reimbursement or reducing allowances.

Note: There may be circumstance when the Federal Travel Regulation (FTR) authorizes a discretionary travel and

transportation allowance, but the JTR does not address the allowance. A discretionary FTR authority that is not addressed in the JTR is not implemented within the Department of Defense.

ARE SAMPLE DOCUMENTS,
SAMPLE
LETTERS/MEMORANDUMS AND
TABLES TO ASSIST IN THE
PREPARATION OF TRAVEL
ORDERS, ALSO, PLEASE REFER
TO APPENDIX A-C FOR BLANK
DOCUMENTS, SAMPLES OF
ORDERS NOT COVERED IN THE
MAIN BODY OF THIS GUIDE, AND
TRAVEL ORDER REMARKS AND
COMMON TYPES OF TRAVEL
ALLOWANCE TO FURTHER
ASSIST IN TRAVEL ORDER
PREPARATION.

THROUGHOUT THIS DOCUMENT

AT THE END OF EACH SECTION

Defense Travel System

The Defense Travel System (DTS) is a travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank account and the Government Travel Charge Card (GTCC) vendor. Travelers using DTS can check for current airline, hotel, and rental car availability, as well as check current per diem rates

for travel locations online. The user can prepare his own documents, or, with the proper permission, documents for others.

Most types of travel orders can be generated in the Defense Travel System (DTS) and should be utilized to properly manage travel plans and expenses. A prerequisite for creating travel orders in DTS is that the traveler must have a user profile in the DTS system. New employees will be unable to create a profile in DTS, therefore the designated organizational employee, with authority to create travel orders must prepare a hard copy travel order. Current Federal employees who are first time users, will be prompted to activate their account. Instructions for first time users can be found at https://www.defensetravel.osd.mil/

DTS training (i.e. web-based/eLearning) is available on the Defense Travel Management Office website.

DTS log on: http://www.defensetravel.osd.mil/dts/site/index.jsp

DTS training can be found at http://www.defensetravel.dod.mil/site/eLearning.cfm

Permanent Duty Travel Eligibility Table

Explanation of available overseas allowances based on Permanent Duty Travel

Ch 5: Permanent Duty Travel
Part B: Employees Only/Sec 1: General

5500-5522

- 4. References to the FTR are included for research purposes.
- C. Table 1: Eligibility Table:

TABLE 1 ELIGIBILITY TABLE Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.

Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SH	NTS of HHG
First PDS Travel Appointee s & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES</u> 5 & 7
First PDS Travel to OCONUS PDS NOTES 8, 2, & 10	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs NOTE I	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES</u> <u>5 & 7</u>
PCS From OCONUS PDS to CONUS PDS NOTES 1	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES</u> <u>5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes</u> 1.8. & 10	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <i>NOTE 11</i>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs NOTES 1 & 10	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No NOTE 2 Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes NOTE 7

09/01/15

5B1-5

Table 1: Eligibility Table Footnotes:

- 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.
- 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
- 3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).
- 4 -- Advance allowed if not shipped via a Gov't-arranged move.
- 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.
- 6 -- RESERVED.
- 7 The Gov't must arrange the NTS.
- 8 -- FTA (Pre-departure Subsistence Expense incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.
- 9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260. 10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.
- 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or nonforeign OCONUS areas.

SECTION 1: PERMANENT CHANGE OF STATION

A permanent change of Station (PCS) move occurs when an employee is required to relocate to a new location and the move is in the interest of the government.

A. PCS Incoming

How to Complete:

Step 1: Organization makes Selection.

Step 2: CPAC makes tentative offer and sends/provides the required eligibility documentation to tentative employee (i.e. Request for Orders (RFO); see Appendix A; LQA questionnaire; DA-5863; DD Form 1617 etc.)

Step 3: Check to see if Family Members are also traveling. If children are to be included, check the dates of birth. Any that are over 21 are not eligible to be included on the orders unless they are medically incapable of looking after themselves. Complete Section L on the RFO.

Step 4: CPAC determines employee's eligibility to receive travel orders via Request for Orders document and provides eligibility information to organizational travel orders POC. Organization creates orders.

NOTE: JTR, Chapter 5 Section 3 - Child's Age and Travel Eligibility. A dependent child's eligibility (see App A1 for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). **Example**: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months. http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

Step 5: Request For Orders (RFO) can then be sent to the Resource Management Office (RMO) for the fund cites.

Step 6: When you receive the fund cites the Travel Order Authorization (DD Form 1614) can be prepared. Complete the Orders as per one of the examples below.

***NOTE - IF THIS IS THE EMPLOYEE/SELECTEE'S FIRST DUTY STATION THE CPAC WILL PROVIDE COPIES OF THE ORDER TO THE EMPLOYEE/SELECTEE.

Step 7: Check that all the information is correct. After review have it signed by the appropriate authority.

***Note- Please see Appendix C for Travel Order Remarks and for Common Types of Travel Allowances in preparing PCS travel orders

Step 8: Forward a copy of the completed Travel Orders to the employee along with any supporting documentation. Keep a copy for your files. Remember to keep the Travel Orders, a copy of the Transportation Agreement, a copy of the RFO and a copy of the Fund Cite documents together. Send a copies of all documentation to the CPAC.

In the case of
Management Directed
Orders/Reassignment
Europe Transformation,
please, contact your
servicing CPAC for
assistance.

Example Documents: PCS Incoming w/Family Members

PCS Incoming Unaccompanied

Travel Orders 1st Duty Station w/Family Members Travel orders 1st Duty Station Unaccompanied

References: Joint Travel Regulations (JTR), Chapter 5, Part B) http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

PEQUESTIA	UTHORIZATION FTR	POD CIVILIAN E	PERMANI PUTY
(R re e: ii re		A Si w it on be	
1. DATE (YYYYMMDD) 2. NAME (Last, First	Middle)	FUE OF CIAL	3. SOCIAL SECURITY NUMBER
4. NEW POSITION TITLE	5. GRADE OR RATING	G 6. RETIREMENT	CODE (Insert retirement code from Block 30 of
POSITION TITLE	GS-XX	employee's most their servicing pe	t recent SF-50. If unknown, employee should contact ersonnel office.)
7. RELEASING OFFICIAL STATION AND LO	CATION, OR ACTUAL	8. NEW OFFICIAL	L STATION AND LOCATION, ACTUAL RESIDENCE
RESIDENCE		OR ALTERNA	TE DESTINATION
USAG DIRECTORATE		USAG DIRECTORATE	
DIVISION	CHECK VEC	DIVISION	
CITY, STATE ZIP	TO RECEIVE PER 11. INDUSTRIES SOVERNMENT	CITY, O RMAN	IY, APO AE ZIP
9. REPORTING DATE AT NEW DUTY STA 10. TRAVEL PURPOSE	11. No.	DIE	/12a. PER DIEM FOR EMPLOYEE
X BETWEEN OFFICIAL STATIONS	GOVERNMENT	OIEIM	X YES NO
RENEWAL AGREEMENT RETURN FROM OVERSEAS FOR SEPARATI	COMMERCIAL		b. PER DIEM FOR DEPENDENT(S) X YES NO
TEMPORARY CHANGE OF STATION	MILEAGE RATE: \$ IAWJTR		100
OTHER 13a. ROUND TRIP TRAVEL FOR HOUSE-	14a. TEMPORARY QU	_ ARTERS	15a. HOUSEHOLD GOODS (HHG) SHIPMENT
HUNTING	SUBSISTENCE		X YES NO
YES X NO	YES X N		COMMUTED RATE
b. NUMBER OF DAYS (Including travel)	b. NUMBER OF DAYS A		b. NET WEIGHT AUTHORIZED 18 0001bs
16. OTHER AUTHORIZED EXPENSES	UNEXPIRED LEASE PL		17. DEPENDENT TRAVEL
X TEMPORARY STORAGE OF HHG X NONTEMPORARY STORAGE OF HHG	X RELOCATION INCOME T		CONCURRENT X DELAYED
		onus X oconus	
PROPERTY MANAGEMENT SERVICES REAL ESTATE EXPENSES	MISCELLANEOUS EXPE		NOT AUTHORIZED
18a. DEPENDENT TRAVEL FROM (Home Add		b. TO (New PDS)	
ADDRESS CITY, STATE ZIP		CITY, GERMAN	DUEAGE COMMUNETE 10 A R B
			PLEASE, COMPLETE 18 A & B
19. DEPENDENTS		I	
a. NAME (Last, First, Middle Initial) LAST, FIRST MI		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
///NOTHING FOLLOWS///			
			A.
20. ESTIMATED COST		-	21. TR SIG ZI YES DATE SIGNED (YYYYM) ALL TRAVEL
a. PER DIEM b. TRAVEL	c. OTHER	d. TOTAL	X YES CONIAL
\$	\$	\$ 0.00	DATE SIGNED (YYYY)
SECT 22. ACCOUNTING CITATION	ION II - AUTHORIZAT	TION FOR OFFICE	DATE SIGNED (YYYY) IAL TRAVEL
			- 4
PLEASE SEE REVERSE			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICE	AL b. SIGNATURE		c. ORGANIZATION ADDRESS
24. AUTHORIZING/ORDER-1330ING OFFICE			
a. TITLE	I		
		26. DATE ISSUEI	D (YYYYMMDD)

PCS INCOMING WE FAMILY

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

 $(Losing/Gaining\ Activity\ -\ provide\ the\ address\ to\ where\ the\ employee\ should\ submit\ this\ claim\ for\ final\ disbursement.)$

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attr: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/pcstravel.html

28. REMAÇAS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expenses are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: LAST NAME, FIRST NAME, MIDDLE INITIAL, SSN: XXX-XXX, DOB: XX MTH XXXX

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

FICA COST

MISC. EXP.

CIC: CENTRAL Fund Cite:

HHG:

POV:

Non Temp Storage:

excess baggage fees are authorized for reimbursement not to exceed one excess bag per authorized traveler. Baggage must meet airline policy equirements. Oversize or overweight baggage fees are not reimbursable.

All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date.

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE SEE

APPENDIX C FOR ADDITIONAL INFORMATION

Transportation tickets are purchased using Centrally-Billed-Account (CBA) Official passport is required. Departure o/a ## Month ####
Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in
the carriers tariffs. Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175
bs. net weight for each child under age 12.

Temp Storage of HHG's NTE 90 days is authorized. Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will no exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle. No rental car is authorized. Advance Pay up to six pay periods base pay authorized. Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany. Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German authorities. Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization. GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

the Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied imporarily (up to 10 days) before departure from current US post of assignment.

DD FORM 1614 (BACK), WAT 2005

PCS Incoming Unaccompanied-DD Form 1614

T. DATE (YYYMMDD)		EMPOR	ARY CHANG			TRAVEL S. SOCIACT CURITY NUMBER
4. NEW PO	SITION TITL	.E	5. G		employee's	most rece	DE (Insert retirement code from Block 30 of ent SF-50. If unknown, employee should contact
				GS-XX	their servic		K
RESIDE HQ AFB CITY, STA	ATE ZIP	AL STATION AND L		<	OR ALTE HQS, COM OFFICE VO, VY GERM	RNATE I Mand	TATION AND LOCATION, ACTUAL RESIDE DESTINATION APO AE ZIP
	TING DATE	AT NEW DUTY STA		YYMMDD) ###### TRANSPORTATION		12	a. PER DIEM FOR EMPLOYEE
	EN OFFICIAL	STATIONS		GOVERNMENT	X POC	Y W	YES NO
_	AL AGREEME		- بنا	COMMERCIAL	X RAIL	Ь	. PER DIEM FOR DEPENDENT(S)
_		RSEAS FOR SEPARAT SE OF STATION	TION MILE	AGE RATE:	X AIR	<u> </u>	YES X NO
OTHER		L OF STATION	\$	IAWJTR			
		VEL FOR HOUSE-	14a.	TEMPORARY QUA			a. HOUSEHOLD GOODS (HHG) SHIPMEN
HUNTI			\vdash	SUBSISTENCE EX		×	YES NO
YES	X NO	FIXED	-	YES X NO	FIXED	×	COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)
	R OF DAYS (In		_	IUMBER OF DAYS AU			b. NE WEIGHT AUTHORIZED 18,000lbs
		D EXPENSES					77. DEPENDENT TRAVEL
X NONTE RELOC PROPE	ATION SERVI	TORAGE OF HHG CES EMENT SERVICES	X RELO X POV X MISC	XPIRED LEASE DCATION INCOME T SHIPMENT CO ELLANEOUS EXPENS //EL ADVANCE AUTHO		SUNC	CONCURRENT DELAYED EARLY RETURN NOT AUTHORIZED
4	NDENT TRAV	VEL FROM (Home Ad	aress)		D. TO (New PL	isi	
N/A 19. DEPENI	DENTS Last, First, Midd			—	N/A		XAMPLE IN BOXES 18 & 19
N/A 19. DEPENI				<u> </u>	N/A		
N/A 19. DEPENI a. NAME (L				<	N/A		
N/A 19. DEPENI a. NAME (L				<	N/A		
N/A 19. DEPENI a. NAME (L N/A 20. ESTIMA	Last, First, Midd	tle Initial)		<u> </u>	FOL PINS		21. TRANSPORTATION AGREEMENT
N/A 19. DEPENI a. NAME (L N/A	Last, First, Midd	de Inital)	с. С	DTHER	N/A FOL		21. TRANSPORTATION AGREEMENT SIGNED (X one)
N/A 19. DEPENI a. NAME (L N/A 20. ESTIMA	Last, First, Midd	die Initial) b. TRAVEL	c. c		d. TOTAL \$ 0.00	LOW EX	21. TRANSPORTATION AGREEMENT SIGNED (X one) X YES NO DATE SIGNED (YYYYMMDD) #######
N/A 19. DEPENI a. NAME (L N/A 20. ESTIMA a. PER DIE	ATED COST	de Initial) b. travel \$	c. c	OTHER AUTHORIZATI	d. TOTAL \$ 0.00	LOW EX	21. TRANSPORTATION AGREEMENT SIGNED (X one) X YES NO DATE SIGNED (YYYYMMDD) #######
N/A 19. DEPENII a. NAME (L N/A 20. ESTIMA a. PER DIE \$ 22. ACCOU PLEASE S	ATED COST EM INTING CITA EEE REVERS	b. TRAVEL \$ SEC	c. c		d. TOTAL \$ 0.00	LOW EX	21. TRANSPORTATION AGREEMENT SIGNED (X one) X YES NO DATE SIGNED (YYYYMMDD) #######
N/A 19. DEPENI a. NAME (L N/A 20. ESTIMA a. PER DIE \$ 22. ACCOU PLEASE S 23. APPRO a. TITLE	ATED COST EM INTING CITA SEE REVERS	b. TRAVEL S SECTION SE	c. c \$	AUTHORIZATI	d. TOTAL \$ 0.00	LOW EX	21. TRANSPORTATION AGREEMENT SIGNED (X one) X YES NO DATE SIGNED (YYYYMMDD) ####### TRAVEL
N/A 19. DEPENI a. NAME (L N/A 20. ESTIMA a. PER DIE \$ 22. ACCOU PLEASE S 23. APPRO a. TITLE	ATED COST EM INTING CITA SEE REVERS	b. TRAVEL \$ SEC	c. c \$		d. TOTAL \$ 0.00	LOW EX	21. TRANSPORTATION AGREEMENT SIGNED (X one) X YES NO DATE SIGNED (YYYYMMDD) #######

PCS Incoming a Unaccompanied

PRINCIPAL PURPOSE(S): Used as authority to issue exportation documents, bills of lading for house! I goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3, Website for DFAS: http://www.dfas.mil/civilianemplovees/travelpay/civrelo.html

28. REMAP(s OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

REMARKS AND AUTHORIZATION EXAMPLES, PLEASE

SEE APPENDIX C FOR ADDITIONAL INFORMATION

17/YPE OF TRAVEL: PCS, LAST NAME, FIRST NAME, MIDDLE INITIAL, SSN: ###-##-####, DOB: ## MTH ####

AIR FARE / PER DIEM:

HHG:

NON-TEMP STORAGE:

POV SHIPMENT:

MISCELLANEOUS EXPENSES:

RITA COST:

FICA COST:

FTA COST:

TQSA:

A line of account for Advance Pay will be processed separately on a SF1190 from CPAC.

All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date. Transportation tickets are purchased using Centrally-Billed-Account (CBA). Passport is required.

Departure o/a ## Month ####.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Unaccompanied baggage authorized is limited to 350lbs net weight for employee. Temp Storage of HHG's NTE 90 days is authorized. Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage

of household goods and the transportation of a privately owned vehicle. Advance Pay up to six pay periods base pay authorized. No rental car is authorized.

Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany. Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German authorities.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part I, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. The Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied temporarily (up to 10 days) before departure from current US post of assignment.

DD FORM 1614 (BACK), MAY 2003

			iva A la pen a	TRAVEL
DATE (YYYYMM NEW POSITION TITLE		GS-XX	6. F. A E. F. E. F	recent SF-50. If unknown, employee should contact arsonnel office.)
RELEASING O	FFICIAL STATION AND LO	OCATION, OR ACTUAL		L STATION AND LOCATION, ACTUAL RESIDENCE TE DESTINATION
First Duty Station	Travel:		Command	TE DECINATION
Actual Residence City, State ZIP	•	PLEASE INDICA	TE 1ST DUTY STATIO	N IF APPLICABLE
City, State 211		$\overline{}$	APO AE ZIP	
	ATE AT NEW DUTY STAT		14444444	-
DETWEEN OF	POSE	11. TRANSPORTA		12a. PER DIEM FOR EMPLOYEE X YES NO
RENEWAL AG		X GOVERNMENT X COMMERCIAL	X POC X RAIL	b. PER DIEM FOR DEPENDENT(S)
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TEMPORARY O	CHANGE OF STATION	PLEASE NOTATE		
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	YS (Including travel)	b. NUMBER	S NO LACCOL	b. NET WEIGHT AUTHORIZED 18 0001bs
16. OTHER AUTH	ORIZED EXPENSES	ENDEN	MARK	17. DEPENDENT TRAVEL
	STORAGE OF HHG	X RELO DEPENON	TAY ALLOWANCE	X CONCURRENT DELAYED
RELOCATION	_	X POV SH	CONUS X OCONUS	EARLY RETURN
PROPERTY MA	NAGEMENT SERVICES	MISCELLANEOUS E	XPENSES	NOT AUTHORIZED
REAL ESTATE	EXPENSES IKAVEL FROM (Home Add		AUTHORIZED (Amount) \$	
City, State	,		City, Germany	
9. DEPENDENTS		FO	LLOW EXAMPLE	
a. NAME (Last, Fir.	st, Middle Initial)	$\overline{}$		c. DATE OF BIRTH (YYYYMMDD)
Name, First MI Name, First MI			sp	son
Name, First MI				son
nothing follow				
	b. TRAVEL	c. OTHER	d. TOTAL	21. TRANSPORTATION AGREEMENT SIGNED (X one)
20. ESTIMATED C	s	s		X YES NO
20. ESTIMATED C		1	\$ 0.00	DATE SIGNED (YYYYMMDD)
20. ESTIMATED C		ION II - AUTHURIA	ZATION FOR OFFICE	AL INAVEL
20. ESTIMATED C				
20. ESTIMATED C a. PER DIEM \$	CITATION			
20. ESTIMATED C a. PER DIEM \$ 22. ACCOUNTING	CITATION !		b. SIGNATURE	
20. ESTIMATED C a. PER DIEM \$ 22. ACCOUNTING Please see reverse 23. APPROVING a. TITLE	CITATION !	AL b. SIGNATUR		c. ORGANIZATION ADDRESS

AUTHORITY: 5 U.S.C. \$857() 570; and E.O. 9397 (SN)

PRINCIPAL PURPC F | Dec Jumic | t n o t n dc | i port o a utomobiles, and as t | or nc uthc c o lc c n a le trav | i port o a utomobiles.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemployees/travelpay/civrelo.html

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)
This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

YPE OF TRAVEL: FIRST DUTY STATION TRAVEL: LAST NAME, FIRST NAME, MI., SSN: ###-###, DOB: ## Month #### AIRFARE:

PER DIEM:

HHG SHIPM:

NONTEMP STORAGE:

TEMP STORAGE:

POV SHIPMENT:

MISC EXP:

RITA COST:

FICA COST:

FTA COST:

INCOMING TOSA:

ADVANCE PAY:

Transportation Tickets are purchased using Centrally-Billed-Account (CBA), Official Passport is required. Departure o/a 19 Mar 2016.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

REMARKS AND AUTHORIZATION EXAMPLES, PLEASE SEE

APPENDIX C FOR ADDITIONAL INFORMATION

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's actual place of residence to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car authorized. Advance Pay up to six pay periods base pay authorized if eligible for LQA.

Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany.

Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German Authorities.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part I, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. The Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied emporarily (up to 10 days) before departure from actual residence. Miscellaneous Expense Portion of the FTA authorized IAW DSSR, Section 41.2. Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post. If order conflicts with the FTR, the FTR prevails.

DD FORM 1614 (BACK), MAY 2003

FIRST DUTY STATION- PCS Incoming Unaccompanied-DD Form 1614

1. DATE (YYYMMDD) 4. NEW POSITION TIT required 7. RELEASING OFFIC RESIDENCE STATESIDE ADDRI	NAME (Last, First, Mid	TON, OR ACTUAL	S. NEW OFFICIAL OR ALTERNA	SOCIAL SECURITY NUMBER SOCIAL SECURITY NUMBER om Block 30 of loyee should contact required AL STATION AND LOCATION, ACTUAL RESIDENCE THIS IS FIRST DUTY STATION
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b. NUMBER OF DAYS (In		b. NUMBER OF DAYS AUT	THORIZED	b. NET WEIGHT AUTHORIZED 18 000 LBS
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TAVE ORGENS U.S. WE DULY STATION AUTHORITY: 5 U.S. C. \$85701, 5702; and E.O. 9397 (SSN).

AUTHORITY: 3 0.5.0. 333701, 3702, and 2.0. 3337 (001)

PRINCIPAL PUR DS automobiles, and a b ft a p fn a ft p fa p fn c are the factor of the property of the propert

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemplovees/travelnav/civrelo.html

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)
This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

YPE OF TRAVEL: FIRST DUTY STATION TRAVEL: Last, First MI., SSN: ###-##-###, DOB: ## Month ####

AIRFARE:

PER DIEM:

HHG SHIPM:

NONTEMP STORAGE:

TEMP STORAGE:

POV SHIPMENT:

MISC EXP:

RITA COST:

FICA COST:

FTA COST:

INCOMING TOSA:

ADVANCE PAY:

Transportation Tickets are purchased using Centrally-Billed-Account (CBA), Official Passport is required. Departure o/a 19 Mar 2016.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

REMARKS AND AUTHORIZATION EXAMPLES, PLEASE SEE

APPENDIX C FOR ADDITIONAL INFORMATION

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's actual place of residence to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car authorized. Advance Pay up to six pay periods base pay authorized if eligible for LQA.

Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany.

Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German Authorities.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part I, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. The Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied emporarily (up to 10 days) before departure from actual residence. Miscellaneous Expense Portion of the FTA authorized IAW DSSR, Section 41.2. Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post. If order conflicts with the JTR, the JTR prevails.

DD FORM 1614 (BACK), MAY 2003

B. PCS OUTGOING

Use these instructions for employees who are selected for vacancies where Permanent Change of Station (PCS) costs are authorized, and/or employee has found his/her own position, has return rights or placed through the Priority Placement Program (PPP). Employees who are selected for vacancies where PCS costs are authorized may be entitled to a PCS move.

How to complete:

- **Step 1:** Gaining Organization contacts employee and sends an RFO (see Appendix A) to the CPAC.
- Step 2: CPAC determines employee's eligibility to receive travel orders via travel order checklist and provides eligibility information (checklist) to organizational travel orders POC. Organization or employee generate Request for Orders.
- Step 3: If this is a Priority Placement Program (PPP) placement, the Human Resources Specialist at your servicing Civilian Personnel Advisory Center (CPAC) will inform you. You will prepare Travel Orders to send the employee to the new duty station. TQSE and Miscellaneous Expense is an entitlement provided under PPP and fund cite is provided by the gaining organization.
- Step 4: If the employee is exercising Return Rights, and has a transportation agreement you must prepare the orders sending the employee back to the previous organization. Verify the employee has completed the transportation obligation and the Return Rights have been coordinated with the employee's CONUS organization.
- Step 5: If the employee has found a new position in CONUS on their own and the gaining organization authorizes PCS Travel, the gaining organization should prepare the Travel Orders (although they may request that you to prepare the Travel Orders as a courtesy). If the gaining organization is not authorizing PCS travel, check if the employee has Transportation Eligibility (see eligibility checklist). If the employee came to Europe on Travel Orders the employee is entitled to transportation back to their point of origin (i.e. where they were hired from, otherwise, add the new duty station as an alternate destination.
- Step 6: Check Section D of the Request for Orders (RFO). If incomplete, add the new duty station information.
- Step 7: Send the RFO to the Resource Management Office (RMO) for the fund cite.
- Step 8: When you receive the fund cite(s) you can prepare the Travel Orders. (See below for examples of PCS orders for the Employee that has is traveling with family members and the other example is unaccompanied.)

Step 9: Keep a copy of the RFO, Travel Orders and Transportation Agreement for your file and provide a copy to the CPAC. CPAC will provide information to the LQA cell in order to terminate benefits in a timely manner. Ensure the RMO has all travel related documents.

Step 11: Make sure copies of the Travel Orders, Transportation Agreement, the RFO and a copy of the Fund Cite document are on file.

Example Documents: PCS Outgoing w/ Family Members

PCS Outgoing Unaccompanied

References:

PCS Eligibility Table

Joint Travel Regulations (JTR), Chapter 5, Part B)

http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

4. NEW POSITION POSITION TITLE 7. RELEASING OF RESIDENCE	TITLE	LE CRADE OR BATING			
		GS-XX		ecent SF-50. If uni	ment code from Block 30 of known, employee should contact K
COMMAND DIVISION, EURO CITY, GERMAN APO AE ZIP		OCATION, OR ACTUAL	8. NEW OFFICIALS OR ALTERNATE COMMAND OFFICE FORT, GA		OCATION, ACTUAL RESIDENC
	ATE AT NEW DUTY STA				
10. TRAVEL PURP		11. TRANSPORTATIO			FOR EMPLOYEE
X BETWEEN OFFI		X GOVERNMENT	X PC	X YES	NO DR DEPENDENT(S)
_	OVERSEAS FOR SEPA	CHECK YES FOR DEPE	ENDENTS	X YES	NO NO
TEMPORARY C	HANGE OF STATION	\$ IAWJTR	\neg		•
OTHER	TRAVEL FOR HOUSE-	14a. TEMPORARY QU	ADTEDS	15a HOUSEHO	LD GOODS (HHG) SHIPMENT
HUNTING		SUBSISTENCE E	L	X YES	NO
YES X	NO	YES X N		COMMUTED	
ACTUAL EXPE	ISE FIXED	ACTUAL EXPENSE			NT BILL OF LADING (GBL)
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PCS Outgoing VAVE Framily Nembers Authority: 5 U.S.C. \$\\$5702; and E.O. \$7 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441

For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemplovees/travelpav/civrelo.html

28. REMAPISE OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

PE OF TRAVEL: PCS: LASTNAME, FIRST MI, SSN: ###-##-### DOB: ## MTH ####

all travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed I year from the effective date of the employee's transfer or appointment date.

ransportation tickets are purchased using Centrally-Billed-Account (CBA).

Gaining Organization may provide Fund Citation for TQSE and Miscellaneous Expenses.

Departure o/a ## Month ####.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one loop the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Dutgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseasons.

f order conflicts with the JTR, the JTR prevails.

NOTHING FOLLOWSXXXXXXXXXXXXXXXXXX

REMARKS AND AUTHORIZATION EXAMPLES, PLEASE SEE APPENDIX C FOR ADDITIONAL INFORMATION

DD FORM 1614 (BACK), WAY 2003

PCS Outgoing Unaccompanied-DD Form 1614

DEGUEGE	ITHODIZATION FOR	200 00/11/14/10	EDMANISHT DUTY		
REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
			back before completing form.)		
TRESTORIO	Cincle	Jnac	companied		
4. NEW POSITION TITLE	5. GRADE C ATING	RETIREMENT CODE (Insert retirement) code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)			
required	<u> </u>	1	required		
7. RELEASING OFFICIAL STATION AND LOC RESIDENCE	CATION, OR ACTUAL		L STATION AND LOCATION, ACTUAL RESIDENCE TE DESTINATION		
Losing organization address		Gaining organiz			
Losing organization address		Gaining Organiz	action address		
9. REPORTING DATE AT NEW DUTY STATIO			Lie DED DIEM FOR FMRI OVER		
10. TRAVEL PURPOSE	11. TRANSPORTATION		12a. PER DIEM FOR EMPLOYEE VES NO		
BETWEEN OFFICIAL STATIONS RENEWAL AGREEMENT	GOVERNMENT COMMERCIAL	POC	b. PER DIEM FOR DEPENDENT(S)		
RETURN FROM OVERSEAS FOR SEPARATION	_	✓ AIR	YES V NO		
TEMPORARY CHANGE OF STATION	MILEAGE RATE:	•			
OTHER	\$				
13a. ROUND TRIP TRAVEL FOR HOUSE- HUNTING	14a. TEMPORARY QUA SUBSISTENCE EX		15a. HOUSEHOLD GOODS (HHG) SHIPMENT		
h		PENSE	YES NO		
YES V NO ACTUAL EXPENSE FIXED	YES V NO	FIXED	COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)		
b. NUMBER OF DAYS (Including travel)	b. NUMBER OF DAYS AUT		b. NET WEIGHT AUTHORIZED 18 000 LBS		
16. OTHER AUTHORIZED EXPENSES			17. DEPENDENT TRAVEL		
✓ TEMPORARY STORAGE OF HHG	UNEXPIRED LEASE		CONCURRENT		
NONTEMPORARY STORAGE OF HHG	RELOCATION INCOME TAX	ALLOWANCE	DELAYED		
RELOCATION SERVICES					
RELOCATION SERVICES	POV SHIPMENT 🗸 CO	NUS OCONUS	EARLY RETURN		
RELOCATION SERVICES PROPERTY MANAGEMENT SERVICES	POV SHIPMENT CO	NUS OCONUS			
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PGS Outgoing to praccompanied Authority: 5 U.S.C. \$\$5701 92; and E.O. 939 SN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441

For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemplovees/travelpav/civrelo.html

28. REMAPISE OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

PE OF TRAVEL: PCS: LASTNAME, FIRST MI, SSN: ###-##-### DOB: ## MTH ####

all travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed I year from the effective date of the employee's transfer or appointment date.

ransportation tickets are purchased using Centrally-Billed-Account (CBA).

Gaining Organization may provide Fund Citation for TQSE and Miscellaneous Expenses.

Departure o/a ## Month ####.

ree accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in he carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one loby the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Dutgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current oversea lost.

f order conflicts with the JTR, the JTR prevails.

NOTHING FOLLOWSXXXXXXXXXXXXXXXXXX

REMARKS AND AUTHORIZATION EXAMPLES, PLEASE SEE
APPENDIX C FOR ADDITIONAL INFORMATION

DD FORM 1614 (BACK), WAY 2003

SECTION II: OTHER TRAVEL

As mentioned in the Defense Travel System (DTS) section, most travel orders can be generated in DTS, including the types of travel situations included in this section. The intention is to provide general information and guidance for the most common types of travel in the European Theater. It is not meant to be all inclusive of every type of travel situation that may warrant the issuance of travel orders. The Joint Travel Regulations should be consulted for supplementary types of travel information and guidance.

A. Renewal Agreement Travel (RAT)

Definition: An employee and eligible accompanying dependents may receive travel and transportation allowances for returning home between OCONUS tours of duty.

When orders are applicable: Eligible employees and dependents are authorized transportation (including to/from common carrier terminals) to the employee's actual residence at the time of the assignment to the OCONUS PDS. RAT provides one round trip to CONUS for eligible employees and their dependents. To be eligible for these allowances prior to departure from the OCONUS PDS, an employee must:

- ✓ Possess an initial Transportation Agreement and have satisfactorily completed the prescribed tour of duty.
- ✓ Have entered into a new written agreement for another tour of duty at the OCONUS PDS (i.e. been extended for 24 months).
- ✓ Have a DEROS of at least one year after date of projected return from RAT.

How to complete: The agreement covers cost incident to travel to the employee's actual residence or alternate location and return.

Step 1: Receipt of RFO for RAT from employee. Send employee RFO to the CPAC. CPAC will determine employee's eligibility to receive travel orders and the RAT window. See NOTE below

Step 2: CPAC will verify the following:

- a. Transportation Eligibility. Check RFO documentation to ensure RAT request returns employee to Home of Record (HOR).
- b. Employee has received a new 24 months tour extension.
- **c.** Determine date if any, employee previously took RAT.

- Step 3: Make sure that the RFO has the Actual Place of Hire as that is where we owe the employee Travel Orders to, however the employee can request one alternate destination, but are responsible for any additional costs.
- Step 4: Complete the Transportation Agreement (TA) and Statement of Understanding (see Appendix B, RAT SOU sample/example) and send to the employee to sign and return. (Employee must return TA to you prior to issuance of travel orders to the employee.
- Step 5: Upon receipt of the fund cite, prepare the Travel Orders. Complete the Orders as per the example attached. (One of the examples is for an Employee traveling with family; the other example is unaccompanied).
- Step 7: Verify all information on the RFO is correct, then sign.
- Step 8: Send travel orders to the employee and a copy to the CPAC. Make sure that you have the signed TA back first.

Note: Renewal Agreement Travel Noncumulative: RAT entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used. RAT must be performed during the window of eligibility as indicated below:

- a. Initial tour (normally 36 mo.): Initial tour has an 18-month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.
- b. Renewal tour (normally 24 mo.): Renewal tour has a 14-month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

Warnings: Statement of Understanding must be completed for all employees who are taking RAT travel.

For Additional Information Regarding RAT, Please Visit: https://www.acpol.army.mil/eur/overseas/employee_handbook/guide_conus/rat.htm

Example Documents: RAT Travel Orders w/ Family Members

RAT Travel Orders Unaccompanied RAT initial Window 36 Month Example RAT Statement of Understanding

References: JTR, Chapter 5, Part B, Section 11, Subsection c http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

DD Form 1614 RAT Travel Orders w/Family Members

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Renewal Agreement Travel (RAT)

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and authombiles, and as a support grautherization for cash authority to issue transportation; by ances,

ROUTINE USE

DISCLOSURE: Voluntary, however, failure to provide the research information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/pcstravel.html

28. REMAP, FOR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

The PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Governments expense are the financial responsibility of the employee concerned.

PE OF TRAVEL: RAT: Last, First, MI, SSN: XXX-XXX, DOB: XX MTH XXXX

Transportation tickets are purchased using Individually-Billed-Account (IBA).

Departure o/a XX MTH XXXX

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Baggage not to exceed 100lbs per person is authorized at Government expense in addition to the free checkable baggage.

It can be carried as accompanied baggage, or may be shipped separately (e.g., via postal service, FEDEX) within the weight limitations. Baggage allowance is limited to personal clothing and articles necessary to the trip.

No rental car is authorized. Minimum time of service has been met.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Please note: Submission of SF 1190 is required to terminate Post Allowance grant IAW DSSR, Section 224.

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION

DD FORM 1614 (BACK), MAY 2003

DD Form 1614 RAT Travel Orders Unaccompanied

I. DATE (YYYYMMD	O' E'	THORIZATION FOR	DOD CIVILIAN BERN OF STOTI II (IT 5) II II		ECURITI NUMBER
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	TE AT NEW DUTY STATIC	ON (YYYYMMDD)			
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OTHER		\$ IAW JTR	TCI & B (NO)		
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	10	YES SILL BO)XI	YES X	
ACTUAL EXPEN	·· —	DLEASE, FI	FIXED	GOVERNMENT	BILL OF LADING (GBL)
b. NUMBER OF DAY		b. OF DAYS AL	JTHORIZED b.		
16. OTHER AUTHO	ORAGE OF HHG	UNEXPIRED LEASE			7. DEPENDENT TRAVEL
_	Y STORAGE OF HHG	RELOCATION INCOME TA	X ALL		DELAYED
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_	AGEMENT SERVICES	MISCELLANEOUS EXPEN			X NOT AUTHORIZED
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N/A					
19. DEPENDENTS					
a. NAME (Last, First,	Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)
N/A			 		
				Tax ======	
20. ESTIMATED CO a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	21. TRANSPO	RTATION AGREEMENT (X one)
u. PER DIEM				X YES	NO
5	\$	\$	\$ 0.00	DATE SIGNED	(УҮҮҮММОО) 20151016
22. ACCOUNTING O		ON II - AUTHORIZAT	ION FOR OFFICIAL T	TRAVEL	
ZZ. ACCOUNTING	HAHON				
	FICIAL		b. SIGNATURE		
23. APPROVING O a. TITLE				c. ORGANIZA	TION ADDRESS
a. TITLE	ORDER-ISSUING OFFICIAL	b. SIGNATURE			
24. AUTHORIZING/0 a. TITLE	ORDER-ISSUING OFFICIAL	b. SIGNATURE	26. DATE ISSUED (YY)	YYMMDD)	

Renewal Agreement Travel (RAT)

PRINCIPAL PUPPCOF(S): Used as authority to issue transportation documents, bills of lading for pusehold good and automobiles, a last supporting authorization for each payment of travel and transportation allowances

ROUTINE USE

DISCLOSURE: Voluntary, however, failure to provide the requested inform on may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441

For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemployees/travelpay/civrelo.html

28. REMAP SOR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)

The PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: RAT: LAST NAME, FIRST NAME, MI, SSN: XXX-XX-XXXX, DOB: XX MTH XXXX

Transportation tickets are purchased using Centrally-Billed-Account (CBA)

Departure XX MTH XXXX

*Travel costs are limited to employee's actual residence, CITY, STATE, or alternate destination NTE the cost to the actual residence.

*The employee is liable for any excess costs.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Baggage not to exceed 100lbs per person is authorized at Government expense in addition to the free checkable baggage. It can be carried as accompanied baggage, or may be shipped separately (e.g., via postal service, FEDEX) within the weight limitations. No rental car is authorized. Minimum time of service has been met.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Please note: Submission of SF 1190 is required to terminate Post Allowance grant IAW DSSR, Section 224.

If order conflicts with the JTR, the JTR prevails.

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION

DD FORM 1614 (BACK), MAY 2003

RAT Initial Window 36 Month Example

HEIDELBERG CPAC RAT TRAVEL WINDOW - SAMPLE

Name Employee: ENTER NAME HOR: San Antonio, TX first duty day in overseas 5-Feb-12 (initial 36 month tour

Remark: precondtion, employee is eligible and everything is normal.

Check, if travel and return dates were so far within the regular window.

	INITIAL TOUR & TOUR EXTENSIONS	WINDOW	BEGIN	END Travel Ret
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36 month	5-Feb-12	4-Feb-15			
24 month	4-Feb-15	3-Feb-17	Window Trip # 1	5-Aug-14	4-Feb-16
24 month	3-Feb-17	3-Feb-19	Window Trip # 2	4-Dec-16	3-Feb-18
24 month	3-Feb-19	3-Feb-21	Window Trip # 3	5-Dec-18	4-Feb-20
24 month	3-Feb-21	3-Feb-23	Window Trip # 4	5-Dec-20	3-Feb-22
24 month	3-Feb-23	3-Feb-25	Window Trip # 5	5-Dec-22	4-Feb-24
24 month	3-Feb-25	3-Feb-27	Window Trip # 6	5-Dec-24	3-Feb-26
24 month	3-Feb-27	3-Feb-29	Window Trip # 7	5-Dec-26	4-Feb-28
24 month	3-Feb-29	3-Feb-31	Window Trip # 8	5-Dec-28	3-Feb-30

RAT Statement of Understanding Example

STATEMENT OF UNDERSTANDING

I understand that this travel order is issued to provide Government-paid transportation to CONUS for myself and dependents under renewal agreement travel. I understand that if I myself do not travel, I will be indebted for the costs that are occurred for my dependents travel. I will provide a copy of my airline ticket within one month after traveling to the Heidelberg Civilian Personnel Advisory Center for proof.

REGULATION

JTR C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED. "An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal travel agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C5542."

Signature	Date

B. Early Return of Dependents

An organization may authorize a dependent(s) early return to the United States from a foreign OCONUS PDS to the employee's actual residence or an alternate location before the tour completion. If dependents travel before the employee is eligible for return travel and for reasons not in the Government's best interest, the dependents' travel and transportation expenses are the employee's financial responsibility subject to reimbursement once the OCONUS tour is completed.

Orders are applicable for Early Return of dependents and may be authorized for the following reasons:

- 1. When a minimum service period is completed or
- 2. The OCONUS Command determines that it is in the Government's best interest for compelling personal reasons (Memorandum authorization is required).

Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

Important Eligibility Information: Check that the employee has Transportation Eligibility and that the dependents were on the original orders or have authorization for Travel at Government expense. If you can verify that the dependents came to Europe on Travel Orders and meet the eligibility requirements then they can return to CONUS early. Ensure that the RFO has the Actual Place of Hire as that is where the dependents are authorized Travel Orders to. The employee may request an alternate destination for the dependents, but will be responsible for any additional costs.

Example Documents: Early Return of Dependents

Reference: JTR, Chapter 5, Part B3c.

DD Form 1614 Early Return of Dependents

	A LITHODITA TION FOR	000 0000 11 11 55	DMANENT DUTY	
	AUTHORIZATION FOR			
OR	TEMPORARY CHANGE		S) TRAVEL	
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4. NEW POSITION	5. GRADE OR RATING		(Insert retirement code from Block 30 of	
		employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)		
•	3	their servicing perso	onnel office.)	
7. RELEASING OFFICIAL STATION AND	LOCATION OR A	8 NEW OFFICIAL S	STATION AND LOCATION, ACTUAL RESIDENCE	
RESIDENCE	EGGATION, ON A	OR ALTERNATE		
REGIDENCE	8			
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EMPLOYEE'S ORGA	INIZATION	HUN	ME OF RECORD ADDRESS	
		<u> </u>		
9. REPORTING DATE AT NEW DUTY ST	ATION (YYYYMMDD) EARL	Y RTN OF DEP		
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BETWEEN OFFICIAL STATIONS	X GOVERNMENT	X POC	YES X NO	
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RETURN FROM OVERSEAS FOR SEPARA	TION	X AIR	YES X NO	
TEMPORARY CHANGE OF STATION	MILEAGE RATE:			
	\$ JAWJTR			
X OTHER 13a. ROUND TRIP TRAVEL FOR H		AVEC	(5a, HOUSEHOLD GOODS (HHG) SHIPMENT	
	DUSEHOLD GOODS AUTH		X YES NO	
	<u> </u>			
YES X NO	YES X NO		COMMUTED RATE	
ACTUAL EXPENSE FIXED	ACTUAL EXPENSE	1	SOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)	b. NUMBER OF DAYS AT	THORIZED	h NET WEIGHT AUTHORIZED 18 000LBS	
16. OTHER AUTHORIZED EXPENSES			17. DEPENDENT TRAVEL	
TEMPORARY STORAGE OF HHG	UNEXPIRED LEASE		CONCURRENT	
NONTEMPORARY STORAGE OF HHG	RELOCATION	V. I. I AMANAP	DELAYED	
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PROPERTY MANAGEMENT SERVICES	MISCELLANEOUS EXPEN	SES	NOT AUTHORIZED	
REAL ESTATE EXPENSES	TRAVEL ADVANCE AUTH	ORIZED (Amount) \$		
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18a. DEPENDENT TRAVEL FROM (Home / 19. DEPENDENTS a. NAME (Last, First, Middle Initial) 20. ESTIMATED COST a. PER DIEM b. TRAVEL \$ 22. ACCOUNTING CITATION 23. APPROVING OFFICIAL a. TITLE 24. AUTHORIZING/ORDER-ISSUING OFFicial a. TITLE 25. TRAVEL AUTHORIZATION NUMBER	c. OTHER S CTION II - AUTHORIZAT SEE BLOCK #28	b. TO (New POS) b. RELATIONSHIP d. TOTAL S 0.00 ION FOR OFFICIA b. SIGNATURE	21. TRANSPORTATION AGREEMENT SIGNED (X one) YES NO DATE SIGNED (YYYYMMOD) AL TRAVEL c. ORGANIZATION ADDRESS (YYYYMMOD)	
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(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§ 5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your

request

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.) Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion

of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail:

DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

- REMAINS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.) PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government ense are the financial responsibility of the employee concerned.
- Authority is granted to amend these orders IAW Joint Travel Regulations.//
- (2) Dependent(s) will depart *** o/a *** to ***.//
 (3) HHG Shipment pick up from *** to ***.//
- (4) A maximum weight of 70Lbs for each piece of luggage is authorized on U.S. flag couriers. Employee must contact the CTO office or the Airline company to know the specific luggage weight authorized for the flight. Any additional cost due to an overweight of the baggage will be paid by the employee
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.J/
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (7) 90 days temporary storage of HHG authorized.#
- (8) If travel commences or concludes 7 (seven) calendar days before or beyond the dates on the orders, the employee is required to contact the Civilian Personnel Advisory Center (CPAC) to amend the order.//
- (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee.//

Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//

- (10) Advance pay not authorized.//
- (11) Government Credit Card usage is NOT authorized.//
- (12) Rental cars NOT authorized.//
- (13) Employee will submit SF-1190 to change family status on overseas allowances for LQA and Post Allowance.//
- (14) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (15) Written notification by the employee to the CPAC is required if these travel orders are not being used.//

///NOTHING ELSE FOLLOWS///

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (CACK), MAY 2000

C. Dependent Student Travel

Definition: This allowance is paid as a reimbursable allowance for one round trip ticket per year between the United States and the overseas post of duty for the dependent child of a DoD employee, when the dependent child receives either secondary school (e.g., high school) education, post-secondary vocational or technical education, or undergraduate college education in the United States. Employees who are eligible for a Living Quarters Allowance (LQA) are eligible for the student educational travel allowance. This is a taxable allowance. Further information on the education travel allowance is found in Section 280 of the DSSR.

Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DoDI 1400.25 Volume 1250 "Overseas Allowances and Differentials".

DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR Section 280, for a dependent student of a DoD civilian employee assigned in a foreign area for travel to and from a school offering a full time course of secondary (in lieu of an education allowance), or post-secondary education.

Types of Student Travel:

- ✓ Student of a Military U.S. School
- ✓ Student of Civilian U.S. School
- ✓ Student Spec DoDEA Evaluation
- ✓ Student DoDEA Academy C & C

**Note: Student of Military, U.S. School and Student of Civilian, U.S. School are used by dependents of military and civilian members who are stationed OCONUS, when they are traveling to or from a school in the continental United States.

Student, Special DoDEA Evaluation is used by students of Department of Defense Educational Activity schools who are traveling to obtain a medical examination.

Student, DoDEA Academic C & C is used by students of DoDEA schools who are traveling for academic competitions or events.

In accordance with the DSSR employees who meet the following criteria are eligible for student travel:

- 1. The sponsor must be eligible and/or receiving LQA and
- 2. The student must be a legal dependent under 23 years of age and

3. The sponsor must provide documented proof of student's full time enrollment in a qualifying educational program.

Under Student Travel the Government will pay for ONE ROUND TRIP in a 12 Month period for eligible students.

The date of the first trip (or leg) of the first educational travel marks the ANNIVERSARY DATE for purposes of determining the 12 months period, during which only one round trip can be taken.

ANNIVERSARY DATE once established does not change. (See DSSR for guidance on establishing the Anniversary Date). Subsequent round trips cannot begin until the anniversary date, except as per DSSR 283.1 which sates: a 30-day period prior to the anniversary date may be allowed on an individual case-by-case basis to be reimbursed when the child actually becomes eligible.

Prior to creating Student Travel Order in DTS (for U.S. Civilian dependents ONLY), you must:

- 1. When employee requests student travel the organization will send all required documentation/information to the CPAC. The CPAC will determine the student's eligibility to receive travel orders via the checklist.
- 2. Eligibility determination returned to organization. Organization/employee create travel order in DTS. There are two types of student travel in DTS (Student DODEA Student Activity Travel and Dependent Student Travel). Select the correct student type.

The Joint Travel Regulations Chapter 7, Part C, Section 1 (7150-7155) define then as the following:

i. DODEA STUDENT ACTIVITY TRAVEL (i.e. Student DODEA Activity Travel)

The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

The Director, DODEA, or designee determines appropriate activities.

The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities. Per Diem Not Authorized. Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized (Joint Travel Regulations, Chapter 7, Part C, Section 1).

ii. DEPENDENT STUDENT TRAVEL

A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

- a. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
- b. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF, is authorized transportation of the minor dependent between such school and the place of residence.
- 3. Attach the letter of acceptance (for new students) or verification of enrollment from an accredited university or college, including 2-year junior or community college, which offers academic courses leading to a degree (See student enrollment sample below). If the verification of enrollment is not received prior to the travel you may provide the sponsor with a statement of understanding informing the sponsor that if documentation is not received within 60 days, the dependents travel orders will be cancelled and the sponsor will be indebted for the costs (see sample SOU below)

Example Documents: Statement of Understanding Sample letter

Student Enrollment Sample Letter Authorization for Education Travel Educational Travel Eligibility Worksheet

References: DoDI 1400.25 Volume 1250 and 1250.4.b DSSR Section 280

Statement of Understanding Sample Letter



DEPARTMENT OF THE ARMY

OFFICE OF THE DEPUTY CHIEF OF STAFF, G1 CIVILIAN HUMAN RESOURCES AGENCY HEIDELBERG HUMAN RESOURCES OFFICE UNIT 29351, BOX 180 APO AE 09014-0180

PECP-EUR-I

STATEMENT OF UNDERSTANDING

I understand that this travel order is issued to provide Government-paid transportation to CONUS/OCONUS for my dependent son/daughter for the purpose of attending college/university. I understand that documentation from the school is required to verify dependent's student status. If documentation form the school is not presented to the Heidelberg Civilian Personnel Office within two months of my dependent's travel, these orders will be cancelled and I will be indebted for the cost of such money.

Date	Signature

Student Enrollment Sample Letter



Office of the Registrar PO Box 1800 Killeen, Texas 76540-1800

REFERENCE:

To Whom It May Concern:

College for the Spring 2012 semester. Mr. sis enrolled at Central Texas is a full time student and in expected to graduate in 2014. expected to graduate in 2014.

is a full time student and is

If you have any questions, please contact me directly at 254-526-Systems Registrar at ext. or the

Sincerely,

Systems Registrar's Office @ctcd.edu

Telephone: 254-526-Fax: 254-526-

Authorization for Education Travel



DEPARTMENT OF THE ARMY

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1 CIVILIAN HUMAN RESOURCES AGENCY EUROPE REGION, BENELUX CPAC UNIT 21419 APO AE 09708

PECH-EUR-F

LOCP#

Date

MEMORANDUM FOR TRANSPORTATION OFFICE

SUBJECT: Authorization for Education Travel

1. The traveler listed below is authorized to proceed from the place indicated to destination in accordance with DSSR 280.

STUDENT NAME:	DESTINATION:	NAME OF SPONSOR:
DOB:		SSN:
PP#		GRADE:
FROM:	TRAVEL DATE:	DUTY LOCATION:

FUND CITATION:

Purchase of transportation tickets in from (CBA/IBA).

This order begins/completes the annual round trip for student travel pertaining to the above student.

ANNIVERSARY DATE:

If the student is not officially enrolled in the school, or leaves school before the expiration of the term, the sponsor will notify the CPAC of the circumstances so that orders can be cancelled. Sponsors may be liable for repayment of travel costs in these situations.

REMARKS:

- (1) Authorized unaccompanied baggage shipment of 350 lbs. net weight. Transportation must be made by the least costly mode that meets the student's needs.
- (2) Student family member may store up to 350 lbs. net weight of unaccompanied baggage commercially within the school's vicinity, INSTEAD of transporting the items back to the sponsor's duty location. The employee is financially responsible for any overweight unaccompanied baggage storage costs during educational travel.
- (3) Travel and transportation must be via US flag carriers.
- (4) Free checkable baggage is determined by individual carriers.
- (5) Household good shipment not authorized.

FOR THE APPOINTING OFFICER:

DISTRIBUTION: Original to Master File and copy to Employee, Funding Organization and Sponsor's OPF

Educational Travel Eligibility Worksheet

Educational Travel Eligibility Worksheet

Employee Name: Organization/duty location:	SSN:
Does employee meet the DSSR 031.1 eligible Verification of Dependency Yes	
Student Name: Ann	niversary Date ¹ :
Employee's DEROS: Student's Graduation: Student's 23 rd Birth Date:	
Name & Location of College/university attended	ding (undergraduate):
Studen	at Travel Record
Round Date travel 12	Date travel 2 ³
<u>Trip</u> 1. (S/letter)	(S/letter)
2. (S/letter)	(S/letter)
3. (S/letter)	(S/letter)
4(S/letter)	(S/letter)
5(S/letter)	(S/letter)
6(S/letter)	(S/letter)_
7. (S/letter)	(S/letter)
8(S/letter)	(S/letter)
Education Travel entitlements expired due to: 1.Reaching 23rd birthday 2.Graduation	, 3. Employee's DEROS
Spec	alist name, signature and date
<u>Date</u> is established, all future travel begins on or after ² Only one round trip travel per year is authorized. Tr	

D. Emergency Travel and Transportation Due to Illness, Injury or Personal Emergency

Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the Approving Official (AO) must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see; JTR, Chapter 7, Part M.

There are two options that civilian employees may explore when they have a family emergency that requires them to travel to the United States or other locations. The two most common are Emergency Visitation Travel (EVT) and Emergency Travel (ET). The CPAC will determine the employee's eligibility to receive travel orders via the travel eligibility checklist for both EVT and ET. The criteria for both are outlined below.

EMERGENCY VISITATION TRAVEL (EVT)

The employee must have a transportation agreement in effect to be eligible for EVT. EVT is authorized in circumstances involving:

- ✓ A serious illness or injury of an immediate family member
- ✓ Death of an immediate family member
- ✓ Special family circumstances.

Certification of a Transportation Agreement (DD 1617) is a requirement

When orders are applicable: EVT allows an eligible employee and/or a family members of the employee to travel at Gov't expense to CONUS, non-foreign OCONUS area, or another location in certain family emergency situations. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area,

who has a service agreement that provides for return travel to the employee's actual residence and any eligible Family Member if the Family Member is part of the employee's household at the OCONUS PDS (see JTR, Chapter 7, Section 3 for a complete list).

When orders are not applicable:

- 1. EVT is not permitted for travel within the foreign area assignment; or
- 2. An employee is away from the foreign OCONUS PDS:
 - i. On leave in a CONUS/non-foreign OCONUS location, or
 - ii. TDY in a CONUS/non-foreign OCONUS location is not eligible for EVT.

EVT is authorized in the following circumstances:

- 1. Medical A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death
- 2. Death A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area to the place of interment.
- 3. Incapacitated Parent A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care.
- 4. Unusual Personal Hardship An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those listed in the JTR (see JTR Chapter 7 Part A, pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S).

Ordinarily, only one family member may travel at Government expense on EVT, however, there are exceptions (see JTR Chapter 37, Part A, Section 7020 E (2)).

Warning: Issuing Activities must verify that an emergency exists before authorizing emergency travel. Officials with authority to issue an emergency travel authorization may use any suitable verification they consider valid. Verification

may be from the Red Cross, an attending physician, or other source acceptable to the travel-authorizing official. Travel need not be delayed pending receipt of a Red Cross message.

EMERGENCY VISITATION TRAVEL at a GLANCE (EVT eligibility TABLE JTR Chapter 7, PART A, Sec 3 (EVT Table)

Medical (Serious Illness or injury) See pars. 7020- B5a& 7020-0	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part A3	Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. 7020- B5b & 7020-P	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part A3	Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non- foreign OCONUS area. See pars. 7020-B5b & 7020-P.	Emplo yee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non- foreign OCONUS area.	AO must authorize/ approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. 7020- B5c & 7020-R	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part A3	Submission of self-certification acceptable to the AO ¹ . Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. 7020- B5d & 7020-S.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD Component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case by case basis.

Required Documents:

REPAYMENT ACKNOWLEDGE	MENT	
the Emergency Visitation Tra	avel (EVT) regulations in a all expenditures made by	rtify that I have read and understand Joint Travel Regulations (JTR), my Command ICW my EVT (or EVT for
are subject to collection as a	an overpayment in the exect ed under the provisions of	y personal financial responsibility and yent that approval of such travel is of JTR, Ch 7, Part A. If I do not repay that the
Government may pursue coll allowances, lump sum payme		rough deductions from salary, y."
Signature	Date	Typed Name
After execution of the Repay transportation.	yment Acknowledgement	t, the AO may authorize
SAMPLE CERTIFICATION		
for my spouse/domestic part	ner) to travel to the loca	ertify that it is necessary for me (or ation of my (or eligible spouse's or who
	e the following indication	ving arrangements due to recently as that my (or eligible spouses or ue living independently:
-	_	Employee □Spouse □Domestic Partnernse during my lifetime IAW Joint Travel
Signature	Date	Typed Name
Request Submission. The reqrequester of the action taken		to the AO. The AO must notify the avel request.

EMERGENCY TRAVEL

Definition: Eligible employees and their dependents are authorized either category 1 space-available or space-required round-trip transportation between overseas and CONUS aerial ports and between overseas aerial ports. Transportation within CONUS is not authorized. Passengers are not authorized travel on AMC aircraft from the manifested destination of the aircraft to their final destination. Transportation is authorized only on DOD-owned or -controlled aircraft. Employees will not be reimbursed for any space-available fee or the cost of space-required transportation.

Eligibility:

- ✓ U.S. citizen civilian appropriated fund (AF) employees of the DOD and their dependents who are stationed overseas.
- ✓ U.S. citizen civilian non-appropriated fund (NAF) employees recruited from CONUS, Alaska, or Hawaii for overseas and their dependents.

AF and NAF employees must have:

- i. bona fide emergency in CONUS is authorized transportation from Europe to CONUS and return. All transportation within CONUS will be at the employee's expense.
- ii. bona fide emergency in another overseas area may be authorized transportation from Europe to CONUS and from CONUS to the overseas area and return. Employees must present a Red Cross Case Number and/or supervisor's verification before orders can be issued.
- 1. Transportation The emergency transportation entitlement is for transoceanic travel on DOD-owned or -operated aircraft. Employees may request free space-available transportation or elect space-required travel by reimbursing the Government for the cost of travel for themselves or their dependents.
 - i. Travelers will report to the Army liaison counter or passenger liaison office at the military air terminal.
 - ii. If space-required, reimbursable travel is elected, liaison personnel will direct the traveler to the appropriate Air Force personnel for payment according to the applicable Air Mobility Command (AMC) tariff.
- 2. Funds Travelers should have enough funds to pay the entire round-trip cost of travel by regular commercial means in case space is not available on an AMC flight.

- 3. Documentation- Travelers must have a valid passport, copies of their emergency travel authorization, and an immunization record if immunizations are required for entry into the country of their destination or duty station. For non- U.S.-citizen dependents, valid U.S. entry visas or permits may be required.
- 4. Billeting- Transient billets may not be available at the points of departure or arrival. Travelers should have enough money to pay for civilian accommodations.
- 5. Flight Information Travelers should contact the AMC to determine availability and location of flights, baggage limitations, and sign-up and reporting requirements. The AMC website includes a list of terminals and telephone numbers and a Space Available Travel Request form. The website is at: http://www.amc.af.mil/amctravel/

For travel from Europe to the continental United States (CONUS), report to Ramstein Airbase (AB), Germany. Reservations are not accepted for space-available travel. Assignment of seats is on a first-in, first-out basis.

6. Contact with Employing Activity - After they arrive at the emergency destination, employees should contact their supervisor to provide their anticipated date of return. This contact is particularly important if a delay is encountered that will prevent return on the originally scheduled date.

Information that is needed in order to prepare/complete the Emergency Travel Orders:

Step-by-Step Instructions

- **Step 1:** Employee contacts organization in reference to the Emergency Travel Orders.
- **Step 2:** Organization checks that the employee has a verifiable emergency. Provide the employee with a copy of the blank "Information sheet" (see example below), which is needed in order to complete the Emergency Travel Orders.
- Step 3: If everything is in order, type up the memo (see example below). Keep copies for the organizational files.
- **Step 4**: Sign and date the memo. Provide a copy to the employee.

Step 5: Organization/employee prepare orders in DTS. Make a copy of the orders.

Step 6: File a copy of the Travel Order, memorandum and information sheet.

Warning: Issuing activities will verify that an emergency exists before authorizing emergency travel. Officials with authority to issue an emergency travel authorization may use any suitable verification they consider valid. Verification may be from the Red Cross, an attending physician, or other source acceptable to the travel-authorizing official. Travel need not be delayed pending receipt of a Red Cross message.

*** NOTE: Each emergency leave traveler is authorized commercial air between authorized locations if space-required Government transportation is not reasonably available.

Reference:

For information regarding EVT and ET, see the JTR, Chapter 7 Part A, Section A3 DoD 4515.13-R <a href="http://www.military.com/Resources

Army in Europe regulation 690-11-1, 22 November 2005

EMERGENCY TRAVEL ORDERS WORKSHEET

Name of Employee:		
SSN:	Passport #:	Civilian Grade:
Organization Addre	ss:	
Name, Relationship, Travel:	SSN, and Passport ## of all fam	ily members accompanying the Employee on
Reason for Emerger	icy:	
Source of Verification	on or message (i.e. Red Cross Ca	se Number, Memo from Supervisor, etc.):

SAMPLE TRAVEL AUTHORIZATION MEMORANDUM

(ISSUING AUTHORITY LETTERHEAD)

(Office Symbol or Authorization Number) (*Date*) SUBJECT: Emergency Leave Travel Authorization

Name of employee or sponsor:

Grade:

Organization:

Duty station:

Names of dependents:

The above-named employee and dependents are authorized round-trip transportation between overseas and continental United States aerial ports on Government-owned or operated aircraft on a category 1 space-available or reimbursable space-required basis by reason of the emergency stated below. Transportation within the continental United States is only to the manifested destination of the aircraft.

This authorization is invalid if travel to the emergency destination does not begin within 15 days after the date of issue. Return travel under this authorization must begin no more than 90 days after travel to the emergency destination.

Authority: DOD 4515.13-R

Reason for emergency and source of verification:

Signature Block of Issuing Official

For inquiries concerning this order, contact name of official, civilian and military telephone numbers, and e-mail address.

E. Intra-Theater Travel (PCS)

When orders are applicable: Employees who are selected for vacancies where PCS costs are authorized and are moving from one overseas area to another overseas area may be entitled to an Intra-Theater PCS move.

How to complete:

- Step 1: CPAC will determine eligibility for a PCS move. Travel under 12 hours no per diem expense authorized (JTR, Chapter 5, Part B: Employees only, Section 2: Employee Travel and Transportation, Subsection b: Per Diem and FTR §302-11.2; "A per diem allowance must not be paid when the official travel period is 12 or fewer hours."
- Step 2: Check that Section C has been completed.
- Step 3: Check Section L, Family Member(s) Information. If children are included then check the dates of birth, any that are over 21 are not eligible to be included on the orders unless they are medically incapable of looking after themselves.
- **Step 4**: The Request for Orders (RFO) can then be sent to the RMO office for the fund cites.
- Step 5: When you receive the fund cites you can then prepare the Travel Orders. Complete the Orders as per the example attached. One of the examples is for the Employee that has no family members and the other example is with family members.
- **Step 6:** Print the form out and then check that you have all the information correct, then sign it and pass the completed Travel Orders to the authorized official to sign.
- **Step 7:** When you receive the signed Travel Orders send a copy of the Travel Orders to the Employee. Keep a copy of the Travel Orders for the working file and provide a copy to the CPAC.
- Step 8: Staple together the Travel Orders, a copy of the Transportation Agreement, a copy of the RFO and a copy of the Fund Cite document.

								e, except IC	_	ncy
	evacuation	and a form	ier employe	ee separate	a by Kir oi	uansiei oi	Tunction, a	ilia restorea	to duty.	
Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs NOTES 1 & 10	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

TRANSFER BETWEEN OCC	ONUS OFFICIAL STATIONS
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
 Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). MEA (Ch 5, Part B) (FTR, Part 302–16). NTS (extended storage) of HHG (par. 5312) (FTR, Part 302–8). RIT (Ch 5, Part B) (FTR, Part 302–17). 	 POV shipment (Ch 5, Part B) (FTR, Part 302–9). Property management services (Ch 5, Part B) (FTR, Part 302–15). TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302–6)¹.

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

Example Documents: PCS Intra Theater w/Family Members PCS Intra Theater Unaccompanied

Reference: JTR Chapter 5

DD FORM 1614 PCS Intra Theater w/Family

	Referei : Jc	Jan.	R C	OF S' TI N /		et co. Ai.	form.
DATE (YYYYMMDD)	_		N I - REQUEST I	FOR OFFICIAL	TRA		SECURITY NUMBER
i. DATE (TTTTMMDD	, E. HAME (East, 7 #st, 7					J. GOOIAL	DECORITI NOMBER
4. NEW POSITION T	ITLE '/	5. 0	GR E OR 17		DE Ce		nt code from Block 30 of wn, employee should contact
POSITION TITLE		1	GS-XX	their servicing		fice.)	,,,
	CIAL STATION AND LOC	ATION	N, OR ACTUAL				CATION, ACTUAL RESIDENCE
RESIDENCE USAG				USAG	ATE [DESTINATION	
DIRECTORATE				DIRECTORAT	Е		
DIVISION	4 DO 4 D 71D			DIVISION, BR			, grp
CITY, GERMANY,		N		OTHER CITY,	GERI	MANY, APO AF	ZZIP
9. REPORTING DAT 10. TRAVEL PURPOS	TE AT NEW DUTY STATION		YYMMDD) TRANSPORTATION	MODE	12	a. PER DIEM FO	R EMPLOYEE
BETWEEN OFFICI	AL STATIONS	X	GOVERNMENT	X POC	X	YES	NO
RENEWAL AGREE		Ľ	COMMERCIAL	X RAIL	_	PER DIEM FOR	
TEMPORARY CHA	/ERSEAS FOR SEPARATION	MILE	EAGE RATE:	AIR	r	159	NO
OTHER			IAWJTR		\perp		
13a. ROUND TRIP TE HUNTING	RAVEL FOR HOUSE-	14a.	TEMPORARY QUAI SUBSISTENCE EX		_	a. HOUSEHOLD	GOODS (HHG) SHIPMENT NO
YES X N	0	\vdash	YES X NO		r	COMMUTED RA	
ACTUAL EXPENS		\Box	ACTUAL EXPENSE	FIXED	X		BILL OF LADING (GBL)
b. NUMBER OF DAYS 16. OTHER AUTHOR		b. I	NUMBER OF DAYS AU	THORIZED		b. NET WEIGHT A	UTHORIZED 18,000lbs
X TEMPORARY STO		UNE	XPIRED LEAS CH	ECK APPROPRI	ATE		CONCURRENT
_	STORAGE OF HHG	-	OCATION INCOME TAX			\neg	DELAYED
RELOCATION SER	RVICES GEMENT SERVICES X	-	SHIPMENT CONCELLANEOUS EXPENS	NUS OCONU	JS		EARLY RETURN NOT AUTHORIZED
REAL ESTATE EX	<u> </u>	-	VEL ADVANCE AUTHO				MOTAGINGREED
FREIHUNG, GERM	ANV	(55)		b. TO (New PDS) HOHENFELS, (: \ \	IANV	
1 121110110, 021211		L		Tronibirti bbo,	」)		
		PLE	ASE, COMPLETE	BOXES 18 A &	В		
19. DEPENDENTS a. NAME (Last, First, A	Siddle (ažiel)		AND BOXES 1	9 A, B & C			c. DATE OF BIRTH (YYYYMMDD)
SPOUSE NAME	riddie Imitial)	JE		SI		E	C. DATE OF BIRTH (TTTTWINDD)
CHILD NAME		_		DAI	JGH	TER	
///NOTHING FOL	LOWS///						
20. ESTIMATED COS				-			ORTATION AGREEMENT
a. PER DIEM	b. TRAVEL	c.	OTHER	d. TOTAL		SIGNED	
\$	\$	\$		\$ 0.00		DATE SIGNE	NO (YYYYMMDD) 20151208
	SECTION	N II	- AUTHORIZATIO	ON FOR OFFIC	CIAL		
22. ACCOUNTING CI	TATION						
PLEASE SEE REVE	RSE						
23. APPROVING OF a. TITLE	FICIAL			b. SIGNATURE			
	RDER-ISSUING OFFICIAL	L	b. SIGNATURE			c. ORGANIZA	ATION ADDRESS
a. TITLE							
						1	

PRINCIPAL PURPOSE(S): U or household goods and automobiles, and as a support owances.

ROUTINE USE(S): None

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/pcstravel.html

28. REMAP: OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization) This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: NAME, FIRST, MI, SSN: ### ## #### DOB: ## MTH ####

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

RITA

FICA COST

FRANSPORTATION

MISC. EXP.

CIC:

CENTRAL Fund Cite:

HHG:

Travel by the most direct route authorized.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12.

REMARKS AND AUTHORIZATION EXAMPLES.

PLEASE, SEE APPENDIX C FOR ADDITIONAL

INFORMATION.

Femp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed he cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

remporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post. No rental car authorized. If order conflicts with the JTR, the JTR prevails.

DD FORM 1614 (BACK), MAY 2003

Reset

DD FORM 1614 PCS Intra Theater Unaccompanied

يان لا ل	Refere : Jult	SECTION	s) le. Av_y	Act Starmer on	et Co. Tin.	form.)
1. DATE (Y)	YYYMMDD) 2. ME (Last,		NI-REQUESTI	OR OFFICIAL	SOCIAL	SE JRITY NUMBER
4. NEW PO:	NEW TON TO					c e from Block 30 of
POSITION 1		(5. 5	ADE R	le servicino p		nployee should contact
			G3-AX	acritically b		
7. RELEASI RESIDE	ING OFFICIAL STATION ANI NCE	LOCATION	, OR ACTUAL		L STATION AND LO TE DESTINATION	CATION, ACTUAL RESIDENCE
USAG				USAG		
DIRECTOR DIVISION	RATE			DIRECTORATE DIVISION, BRA	-	
	RMANY, APO AE ZIP			,	GERMANY, APO A	E ZIP
	ING DATE AT NEW DUTY S					
10. TRAVEL	PURPOSE EN OFFICIAL STATIONS		TRANSPORTATION GOVERNMENT	MODE X POC	12a. PER DIEM FO	OR EMPLOYEE No
	AL AGREEMENT		COMMERCIAL	X RAIL	b. PER DIEM FOR	
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OTHER	RARY CHANGE OF STATION	\$			1	
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	OF DAYS (Including travel) AUTHORIZED EXPENSES	b. N	UMBER OF DAYS AU	THORIZED	b. NET WEIGHT	12.000lbs
_	RARY STORAGE OF HHG	UNEX	PIRED LEASE			CONCURRENT
	PORARY STORAGE OF HHG		CATION INCOME	CHECK NOT AL	/	DELAYED
	ATION SERVICES RTY MANAGEMENT SERVICES	\vdash	SHIPMENT COI ELLANEOUS EXPENS	IUS OCONUS		X NOT AUTHORIZED
\blacksquare	STATE EXPENSES		EL ADVANCE AUTHO			X IIO I ACIIICIAEED
N/A	DENT TRAVEL FROM (Home	Address)		b. TO (New PDS) N/A		
			4		_	
19. DEPEND	FNTS	_/	PI FACE NOTA	E N /A IN DOVE		
	ast, First, Middle Initial)		PLEASE NOTA	TE N/A IN BOXE	3 18 & 19	c. DATE OF BIRTH (YYYYMMDD)
N/A						
 						
					la. ==	
a. PER DIEN		c. C	THER	d. TOTAL		PORTATION AGREEMENT O (X one)
\$	s 18222	\$			X YES	NO
φ			ALITUODIZATI	\$ 0.00	 <u></u>	D (YYYYMMDD)
22. ACCOUN	TING CITATION	CTION II -	AUTHORIZATION	JIN FOR OFFIC	IAL IRAVEL	
PLEASE SI	EE REVERSE					
	VING OFFICIAL			b. SIGNATURE		
a. TITLE						
	RIZING/ORDER-ISSUING OF	ICIAL	b. SIGNATURE	l	c. ORGANIZ	ATION ADDRESS
24. AUTHOR			I			
24. AUTHOR a. TITLE						

PRINCIPAL PURPO automobiles, and as

ROUTINE USE(S): N

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemployees/travelpay/civrelo.html

28. REMAP: OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization) This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

REMARKS AND AUTHORIZATION EXAMPLES.

PLEASE, SEE APPENDIX C FOR ADDITIONAL

INFORMATION.

TYPE OF TRAVEL: PCS: NAME, FIRST MI., SSN: ###-##-###, DOB: ## MTH ####

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

RITA

FICA COST

TRANSPORTATION

MISC. EXP.

CIC:

CENTRAL Fund Cite:

HHG:

Fravel by the most direct route authorized.

Unaccompanied baggage authorized is limited to 350lbs net weight for employee.

Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed he cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent

Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car authorized.

Advance Pay up to six pay periods base pay authorized if eligible for LQA.

Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post. f order conflicts with the JTR, the JTR prevails.

DD FORM 1614 (BACK), MAY 2003

Reset

F. Separation/ Retirement Travel

Eligibility:

Separation orders are authorized to employees with a valid Initial Transportation Agreement (DD Form 1617) at time of separation from the Government Service for the following reason:

- ✓ Voluntarily Separation (If minimum tour requirement has been completed)
- ✓ Retirement
- ✓ Death of the employee (return of House Hold Goods and dependents).

The Government is obligated to return the employee to the Actual Residence in the United States (identified on the DD Form 1617). An alternate destination can be authorized. Additional costs to the alternate destination will be borne by the employee.

Step-by-Step Instructions

- Step 1: Organization request that CPAC determine if the employee has Transportation Eligibility. Verify if employee came to Europe on Travel Orders. If so then employee is entitled to a trip back to the States.
- **Step 2**. Ensure the employee completed their Transportation obligation.
- Step 3: Make sure that the RFO has the Actual Place of Hire as that is where we owe the employee Travel Orders to, however the employee can request an alternate destination if they wish but will be responsible for any additional costs.
- Step 4: Send the Request for Orders to the RMO for the fund cites.
- Step 5: When you receive the fund cites you can then prepare the Travel Orders. Complete the Orders as per the example attached. One of the examples is for the Employee that has no family members and the other example is with family members.
- **Step 6:** Print the form out and then check that you have all the information correct, then sign it and pass the completed Travel Orders to the appropriate official for signature.
- Step 7: Have the employee sign the statement that says that the orders have to be used within a reasonable time after the employee's retirement date. (Activity commanders may authorize a reasonable delay of 90 days or less

upon and employee's request. Return ay be delayed up to one year form the separation date under unusual, extenuating circumstances approved by the activity Commander. Requests for delays to accept private OCONUS employment/retire locally to establish an OCONUS retirement residences must not be approved.) Keep a copy for filing and also is needed before the Travel Orders can be issued.

Step 8: Forward the completed Travel Orders to the Employee and keep a copy for filing.

Step 9: Scan a copy of the Travel Orders and send in for filing in the Employee's Official Personnel Folder (OPF).

Step 10: Staple together the Travel Orders, a copy of the RFO, a copy of the signed Loss of transportation entitlements memorandum regarding the timely use of the Orders and a copy of the Fund Cite document for filing.

Example Documents: Travel Orders Retirement/Separation w/

Family Member

Travel Orders Retirement/Separation

Unaccompanied

Loss of Separation Travel Entitlements

	(reservace Aunit de la	Royalations) The C	ay-Act Catternorit on	ek se sre smp ang .	
1. DATE (YYYYMA		ECTION I - REQUES	T FOR OFFICIAL		ECURITY NUMBER
4. NEW POSITION TITLE		GS-XX	G p p p p p p p p p p p p p p p p p p p	ersonnel office.)	from k 30 of pic, buld contact
7. RELEASING O	FFICIAL STATION AND LO	CATION, OR ACT	8. NEW OFFICIA	L STATION AND LOC	K ATION, ACTUAL RESIDENCE
RESIDENCE COMMAND			OR ALTERNA *ALT.DEST.: D	TE DESTINATION PARTMENT	
OFFICE OF TI	TO ACTUAL RESIDEN		CITY, STATE		
OFFICE CITY, GM AP	HIRED FROM OF ALTERNATE D				
9. REPORTING			ON MODE	Towner new new new	EMDI AVEE
BETWEEN OF	FICIAL STATIONS	X GOVERNI NT	X POC	12a. PER DIEM FOR	NO
RENEWAL AG	REEMENT // OVERSEAS FOR SEPARATI	COMMERCIAL	X RAIL X AIR	b. PER DIEM FOR D	
TEMPORARY	CHANGE OF STATION	MIL SERATE:		1159	
	TRAVEL FOR HOUSE-	CHECK APPROP	JAKTEKO .	15a. HOUSEHOLD	GOODS (HHG) SHIPMENT
HUNTING YES X	ا ا	YES			NO TE
ACTUAL EXPE	NO FIXED	ACTUAL EXPENSE		GOVERNMENT I	BILL OF LADING (GBL)
	YS (Including travel) ORIZED EXPENSES	b. NUMBER OF DAYS	AUTHORIZED	b. NET WEIGHT AU	18,000 LBS
X TEMPORARY	_	UNEXPIRED LEASE		ļ	CONCURRENT
RELOCATION	ARY STORAGE OF HHG SERVICES	RELOCATION INCOME		s	X EARLY RETURN
PROPERTY M	ANAGEMENT SERVICES	MISCELLANEOUS EXPE			NOT AUTHORIZED
	TRAVEL FROM (Home Add		b. TO (New PDS)	E OF RESIDENCE: O	CITY, STATE
,					
19. DEPENDENTS	;				
a. NAME (Last, Fir LAST, FIRST N			b. RELATIONSHIP	GHTER	c. DATE OF BIRTH (YYYYMMDD)
////NOTHING			DAO	GITER	
			COMPLETE BOX	KES 18 A & B AND	19 A, B, & C
20. ESTIMATED C	b. TRAVEL	c. OTHER	AL	SIGNED	(X one)
S.	S. TRAVEL	S. STREK	\$ 0.00	YES	X NO
-		ION II - AUTHORIZA		DATE SIGNED	(YYYYMMDD)
22. ACCOUNTING					
PLEASE SEE RE	EVERSE				
23. APPROVING	OFFICIAL		b. SIGNATURE		
a. TITLE NAME					
	G/ORDER-ISSUING OFFICIA	AL b. SIGNATURE			TION ADDRESS
				RMD, Budge UNIT ###, A	
24. AUTHORIZING a. TITLE NAME		- 1		OIVII mim, A	PO AE ZIP

automobiles, and

DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude timely consideration of your

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losina/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/civilianemployees/travelpay/civrelo.html

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.) This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: SEPARATION: NAME, FIRST MI, SSN: ###-####, DOB: ## MONTH ####

AIR FARE / PER DIEM:

HHG:

POV SHIPMENT:

RITA COST: FICA COST:

TQSA:

Transportation ticket is purchased using Centrally-Billed-Account (CBA) is employee.

Transportation ticket is purchased using Individually-Billed-Account (IBA) for dependent.

These orders may be used until ## Month ####

Departure o/a ## Month ####

*Travel/Transportation costs are limited to employee's actual residence of CITY, STATE or alternate destination NTE CITY, STATE.

*The employee is liable for any excess costs, Ref: JTR5516D.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Unaccompanied baggage (UB) weight allowance is 350 lbs net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Split HHG transportation from non-temporary-storage and CITY, GE to CITY, STATE is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the actual residence. Go to http://www.move.mil/home.htm or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle. No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post. If order conflicts with the JTR, the JTR prevails.

DD FORM 1614 (BACK), MAY 2003

Reset

	1 1 5 1 F	Mr R					
	(harence, Ant ava	Regulati	N I - REQUEST I	Act Laturnan In	Jeh Jen	or Jom Jany	
1. DATE (YYYYMA)	NAME (Last, First,		NI-REQUEST	OR OFFICIAL	IKA		SECURITY MBER
4. NEW POSITIO			RAD OF R (N		F.	II FT III E	tk 30 of bould contact
POSITION TITLE			GS-XX	their sei	personne	n office.)	
7. RELEASING OFFICE RESIDENCE	CIAL STATION AND LO	CATION	I, OR ACT	8. NEW OFFICIA OR ALTERNA			CATION, ACTUAL RESIDENCE
USAG DIRECTORAT	ACTUAL RESIDEN	CE EMI	PLOYEE WAS	ACTUAL RESI:	DENCI	Ε:	
DIVISION	HIRED FROM OF	CAN A	ALSO BE				
CITY, COUNT	ALTERNATE D	ESTINA	ATION				
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BETWEEN OFFICIA			GOVERNI	X POC		YES	NO
RENEWAL AGREE	MENT ERSEAS FOR SEPARATIO		COMMERCIAL	X RAIL X AIR	b.		DEPENDENT(S)
TEMPORARY CHAI		1.41	E RATE:				1
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HUNTING	AVEL FOR HOUSE-	14	UBSISTENCE EX	PENSE	X	_	NO
YES X NO			YES X NO			COMMUTED R	ATE
ACTUAL EXPENSE		_	ACTUAL EXPENSE	FIXED	_		BILL OF LADING (GBL)
b. NUMBER OF DAYS 16. OTHER AUTHORI		b. N	IUMBER OF DAYS AU	THORIZED	b.	NET WEIGHT A	UTHORIZED 18,000lbs 17. DEPENDENT TRAVEL
X TEMPORARY STO	RAGE OF HHG	UNE	XPIRED LEASE				CONCURRENT
	STORAGE OF HHG	_	OCATION INCOME TAX				DELAYED
RELOCATION SER	VICES Z	_	SHIPMENT X CON		S		X NOT AUTHORIZED
REAL ESTATE EXF	_	_	VEL ADVANCE AUTHO				NOTAUTHORIZED
	AVEL FROM (Home Add			b. TO (New PDS)			
N/A				N/A			
19. DEPENDENTS							
a. NAME (Last, First, M N/A	iddle Initial)			b. RELATIONSHIP	'		c. DATE OF BIRTH (YYYYMMDD)
IN/A							
20. ESTIMATED COS	г					21. TRANSP	ORTATION AGREEMENT
a. PER DIEM	b. TRAVEL	c. (OTHER	d. TOTAL		SIGNED	
\$	s	s		\$ 0.00		YES	X NO
*	1*	'	- AUTHORIZATIO		1ΔΙ Τ	DATE SIGNE	D (YYYYMMDD)
22. ACCOUNTING CIT		ON II.	AUTHORIZATI	JIN FOR OFFIC	INL I	KAVEL	
DI EAGE GEE DEL	DCF						
PLEASE SEE REVE	KOE						
23. APPROVING OFF	ICIAL			b. SIGNATURE			
a. TITLE							
24 AUTHORIZING/OF	RDER-ISSUING OFFICIA	\ I	b. SIGNATURE			C OPCANIZ	ATION ADDRESS
a. TITLE	DEN-1000ING OFFICIA		D. SIGNATURE			C. ORGANIZ	TION ADDRESS
OF TRANSFER TOWN	IZATION WITH			20 PATE :	D		
25. TRAVEL AUTHOR	IZATION NUMBER			26. DATE ISSUE	D (YYY	YMMDD)	

PRINCIPAL PU automobiles, an ROUTINE USE(S

DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude timely consideration of your

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3

Website for DFAS: http://www.dfas.mil/pcstravel.html

28. REMA SON OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.) This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

PE OF TRAVEL: SEPARATION: LAST NAME, FIRST NAME, MI, SSN: XXX-XX-XXX, DOB: XX MTH XXXX

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

AIRFARE

CIC:

CENTRAL Fund Cite:

Excess baggage fees are authorized for reimbursement not to exceed one excess bag per authorized traveler. Baggage must meet airline policy requirements. Oversize or overweight baggage fees are not reimbursable.

Transportation tickets are purchased using Centrally-Billed-Account (CBA).

Departure o/a XX MTH XXXX

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12.

Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS can keeed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the COMPLETE BOXES 18 A & B AND 19 A, B, & C by the most economical route from employee's last permanent duty Go to http://www.move.mil/home.htm or the closest transportation office

goods and the transportation of a privately owned vehicle. No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part I, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post. *Additional travel / transportation costs from actual residence to new PDS must be paid by gaining organization IAW JTR VOL2 C C5115-C

DD FORM 1614 (BACK), MAY 2003

Reset

Loss of Separation Travel Entitlements from OCONUS Duty Station

LOSS OF SEPARATION TRAVEL ENTITLEMENTS FROM OCONUS DUTY STATION

Joint Travel Regulation, C5572

I CERTIFY THAT I HAVE BEEN BRIEFED ON THE FOLLOWING:

I understand that I will lose all my return travel and transportation entitlements from the overseas area to my CONUS actual residence if I do not use the entitlement after release from work status (within 2 days) in the OCONUS position.

I also understand that a reasonable delay of transportation entitlement (maximum 90 days) or under unusual circumstances, up to 1 year from separation date, may be approved by my activity commander. The request must be in writing and approved by the commanding officer prior to my separation from current federal service. I understand that a request for delay to accept private OCONUS employment OR retire locally for the purpose of establishing an OCONUS retirement residence must not be approved.

I understand that if a request for delay is not received by the activity commanding officer before my separation, or if I refuse to accept or use travel entitlements at the expiration of the delay period, I will lose the travel entitlements.

NAME OF EMPLOYEE:	SSN:
SIGNATURE OF EMPLOYEE:	DATE:

APPENDIX A

Request for Travel Orders (Blank)

FOUO When Filled In

Request for Travel Orders

	Privacy Act Statement
Au	thority: 5 U.S.C., Subpart D, Chapter 57, Subchapters I, II; JTR App I, DSSR; and E.O. 9397 (SSN).
Pri	incipal Purpose(s): Used to determine eligibility for payment of travel and transportation expenses.
Ro	utine Uses(s): None
	sclosure: Voluntary; however; failure to provide the requested information may make it impossible to determine your eligibility for travel and insportation entitlements; resulting in a default "ineligible" determination.
The	e information you provide in this questionnaire will be used to determine your eligibility for travel and transportation entitlements.
<u>SE</u>	CTION A: Type of Travel Order Requested
	Permanent Change of Station (PCS)
	Renewal Agreement Travel (RAT) (NOTE: requires approved leave request)
	Return from Overseas for Separation (includes Retirement) (NOTE: Requires RPA be initiated)
	Student Education
	Early Return of Dependents (within original tour; justification/waiver required)
SE	CTION B: Employee Information
Na	me (as shown on passport): SSN: DOB:
Рe	rsonal Email: Home/Cell Phone:
w	ork Email: Work Phone:
Cu	rrent Residence Address:
Go	overnment Travel Card (for current Federal employees only) 🗖 Yes 💢 No
<u>SE</u>	CTION C: Current Position Information (to be completed by Federal employees only)
Cu	rrent Pay Plan/Series/Grade: Current Position Title:
Cu	rrent Organization: Zip Code/APO:
Re	tirement Plan Code (insert retirement code from Block 30 of most recent SF-50):
R	equest for Orders Page 1 of 4 CHRA Furppe May 2016

FOUO When Filled In

New Pay Plan/Series/Grade:	New Po	sition Title:	
New Gaining Organization:		Zip Code/A	PO:
SECTION E: Place of Hire/Home of Record			
Conus Address:			
SECTION F: Alternate Destination of Travel			
Alternate Destination Address:			
SECTION G: Employee's Travel Departure Date			
SECTION H: Reporting Date at New Duty Station			
SECTION I: Effective Date of Separation			
SECTION K: Other Shipment/Expense Information			
Shipment of Privately Owned Vehicle (POV)	Yes 🗖	No □	
Shipment of Household Goods (HHG):	Yes 🗖	No □	
Shipment of Non-Temporary Storage (NTS):	Yes □	No □	
Shipment of Privately Owned Firearms:	Yes 🗖	No □	
Request for Orders	Page 2 of 4 ——		CHRA Europe, May 2016

FOUO When Filled In

SECTION L: Family Member(s) Information

Dependent(s) Name (as shown on passport) Last, First, MI	Relationship	DOB (YYYYMMDD)	Travel C =Concurrent D =Delayed E =Early Return	Travel To (City/State)	Departure Date (YYYYMMDD)

NOTE: Attach copy of marriage certificate, birth certificate(s) other legal documents (custody, etc....)

(Employee's Signature)

Request for Orders

SECTION M: Student Travel		
Student Travel: One-way Originating in: ☐CON	US or Overseas	
Student Name:	Relationship:	DOB:
Student Passport Number:	Expiration Date:	
Student Travel location: from	to	
Student Travel date:		
School Name & Address:		
Current enrollment period (dates): from (YYYYMN	MDD)to (YYYYMM	DD)
Note 1: Attach copy of school verification, e.g., letter from Note 2: Student must have in his/her possession a valid p		time enrollment.
Anniversary Date:		
☐ This order begins the annual Round Trip		
☐ This order completes the annual Round Trip		
☐ This order constitutes the last travel under Stu	ıdent Travel	
Unaccompanied Baggage: ☐ No ☐ Yes → ☐ Shipn	ment or 🗖 Storage	
SECTION N: Employee Certification		
The information provided in this request is true ar	nd correct to the best of my knowledge.	I understand that if I
provide false information I will be required to rein	nburse the Government for an <mark>y</mark> amount	I may have received; that I
will be subject to disciplinary action that my result	t in termination of my employment; and	that I may be subject to
criminal action. I understand that eligibility deterr	minations cannot be made on incomple	te information and/or
documentation.		

Page 3 of 4

(Date)

CHRA Europe, May 2016

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FOUO When Filled In

SECTION O: Supervisor Approval

(Supervisors Printed Name and Signature)		(Date)
SECTION P: CPAC Certification		
CPAC Representative Name:		Phone:
Title and Grade of position offered:		
Organization:	Location	of position:
Transportation Agreement Signed: N/A RPA Number:		ovide date signed:
Eligibility for orders? Yes 🗖	No 🗆	
Additional Notes:		
(CPAC Representative Signature)		(Date)
Request for Orders	Page 4 of 4	CHRA Europe, May 2016

Request/Authorization for DoD Travel-DD Form 1614 (Blank)

	REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL								
					,	,			
(F	Reference: Joint Travel							eting fo	orm.)
4 DATE COCCAMOD			<u> II - REQUEST F</u>	<u>-OR</u>	OFFICIAL	RAV		IAL C	ECURITY NUMBER
1. DATE (YYYYMMDD)	2. NAME (Last, First,	Midale)				1	J. 500	IAL S	ECURITY NUMBER
4. NEW POSITION TIT	LE	15. G	RADE OR RATING	6. F	RETIREMENT	CODE	Insert reti	rement	code from Block 30 of
					employee's most their servicing pe			ınknow	n, employee should contact
				İ	trieir servicing pe	rsonner	anice.)		
7. RELEASING OFFICE	AL STATION AND LO	CATION	OR ACTUAL						ATION, ACTUAL RESIDENCE
RESIDENCE				۱ ۱	OR ALTERNAT	E DES	TINATIO)N	
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				<u> </u>			- ,,		···-
9. REPORTING DATE				***		40- 1	ED DIE	u coc	EMDLOVEE
10. TRAVEL PURPOSE		<u> </u>	RANSPORTATION	MOD	i	_			REMPLOYEE
BETWEEN OFFICIAL		-	GOVERNMENT	<u> </u>	POC		/E\$		NO
RENEWAL AGREEM			COMMERCIAL		RAIL	-			EPENDENT(\$)
	RSEAS FOR SEPARATI	MILE	AGE RATE:	L	AIR	LL	/ES	- 1	NO .
TEMPORARY CHANG	GE OF STATION	\$							
OTHER 13a. ROUND TRIP TRA	VEL FOR HOUSE.		TEMPORARY QUAR	TER	e	152	IOUSEH	OLD (GOODS (HHG) SHIPMENT
HUNTING	VEL I OK HOUSE	174.	SUBSISTENCE EX		-	 -	ES		NO
YES NO			YES NO				COMMUT		
ACTUAL EXPENSE	FIXED		ACTUAL EXPENSE		FIXED	\vdash			
b. NUMBER OF DAYS (In			UMBER OF DAYS AUT	THOR		GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED			
16. OTHER AUTHORIZ			Jungan Grand Head						17. DEPENDENT TRAVEL
TEMPORARY STORA	AGE OF HHG	UNEX	PIRED LEASE					F	CONCURRENT
NONTEMPORARY S	⊢	_	CATION INCOME TAX	ALLO	OWANCE			r	DELAYED
RELOCATION SERV	-	POV	SHIPMENT CON	lus	OCONUS				EARLY RETURN
PROPERTY MANAG	EMENT SERVICES	MISC	ELLANEOUS EXPENS	ES					NOT AUTHORIZED
REAL ESTATE EXPE	NSES	TRAV	EL ADVANCE AUTHO	RIZE	(Amount) \$			[
18a. DEPENDENT TRA	VEL FROM (Home Add	ress)	***	b. T	O (New PDS)				
			<u> </u>						
19. DEPENDENTS				T					
a. NAME (Last, First, Mid	dle Initial)			b. RELATIONSHIP c. DATE OF BIRTH			c. DATE OF BIRTH (YYYYMMDD)		
				-					
20. ESTIMATED COST				L			21. TRA	NSPC	RTATION AGREEMENT
a. PER DIEM	b. TRAVEL	c. C	THER	d. T	OTAL		SIG	NED	(X one)
							YE	s [NO
\$	\$	\$		\$ 0	.00		DATE S	GNED	(YYYYMMDD)
	SECT	ION II -	AUTHORIZATION	ON F	OR OFFICI	AL TI	RAVEL		
22. ACCOUNTING CITA	ATION								
23. APPROVING OFFI	CIAL	_		b. S	IGNATURE				
a. TITLE									
0	SED IOOUBIO SEE S		I. 00004=::==	_				A 5 17 - 2 - 2	710N 4 D00500
24. AUTHORIZING/ORE a. TITLE	JEK-ISSUING OFFICI	AL	b. SIGNATURE				c. ORG	ANIZA'	TION ADDRESS
0. IIIEE									
25. TRAVEL AUTHORIZ	TATION NUMBER		l .	26	DATE ISSUED	////	(MMDO)		**
E. HOVEE AUTHORIS	HORIDEN			-v.	5A12 1000EL	. ()		
DD FORM 1614, M	AY 2003		PREVIOUS EDITIO	N IS	OBSOLETE				Adobe Professional 8.0
	=								

(5 U.S.C. §552a) AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances. ROUTINE USE(S): None. DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude timely consideration of your request. SECTION III - ADMINISTRATIVE INFORMATION 27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS: (Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.) 28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.) This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

DD FORM 1614 (BACK), MAY 2003

PRIVACY ACT STATEMENT

APPENDIX B

Miscellaneous Samples

Cancellation Orders

		THORIZATION FOR			JTY	
	OR TEM	PCPARY CHANCE	OF STATION (T	CS) TRAVEL		
1	leforanco: Joint Travel Pr		And Statement or		form.)	
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1. DATE (YYYYM TO				3 5 7	UMBER UMBER	
4. NEW POSITION TIT	LE	5. GRADE OR RATING	6. RETIREMENT		nt code from Block 30 of	
			their servicing po		own, employee should contact	
	IAL STATION AND LOCA	ATION, OR ACTUAL			CATION, ACTUAL RESIDENCE	
RESIDENCE			OR ALTERNA	TE DESTINATION		
					4	
					NOTATE EOD DATE AND	
9. REPORTING DATE	AT NEW DUTY STATIO	N (YYYYMMDD) EOD I	Date + CANCELL	ATION	CANCELLATION	
10. THAVEL PURPOSE		11. IKANSPURTATION	MODE	/12a. PEK DIEM	EMPLOTEE	
BETWEEN OFFICIAL	. STATIONS	GOVERNMENT	POC	YES X	0	
RENEWAL AGREEM	ENT	COMMERCIAL	RAIL	b. PER DIEM FOR	DEPENDENT(S)	
RETURN FROM OVE	RSEAS FOR SEPARATION	LEAGE RATE:	AIR	YES X	NO	
TEMPORARY CHAN		NOTATE CANCELLATIO	N OF ORDERS			
OTHER CANCELL	ATION ORDERS	LEASE, MARK NO IN AL		VEN MONECHOLE	COODS (NUC) SUIDIENT	
HUNTING	VEL FOR HOUSE	LLASE, WARK NO IN AL	LOTHER BUXES		GOODS (HHG) SHIPMENT	
h —		7 🔽		YES X		
YES X NO		YES X NO		COMMUTED R		
ACTUAL EXPENSE		ACTUAL EXPENSE	FIXED		BILL OF LADING (GBL)	
b. NUMBER OF DAYS (III		b. NUMBER OF DAYS AU	THORIZED	b. NET WEIGHT	TIT. DEPENDENT TRAVEL	
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TEMPORARY STOR	Company of the Compan	RELOCATION INCOME TA	Y ALLOWANCE		DELAYED	
RELOCATION SERV	CONTRACTOR OF THE REAL		NUS OCONUS EARLY RETURN			
PROPERTY MANAG	371 C 7 C	MISCELLANEOUS EXPENS				
REAL ESTATE EXPE		TRAVEL ADVANCE AUTHO				
	VEL FROM (Home Address		b. TO (New PDS)			
			1			
19. DEPENDENTS						
19. DEPENDENTS a. NAME (Last, First, Mid	dle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
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	idle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMOD)	
a. NAME (Last, First, Mic			b. RELATIONSHIP	24 TRAUS		
a. NAME (Last, First, Mic		L. OTUED			PORTATION AGREEMENT	
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a. NAME (Last, First, Mic		c. OTHER		SIGNED	PORTATION AGREEMENT D (X one) NO	
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Cancellation Orders

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§ 5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

 CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS: (Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: DPA 1673 7432646 and When such that the property of the page 1874 and 187

DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REYNEKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)
his PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government pense are the financial responsibility of the employee concerned.

DISTRIBUTION LIST:

- EMPLOYEE
- RMO
- TRANSPORTATION
- FINANCE

///NOTHING FOLLOWS///

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (BACK), MAY 2003

No Cost Orders (for use in obtaining Visas, Italy/Belgium Only)

OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.) SECTION I - REQUEST FOR OFFICIAL TRAVEL 1. DATE (YYYYMMDD) 2. NAME (Last First Middle) 3. SOCIAL SECURITY NUMBER 4. NEW POSITION TITLE 5. GRADE OR RATING 6. RETIREMENT CODE (Insert retirement code from Particle Semployee's most recent SF-50, if unknown, entry SAMPLE AND their servicing personnel affice.) 7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE 9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) NO COST PCS 10. HOWEVER OFFICIAL STATIONS BETWEEN OFFICIAL STATIONS RENEWAL AGREEMENT RETURN FROM OVERSEAS FOR SEPARATION TEMPORARY CHANGE OF STATION MILEAGE RATE: \$ 10. HOWEVER OFFICIAL STATIONS RETURN FROM OVERSEAS FOR SEPARATION TEMPORARY CHANGE OF STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OF STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION OF STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION OF STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: \$ 10. HOWEVER FOR POOR OFFICIAL STATION MILEAGE RATE: MILEAGE RATE: MILEAGE RATE: MILEAGE RAT
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19. DEPENDENTS
a. NAME (Last, First, Middle) PLEASE b. RELATIONSHIP c. DATE OF BIRTH (YYYYMM
MARK
180 _X 43
20. ESTIMATED COST 21. TRANSPORTATION AGREEMENT SIGNED (X one)
a. PER DIEM
S S DATE SIGNED (YYYYMMOD)
SECTION II - AUTHORIZA 22. ACCOUNTING CITATION TRAVEL AT NO EXPENSE TO THE GOVERNMENT -
23. APPROVING OFFICIAL a. TITLE b. SIGNATURE
24. AUTHORIZING/ORDER-ISSUING OFFICIAL b. SIGNATURE c. ORGANIZATION ADDRESS
a. TITLE

No Cost Orders

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. \$55701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

 CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS: (Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail; DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)
This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government are the financial responsibility of the employee concerned.

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (BACK), MAY 2003

Amended Orders

REQUEST/AL	REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY				
OR TEMPORAL CHANGE OF TATIO					
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4. NEW POSITION TITLE	5. GRADE OR RATING		CODE (Insert retirement code from Block 30 of t recent SF-50. If unknown, employee should contact		
			their servicing personnel office.)		
7. RELEASING OFFICIAL STATION AND LO	CATION OR ACTUAL	8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE			
RESIDENCE	CATION, OR ACTUAL	OR ALTERNATE DESTINATION			
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9. REPORTING DATE AT NEW DUTY STATI			T		
10. TRAVEL PURPOSE	11. TRANSPORTATION		12a. PER DIEM FOR EMPLOYEE		
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RENEWAL AGREEMENT RETURN FROM OVERSEAS FOR SEPARATIO	COMMERCIAL	X RAIL X AIR	b. PER DIEM FOR DEPENDENT(S) YES X NO		
TEMPORARY CHANGE OF STATION	MILEAGE RATE:		1,25		
OTHER S IAW JTR					
13a. ROUND TRIP TRAVEL FOR HOUSE-	14a. TEMPORARY QUA		15a. HOUSEHOLD GOODS (HHG) SHIPMENT		
HUNTING	SUBSISTENCE EX	PENSE	X YES NO		
YES X NO	YES X NO		COMMUTED RATE		
ACTUAL EXPENSE FIXED	ACTUAL EXPENSE	FIXED	X GOVERNMENT BILL OF LADING (GBL)		
b. NUMBER OF DAYS (Including travel)	b. NUMBER OF DAYS AU	THORIZED	b. NET WEIGHT AUTHORIZED		
16. OTHER AUTHORIZED EXPENSES	7		17. DEPENDENT TRAVEL		
X TEMPORARY STORAGE OF HHG X NONTEMPORARY STORAGE OF HHG	UNEXPIRED LEASE RELOCATION INCOME TAX	ALLOWANCE	CONCURRENT		
		NUS OCONUS			
PROPERTY MANAGEMENT SERVICES X MISCELLANEOUS EXPENSES X NOT AUTHORIZED					
REAL ESTATE EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) S					
18a. DEPENDENT TRAVEL FROM (Home Address) b. TO (New PDS)					
N/A					
i i					
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH		
NOTHING FOLLOWS//		D. KELATIONOM	×#22		
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Amended Orders

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:
Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

poployee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail:

DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS (Use this space for special requirements, leave, excess baggage, etc., or other authorization.)
This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

///NOTHING FOLLOWS///

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE, SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (BACK), WAT 2003

APPENDIX C

Travel Order Remarks

TRAVEL ORDERS REMARKS

EARLY RETURN OF DEPENDENTS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Dependents will depart Ghlin, Belgium on 1 July 2008 to Columbia, MD .//
- (3) HHG Shipment pick up from Residence le Milfort 86, 7011 Ghlin, Belgium to 11039 Berrypick Lane, Columbia, MD 21044.//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18.000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) If travel commences or concludes 7 (seven) calendar days before or beyond the dates on the orders, the employee is required to contact the Civilian Personnel Advisory Center (CPAC) to amend the order.//
- (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee.//
 Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (9) Advance pay not authorized.//
- (10) Government Credit Card usage is NOT authorized.//
- (11) Rental cars NOT authorized.//
- (12) Employee will submit SF-1190 to change family status on overseas allowances for LQA and Post Allowance.//
- (13) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (14) "Written notification by the employee to the CPAC is required if these travel orders are not being used."

LIMITED WEIGHT FOR US MISSION PERSONNEL

FOR US MISSION PERSONNEL, add the following remark if they are authorized limited HHG weight:

- "weight for HHG is limited to 4,500 Lbs, as employee will reside in Embassy Quarters, if available. Orders will be amended to increase if no Embassy Quarters are available."
- (5) Embassy quarters are available. Therefore, combined weight of HHG stored and transported may not exceed 18,000 lbs. OCONUS Command has restricted the weight allowance for HHG shipped to Brussels, BE to 4,500 pounds.//

BLOCK 27 WHERE TO FILE TRAVEL VOUCHERS: (updated 10 May 2013)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by email: DRO-216-367-3422@DFAS.MIL. When sending by email, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422, 3423 and 3424. Questions are routed to the Customer Care Center, TEL: 1-800-756-4571 (option 3).

SPLIT TRANSPORTATION REMARK:

Split transportation: Employee is authorized split transportation between authorized places as long as the combined HHG shipments do not exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

RAT

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee (and dependent) will depart ***** on ******** and will be available for return travel on ******. Change to reporting date must be coordinated with management and CPAC prior to departure.//
- (3) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (4) Commercial tourist service at US Government rates is authorized between CONUS and OCONUS. Commercial travel authorized within CONUS except when use of POV is determined advantageous. Travel must be performed on US Flag Carriers. Foreign Flag Carriers authorized for employees in international positions if US Government is reimbursed by the international organization (JTR C2204).//
- (5) Maximum baggage allowance for travel via air: (a) RAT maximum baggage (excluding free checkable baggage) 100 pounds per person. (b) Free checkable baggage travel to, from, or between points vary. In general, US Flag Carriers allow 2 pieces to be checked and one piece to be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs. Foreign Flag Carriers allow 66 pounds when traveling in first class accommodations; 44 pounds when traveling in coach or tourist class. (c) Allowable baggage will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing and personal effects and will contain no household goods (HHG).//
- (6)Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified as officially necessary will be charged to the appropriate type of leave.//
- (7) Employee has completed the minimum period of service for this command and has signed a new transportation agreement as shown in Item 21.//
- (8) Rental cars NOT authorized.//
- (9) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (10) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 //NOTHING FOLLOWS///
- **Use if shipping HHG with RAT
- () The combined HHG shipment, transported and stored, will not exceed the difference between the initial shipment overseas and the 18,000 lbs net weight limit. Any excess cost will be borne by the employee.//

Reassignment from CONUS TO OCONUS PCS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee (and dependent) will depart ****** on ******* (EOD) and proceed to new duty station ******. Change to reporting date must be coordinated with management and CPAC prior to departure. (Travel date for dependents will be delayed.)//
- (3) Authorized HHG pick up from APR: *********//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (9) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (10) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through
- CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on DD Form 1351-2 and submitted to DFAS (address in item 27)//
- (13) Rental cars NOT authorized.//
- (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
- (15) Living Quarters Allowance (LQA) authorized.//
- (16) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//

///NOTHING FOLLOWS///

1st DUTY TRAVEL TO KUWAIT/BAHRAIN, TDY ENROUTE FROM CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart ****** on ***** and proceed TDY en route to attend CRC located at Ft. Benning, GA. Upon completion of CRC o/a ***** employee will depart Ft. Benning, GA to first duty station 595th U.S. Army Transportation Terminal Group, Kuwait. Travel from ****** to Ft. Benning, GA is authorized via commercial carrier. Travel from Ft. Benning, GA to Kuwait is per MAC Flight //
- (3) Excess baggage is authorized, fund citation is provided.//
- (4) Authorized HHG pick up from APR: ********//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. OCONUS Command has restricted the weight allowance for HHG shipped to Kuwait to 4,500 pounds. Employee may place remaining HHG in NTS.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
- (8) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (9) Shipment of Privately Owned Vehicle (POV) is not authorized.//
- (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (11) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are filed on SF 1190 and claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL, along with Statement of Understanding.//
- (14) Miscellaneous expense authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (15) Rental cars NOT authorized.//
- (16) Living Quarters Allowance (LQA) authorized.//
- (17) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (19) Relocation Income Tax Allowance (RITA): please visit DFAS website at
- www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
- (20) The individual will be serving on a 12 month initial unaccompanied tour of duty in an Emergency Essential status.//

1st DUTY TRAVEL FROM OCONUS TO OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart Kuwait on ***** (EOD) and proceed to first duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure.//
- (3) Authorized HHG pick up from Kuwait and APR: ****** //
- (4) POV shipment authorized from APR: ******.//
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (7) 90 days temporary storage of HHG authorized.//
- (8) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR,ARMY,MIL along with Statement of Understanding.//
- (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through
- CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Rental cars NOT authorized.//
- (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
- (15) Living Quarters Allowance (LQA) authorized.//
- (16) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at

www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//

//NOTHING FOLLOWS//

First Duty Travel OCONUS to OCONUS TDY EN ROUTE

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart ****** on ****** and will proceed (on leave to CONUS.) Employee will proceed TDY en route on ****** to attend CRC located at Ft. Benning, GA. Upon completion of CRC on ****** (EOD) employee will depart Ft. Benning, GA to first duty station Kuwait, Kuwait. Change to reporting date must be coordinated with management and HRO prior to departure. Travel from ****** to Ft. Benning, GA is authorized via commercial carrier. Employee is authorized to stay at off-post commercial hotel during TDY. Travel from Ft. Benning, GA to Kuwait is authorized via MAC flight.//
- (3) Authorized HHG pick up from ***** and APR: *****.//
- (4) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. OCONUS Command has restricted the weight allowance for HHG shipped to Kuwait to 4,500 pounds. Employee may place remaining HHG in NTS.//
- (5) 90 days temporary storage of HHG authorized.//
- (6) POV shipment is not authorized.//
- (7) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (8) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
- (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTOSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through
- CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Rental cars NOT authorized.//
- (14) Living Quarters Allowance (LQA) authorized.//
- (15) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (16) Written notification by the employee to the CPAC is required if these travel orders are not being used.
- (17) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//

//NOTHING FOLLOWS//

SEPARATION ORDERS FROM OCONUS TO CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee and dependent will depart ****** o/a **** for separation travel.//
 (3) Shipment of HHG authorized from ****** to ******.//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. Cost of HHG shipment is limited to constructed cost for one shipment.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
- (8) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds,//
- (9) Employees should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (11) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) authorized before departure but not to exceed date of separation. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Rental cars NOT authorized.//
- (13) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (14) Written notification by the employee to the CPAC is required if these travel orders are not being used.
- (15) Relocation Income Tax Allowance (RITA): please visit DFAS website at
- www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html//
- (16) Allowances have to be stopped on an SFI 190 and submitted to the BENELUX CPAC before PCS'ing.// ///NOTHING FOLLOWS///

SEPARATION FROM OCONUS TO OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee and dependent will depart **** on **** for separation travel.//
- (3) Shipment of HHG authorized from **** to ***** //
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. Cost of HHG shipment is limited to constructed cost for one shipment.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
- (8) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (9) Employees should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
- (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (11) Rental cars NOT authorized.//
- (12) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) authorized before departure but not to exceed date of separation. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (13) Written notification by the employee to the CPAC is required if these travel orders are not being used.
- (14) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/trayel/relocationincometaxallowancerita.html.//
- (15) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS'ing///NOTHING FOLLOWS//

PCS FROM OCONUS TO CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart ****** on ****** (EOD) and will proceed to new duty station ******. Change to reporting date must be coordinated with management and CPAC prior to departure. Losing OCONUS activity covers all transportation expenses up to APR; any excess costs will be borne by the employee or the gaining activity.//
- (3) HHG Shipment pick up from ***** to *****.//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
- (8) Employees should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (9) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment. //
- (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (11) Employees unable to report to the duty station by the agreed upon reporting date should notify gaining CPAC by facsimile or email immediately.//
- (12) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) prior to departure is authorized. Allowance needs to be claimed through cPDDCPSTQSAADVPAY@EUR.ARMY.MIL, along with Statement of Understanding.//
- (13) Advance pay not authorized.//
- (14) Rental cars NOT authorized.//
- (15) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS'ing. Employee is subject to a Living Quarters Allowance (LQA) audit within 7 years of departure from OCONUS.//
- (16) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//

///NOTHING FOLLOWS////

PCS OCONUS to OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee (and dependent) will depart ***** on ***** (EOD) and proceed to new duty station ****** via POV. Change to reporting date must be coordinated with management and HRO prior to departure.//
- (3) Authorized HHG pick up from ********//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that; (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
- (8) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment. Any goods shipped to APR cannot be returned to overseas during continuous service.//
- (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (11) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) prior to departure is authorized. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (13) Miscellaneous expense authorized. Allowance needs to be claimed on DD Form 1351-2 and submitted to DFAS (address in item 27).//
- (14) Rental cars NOT authorized.//
- (15) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
- (16) Living Quarters Allowance (LQA) authorized.//
- (17) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (19) Relocation Income Tax Allowance (RITA): please visit DFAS website at
- www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
- (20) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS ing.///NOTHING FOLLOWS//

First Duty Travel from CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee (and dependents) will depart ***** on **** (EOD) and proceed to first duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure.//
- (3) Authorized HHG pick up from APR: ******.//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that; (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (9) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (10) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPACJ/
- (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through
- CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Rental cars NOT authorized.//
- (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
- (15) Living Quarters Allowance (LQA) authorized.//
- (16)Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (17) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html. //

//NOTHING FOLLOWS//

REMARK CONCERNING FAMILY MEMBER AGE OF 21

This is the last opportunity for dependent xxxx who became age 21 while the employee is assigned OCONUS to return to the employee's actual residence in the U.S, i.e. xxxx.

REMARK CONCERNING POV REPLACEMENT WITH RAT

(3) Employee is authorized as replacement vehicle IAW Joint Travel Regulations

Remarks for orders from CONUS to Riyadh

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart San Antonio, TX on 3 Nov 12 and proceed to first overseas duty station Riyadh, SA. Change to reporting date must be coordinated with management and CPAC prior to departure.//
- (3) All costs incidental to individual assignment (to include salary, allowances and benefits, travel, transportation, TDY, and shipment of personal property) are reimbursable by the Saudi Arabian Government and paid under Foreign Military Sales (FMS). Traveler will comply with the requirement pertaining to foreign customs.//
- (4) Employee will be in a duty status for the time required to travel by most direct route. Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (5) Travel Advance and/or Advance Pay not authorized as no excessive PCS are incurred when coming to Saudi Arabia.//
- (6) Use of U.S. Certified Air Carriers and Category Z Fares does not apply IAW JTR

 Commercial air via non-certified air carriers is, authorized for all travel in conjunction with the PCS move since the KSA reimburses the U.S. government in full through its Foreign Military Sales (FMS) program.//
- (7) Baggage Allowance: Employee is authorized reimbursement for checkable baggage of up to 100 lbs (excluding free checkable baggage), IAW JTR. Free checkable baggage allowances vary in weight and pieces allowed, depending on the Carriers used. Traveler is to refer to the Official Airline Guide, Carriers Tariffs and check with Ticket Agent PRIOR to departure for any changes.//
- (8) Non-Temporary Storage (extended) of HHG is authorized. IAW JTR,
- (9) Saudi Arabia is a weight restricted area; HHG shipped from San Antonio, Tx to RIYADH, KSA is limited to 4,500 lbs.//
- (10) Total weight of HHG shipped, including unaccompanied baggage, plus weight of HHG in NTS, must NTE 18,000 lbs.//
- (11) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Travel is required to have a valid Diplomatic passport, current Saudi Visa to enter the KSA; immunization records; and copies of this travel orders and any amendments in their possession.//
- (14) Position is Emergency Essential and Pre-Employment Physical examination is required. Use of private or family physician is also authorized. Receipts must be submitted for reimbursement. Fitness of duty physical exam required as a condition of employment is authorized.//
- (15) FMS funding provided covers all PCS costs (door to door) and therefore TAC codes are not required per HQDA.

- (16) All HHG and Unaccompanied baggage should be consigned to the Traffic Management Officer, US Military Training Mission (USMTM), Attn: TMO/Riyadh, Saudi Arabia (TRAVELER'S NAME/SSN). Copies of the GBL should be sent to USMTM, SAME ADDRESS.
- (17) If travel arrangements go through France, individual is authorized transit through France enroute to Saudi Arabia.
- (18) Employee will be accorded the privilege of use of government quarters, food services, exchanges and recreational facilities owned, operated, or under jurisdiction of the Department of Defense only while in offical travel status. IAW JRT
- (19) Written notification by the employee to the CPAC is required if these travel orders are not being used.//

Remarks for PCS back to CONUS from Riyadh

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart Riyadh, Saudi Arabia on 31 Jul 12 to his APR, Falls Church, VA and will proceed to new duty station on 12 Aug 2012 (EOD). Leave en route authorized from 1 Aug 2012 to 11 Aug 2012. Change to reporting date must be coordinated with Management and CPAC prior to departure. Losing OCONUS activity covers all transportation expenses up to APR; any excess costs will be borne by the employee or the gaining activity.//
- (3) Concurrent travel of dependent
- (4) HHG Shipment pick up from Riyadh, KSA to Alexandria, VA.//
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage plus weight of HHG placed in non-temporary storage may not exceed 18,000 pounds.//
- (7) Storage of HHG at government expense may continue until the beginning of the second month after the month to which eligibility shall be deemed on the last day of work at the post of duty.//
- (8) Temporary storage of HHG not to exceed 90 days is authorized IAW JTR and may be extended for an additional period NTE 90 days with the employee's written request.//
- (9) Employee should contact the Transportation Office to arrange transportation of HHG and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (10) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment.//

- (11) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (12) Employees unable to report to the duty station by the agreed upon reporting date should notify gaining CPAC by facsimile or email immediately.//
- (13) Baggage Allowance:
 - (a) Accompanied Employee authorized free checkable baggage according to Official Airline Guide. When baggage is limited to less than 100 lbs. Excess weight authorized to bring baggage allowance up to NTE 100 lbs (excludes free checkable baggage).
 - (b) Unaccompanied Employee and dependent each authorized 350 lbs. IAW JTR,
- (14) Rental car not authorized.// (15) Allowances have to be stopped on a SF1190 and submitted to <u>usarmy.kaiserslautern.chra.mbx.lqa@mail.mil</u> before PCS'ing.// (16) Advance pay not authorized.//
- (17) Purchase of Transportation tickets is from a Central Billing Accoung (CBA), fund cite provided.//
- (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.// (19) Relocation Income Tax Allowance (RITA): Please visit DFAS website at www.dfas.mil/civilian pay/travel/relocationincometaxallowancerita.html.//

Remarks for RAT Travel, Riyadh

- a. Authority: DoD REG 4515.13R & DoD Joint Travel Regulation
- b. Employee will depart Riyadh, KSA on 15 Nov 12 and will be available for return travel on 4 Dec 2012. Change to reporting date must be coordinated with Management and CPAC prior to departure.//
- b. All transportation costs are reimbursable by the Saudi Arabian Government and paid under Foreign Military Sales (FMS).//
- c. Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified as officially necessary will be charged to the appropriate type of leave.//
- d. Employee satisfactorily completed the minimum period of service for this command and has signed a new transportation agreement as shown in Item 21.//
- e. Rental cars NOT authorized.//
- f. Travel and Transportation expense to the Government is limited to the cost by usual route and authorized mode of travel from Riyadh, KSA to HOR: Lorton, VA and return.//
- g. Use of U.S. certified air carrier and category Z fares does not apply IAW JTR Commercial Air VIA non-certified air carrier is therefore authorized for all travel in conjunction with PCS or RAT Travel since KSA reimburses the US Government in full through Foreign Military Sales Program. Therefore, Non-US carrier is authorized.//

- h. Employee authorized free checkable baggage in accordance with the official airline guide. Maximum baggage weight allowance authorized at Government expense must not exceed 100 pounds per person (excluding free checkable baggage. JTR C2305. NOTE: Free checkable baggage varies in regards to weight and pieces, depending on the carrier. Refer to the ticket agent for any changes in free checkable baggage.//
- i. Employee will be accorded the privilege of use of the Government food service, exchanges, and recreational facilities owned operated or under the jurisdiction of the Department of Defense only while in official travel status IAW JTR
- j. Per diem entitlement IAW JTR
- k. Written notification by the employee to the CPAC is required if these travel orders are not being used.//

LIMITED WEIGHT

FOR US MISSION PERSONNEL, add the following remark if they are authorized limited HHG weight:

"weight for HHG is limited to 4,500 Lbs, as employee will reside in Embassy Quarters, if available. Orders will be amended to increase if no Embassy Quarters are available."

OR

Embassy/Government quarters are available. OCONUS Command has restricted the weight allowance for HHG shipped to Brussels, BE/Kuwait/Afghanistan to 4,500 pounds. Therefore, combined weight of HHG stored and transported may not exceed 18,000 lbs.

SPLIT TRANSPORTATION REMARK:

Split transportation: Employee is authorized split transportation between authorized places as long as the combined HHG shipments do not exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

REMARK CONCERNING FAMILY MEMBER AGE OF 21

This is the last opportunity for dependent xxxx who became age 21 while the employee is assigned OCONUS to return to the employee's actual residence in the U.S., i.e. xxxx.

REMARK CONCERNING POV REPLACEMENT WITH RAT

Employee is authorized a replacement vehicle IAW Joint Travel Regulations.

REMARK CONCERNING HHG SHIPMENT WITH RAT

Expired authority for HHG transportation to the extent of a prior order that was unused reestablished by signing the renewal agreement ICW RAT. Combined HHG shipments cannot exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

Common Types of Travel Allowance

COMMON TYPES of TRAVEL ALLOWANCES

1. Temporary Quarters Subsistence Expenses (TQSE)

Joint Travel Regulation (JTR), Chapter 5, Part B

TQSE is a discretionary allowance that is intended to reimburse employees for some costs for lodging, food, and other necessities when occupying temporary quarters. TQSE must be authorized in advance of occupancy, and may not be approved after the fact. It may be offered by the agency in the following forms:

- a. TQSE (AE) Actual expense reimbursement
- b. TQSE (LS) Lump Sum payment
- 2. Temporary Quarters Subsistence Allowance, TQSA is an overseas subsistence allowance governed by the State Department. It is claimed on a Standard Form 1190, submitted through the agency authorizing it, and paid by your servicing payroll activity. Additional information about TQSA can be located in the <u>Department of State Standardized Regulation (DSSR) Section 120</u>.

3. Movement and Storage of Household Goods (HHG)

Joint Travel Regulations (JTR), Chapter 5, Part B

The maximum weight allowance of HHG that may be shipped or stored at government expense is 18,000 pounds net weight. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 pounds net weight allowance to cover packing materials for the shipment. In no case may a shipment weigh over 20,000 gross pounds (the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials). The relocating employee is responsible for reimbursing the government for all costs incurred if the shipment is overweight. There are two methods of shipping HHG:

- 1. Actual Expense Method / Government Bill of Lading (GBL)
- 2. Commuted Rate Schedule (CRS)

Commuted Rate is NOT an option for a move involving a location Outside the Continental United States (OCONUS).

4. Real Estate/Unexpired Lease Allowance

Joint Travel Regulations (JTR), Chapter 5, Part B

General Conditions:

An employee may be authorized reimbursement for certain expenses required to be paid by the

employee in connection with the sale of your residence (which may be a mobile home and/or the lot on which the mobile home is, or is to be, located) at the old duty station; and/or the purchase of a residence at the new duty station. In lieu of real estate sale expenses at the old duty station, reimbursement is allowed for expenses associated with the settlement of an unexpired lease on a place of residence, or lot on which a mobile home is located. Reimbursement may be allowed when:

- 1. A transportation agreement is signed;
- A PCS must be authorized or approved between two duty stations within the United States and/or non-foreign OCONUS areas like Hawaii or Puerto Rico (with exceptions);
- The residence at the old PDS must be the employee's actual residence at the time he/she
 was first definitely informed by the appropriate authority that he/she was to be transferred
 to a new duty station;
- The settlement dates for the sale, purchase or lease termination transaction are within the one-year time limitation;
- The residence/dwelling is the residence from which the employee regularly commutes to and from work.

5. Temporary Lodging Expense (TLE)

TLE is intended to partially pay for lodging and meal expenses when a member/dependent(s) must occupy temporary quarters in CONUS due to a PCS.

Important Reminders:

- TLE Reimbursement is limited to 10 days for a member who completes a PCS to a CONUS PDS (Permanent Duty Station).
- TLE Reimbursement is limited to 5 days for a member who completes a PCS to an OCONUS PDS.
- When submitting for TLE Reimbursement, you must include an itemized zero-balance lodging receipts and a Statement of Non-Availability if staying off post.

More information can be found in the <u>Joint Travel Regulations (JTR)</u> or contact your local Defense Military Pay Office (DMPO).

6. POV Shipment OCONUS

An employee PCS to/from an OCONUS PDS may be authorized shipment of one POV when the AO determines that it is in the Government's best interest for the employee to have the use of a POV at the OCONUS PDS.

7. Allowances for PCS to or from OCONUS

CONUS allowances are governed by the Joint Travel Regulations and processed by the CONUS travel payment office. The Department of State Standardized Regulations (DSSR) governs some allowances (e.g., Temporary Quarters Subsistence Allowance Living Quarters Allowance) for Permanent Changes of Station (PCS) to OCONUS. Those are processed by the servicing payroll office and/or the servicing finance office overseas.

NOTE: There may be exceptions to this when individuals are PCSing to isolated or certain overseas locations, i.e. where there is no servicing finance office.

8. En Route Travel

Joint Travel Regulations (JTR), Chapter 5, Part B

When employees complete en route travel to the new duty station and on that same day they enter into temporary quarters, eligibility for Temporary Quarters Subsistence Expense (TQSE) starts with the evening meal on that day.

9. Miscellaneous Expense Allowance (MEA)

Joint Travel Regulations (JTR), Chapter 5, Part B

A Miscellaneous Expense Allowance (MEA) is payable to you when a Permanent Change of Station (PCS) is authorized or approved, provided an appropriate transportation agreement has been signed. You must have discontinued and established a residence in connection with such change of station, regardless of where the old or new duty station is located. You are required to certify on the voucher that you have discontinued your residence at the old permanent duty station (PDS) and have established a residence at the new PDS in connection with the PCS.

When you report to the new PDS but your dependent(s) remain at the old PDS or other location without discontinuing the residence, reimbursement is limited to that for an employee without dependents until such time as the old residence is discontinued and relocation of residence is accomplished by the dependents.

NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS

- A. Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. ¹
- Transportation of employee & immediate family member(s) (JTR Ch 5, par. 5558) (<u>FTR</u>, <u>Part 302–4</u>).
- Per diem for employee only (JTR Ch 5, par. 5592) (FTR, Part 302-4).
- Transportation including SIT of HHG (JTR Ch 5, Part B (<u>FTR, Part 302–7</u>).
- NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR Ch 5, Part D) (FTR, Part 302-8).

- 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR Ch 5, Part B) (FTR Section 302-10.2)
- B. Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.

POV shipment (Ch 5, Part B) (FTR, Part 302-9).

NOTE: A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are not payable incident to relocation to the first PDS.