

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC24--Travel and Transportation  
Subchapter CC24.1--General  
Personnel INSTRUCTION 3--Advance Payment of Travel and Transportation Allowances

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Section A. Purpose and Scope

This INSTRUCTION sets forth Public Health Service (PHS) policy regarding the advance payment of travel and transportation allowances to PHS Commissioned Corps officers.

Section B. Authorities

1. The statutory authority for the advance payment of travel and transportation allowances is contained in 37 U.S.C. 404 et seq.
2. The regulatory authority for the advance payment of travel and transportation allowances is contained in the Joint Federal Travel Regulations (JFTR) of the Uniformed Services, Volume 1, Chapter 2, Part D.

3. The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216. This authority has been delegated by the Assistant Secretary for Health to the Surgeon General as part of the general authority to administer the PHS Commissioned Corps and is published at 53 Federal Register 5046-5047, dated February 19, 1988. The Surgeon General has delegated the authority for daily administration of the PHS Commissioned Corps to the Director, Division of Commissioned Personnel (DCP), Office of the Surgeon General.

Section C. General

1. Advance payments of certain travel and transportation allowances are permitted, but not required by the law and the JFTR.
2. Temporary Duty (TDY). Advance payment of TDY travel and transportation allowances may not exceed the estimated amount to which the officer would normally be entitled under the applicable provisions of the JFTR for the ordered travel.
3. Transfer
  - a. For purposes of this INSTRUCTION, a transfer is defined as the reassignment of an active duty officer from one permanent duty station to another permanent duty station. This definition does not include other types of permanent change of station (PCS), namely call to active duty, retirement, inactivation, or termination of commission. It should be noted that not all transfers entitle the officer to travel and transportation allowances.
  - b. Advance payment of travel and transportation allowances may be made in accordance with the provisions of this INSTRUCTION upon a transfer when such transfer entitles the officer to travel and transportation allowances. The terms of the transfer personnel order govern whether travel and transportation allowances are payable. Advance payment of these allowances is not authorized in connection with other types of PCS. Advances will not be processed for amounts of less than \$100.
  - c. The provisions of this INSTRUCTION shall not be binding upon transfers of PHS Commissioned Corps officers detailed to the United States Coast Guard (USCG) when the travel and transportation allowances are to be paid by a USCG finance office.
  - d. When an advance payment is prohibited by this INSTRUCTION, such prohibition does not preclude the issuance to an officer of a Government Travel Request (GTR), a Government Bill of Lading (GBL), or tickets for commercial passage, if otherwise appropriate.

4. Separate Portions of a Journey

- a. A trip between any two of the following points will be considered a separate journey for the purpose of computing advances of funds:
  - (1) Permanent duty station;
  - (2) Temporary duty station;
  - (3) Port of embarkation; and
  - (4) Port of debarkation.
  
- b. When PCS travel involves separate journeys as described herein, maximum advances shall be computed separately for each journey and summed to find the maximum total advance.

5. Shipment of Household Goods (HHG). No advance of funds is authorized for shipment of HHG when an officer arranges for shipment of HHG by common carrier at his/her personal expense or when the officer performs his/her own move (e.g., by rental truck).

6. Mobile Home Allowance. When an officer is entitled to move a mobile home, ninety percent of the estimated authorized reimbursement for such shipment may be advanced when the transportation is arranged at personal expense. When estimating authorized reimbursement, the provisions of U5510-B2 and B3, JFTR, apply. The amount advanced may not exceed ninety percent of what it would have cost the Government to transport the officer's maximum HHG weight allowance.

7. Dislocation Allowance. Advance payment of the dislocation allowance is not authorized.

8. When an officer will travel partly at personal expense and partly at Government expense, no advance is authorized.

Section D. Procedures

- 1. When time permits, an officer, who is being transferred and desires an advance of travel allowances, shall make arrangements for such advance of funds with the administrative officer of the Agency to which he/she is being transferred.
  
- 2. The official transfer personnel order issued by the Director, DCP, serves as the travel order for a PHS Commissioned Corps officer on PCS travel. A separate travel order is not issued.

Section E. Maximum Advance

- 1. Officer's Travel. The maximum amount that may be advanced for an officer's PCS travel is determined by whichever of the following applies:

- a. When an officer elects to be paid on a mileage basis, the mileage to which the officer will be entitled may be advanced;
  - b. When Government transportation or a GTR is furnished, the per diem allowance which is payable may be advanced;
  - c. When an officer will procure commercial transportation at personal expense, the cost of transportation plus payable per diem allowance may be advanced;
  - d. When an officer elects to receive the monetary allowance in lieu of transportation (MALT) plus flat per diem allowance, eighty percent of the payable MALT plus per diem may be advanced; or
  - e. When an officer will travel partly by private conveyance and partly by common carrier at personal expense, 100 percent of the mileage allowance for the entire official distance, or the cost of the common carrier tickets (not to exceed the cost of a GTR or contract carrier for the ordered travel) may be advanced, whichever is greater).
2. Travel of Dependents. Travel and transportation allowances for dependents are authorized to be paid in advance provided the advance of funds does not exceed an amount equal to the estimated mileage of the authorized travel.

Section F. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable systems of records are 09-37-0002, "PHS Commissioned Corps General Personnel Records, HHS/OASH/OSG"; and 09-37-0008, "PHS Commissioned Corps Unofficial Personnel Files and Other Station Files, HHS/OASH/OSG."