

U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

COMMISSIONED CORPS DIRECTIVE



EFFECTIVE DATE: **CCD 161.01**  
**16 July 2020**

---

**By Order of the Secretary of Health and Human Services:**

**Alex M. Azar II**

---

SUBJECT: Travel and Transportation Allowances

1. PURPOSE: This Directive prescribes the transportation and travel allowances which may be authorized for official travel for members of the Commissioned Corps of the U.S. Public Health Service (Corps) and their dependents.
2. APPLICABILITY: This Directive applies to members of the Regular Corps, the Ready Reserve Corps, and those who retired from the Corps.
3. AUTHORITY:
  - 3-1. [Joint Travel Regulations \(JTR\)](#) - Published by the Per Diem Travel and Transportation Allowance Committee (PDTATAC)
  - 3-2. [Health and Human Services \(HHS\) Travel Policy Manual](#), "Edition 2018 Q-4: July, August, September.
  - 3-3. Department of Defense Financial Management Regulation (DoD FMR), [Volume 9](#), Travel Policy, and Procedures.
  - 3-4. Defense Transportation Regulations, [4500.9-R](#), Passenger Movement.
  - 3-5. [Chapter 8](#), Title 37 United States Code (U.S.C), Travel and Transportation Allowances, [Subchapter 1](#), Sections 451-453; [Subchapter III](#), Sections [474-481](#), [489](#), [490](#) and [492](#).
4. PROPONENT: The proponent of this Directive is the Secretary of Health and Human Services.
5. SUMMARY OF REVISIONS AND UPDATES: This is the second issuance of this Directive within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Directive (CCD) 161.01, "Travel and Transportation Allowances," dated 10 January 2020. This version:
  - 5-1. Extends applicability to the Ready Reserve Corps.

## 6. POLICY:

- 6-1. General. In accordance with 37 U.S.C. §464 the JTR applies to Corps officers and an officer must adhere to the relevant portions of the JTR for all official travel and transportation. Travel and transportation allowances are officially justified under orders in accordance with the JTR and associated authorities to meet mission requirements consistent with good management. Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a “confirmatory order”) before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails.
- a. A Corps officer is authorized travel and transportation allowances only while in an official travel status. A travel status begins when an officer leaves a permanent duty station (PDS), residence, or office, or when he/she detaches from or signs out of a unit or agency. Travel ends when an officer returns to the PDS, residence, or office, or when he/she arrives at a new PDS by signing in with an Agency or Operating Division (OPDIV).
  - b. Official travel does not include non-government sponsored travel (e.g., administrative leave).
  - c. Corps officers must utilize a Government contract travel agency for official travel. However, in the event one is unavailable, an officer is required to travel responsibly by using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle, and scheduling travel as early as possible to take advantage of discounted transportation rates provided that the least expensive options do not impede mission requirements. The traveler is financially responsible for excess costs that are a result of personal convenience such as circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.
  - d. A Corps officer must comply with Federal ethics laws, and his/her Agency and Corps ethics regulations and rules. Rules pertaining to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-Federal sources must be followed.
- 6-2. Joint Travel Regulations. The JTR, published by the DoD Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), implements policy and laws establishing travel and transportation allowances of Uniformed Service members pursuant to [Title 37 U.S.C.](#) The JTR does not authorize expenditures for purposes not provided for in Congressional appropriations or in law.
- a. Travel and transportation allowances are payable only after valid orders or approved agency travel authorizations are issued. Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization

or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a “confirmatory order”) before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails.

- b. JTR allowances are not authorized for any stages of non-official travel legs (see [JTR, Chapter 2, Section 020205](#), “Separate Legs of Travel”). However, a cost comparison may apply upon completion of travel. For example, deviation of official PCS travel from OCONUS to CONUS by personal leave, sick leave, or other personal business that is considered non-official government travel.
- c. A Corps officer must adhere strictly to the JTR or he/she could be personally financially responsible for any expenses accrued by not complying with the JTR.
- d. If something is not stated in the JTR, it does not mean that an allowance exists or may be authorized. If the JTR does not say an item can be reimbursed, then it cannot be reimbursed as a travel claim.
- e. Unless stated otherwise in the JTR, the Corps or Agency cannot reduce allowances or deny reimbursements because of limited travel funds. In addition, the Corps or Agency cannot direct an officer to travel at personal expense or at reimbursement rates or amounts inconsistent with the JTR.

6-3 Standard Allowances. Standard allowances include the core set of rules used to compensate a Corps officer for normal expenses incurred while in a travel status under official travel authorization. Travel and transportation allowances and provisions for Corps officers are contained in the JTR and associated authorities contained in Section 3 of this Directive. The three major types of standard travel and transportation allowances include:

- a. Transportation Allowance. An allowance used to move an officer and his/her dependents, household good (HHG), and personal belongings. This allowance is dependent on the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses.
- b. Per Diem Allowance. A daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. If the Government furnishes meals and lodging at no cost to the officer, then he/she will receive incidental expenses only.
- c. Miscellaneous Expenses. Eligible reimbursable expenses that are not per diem or transportation related which may require authorization or approval from an Approving Official (AO) (e.g., late payment fee on a Government Travel Card; storage of baggage or property used on official travel; or charges for immunizations and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary).

6-4. Reimbursement. Corps officers will be reimbursed for authorized or approved transportation and commercial lodging costs in accordance with the JTR. Examples include, but not limited to:

- a. Only itemized charges are considered for reimbursement.
- b. Incidental expense reimbursement rate differs by location (i.e., CONUS, OCONUS).

- c. Commercial lodging cost allowed is limited to the lodging portion of the locality per diem rate.
- d. A Corps officer may be directed to use government transportation, such as a car, plane, ship, or bus. If the officer uses another mode of transportation reimbursement is not allowed unless approved by the AO.
- e. A Corps officer cannot be reimbursed more than once for the same allowance or expense and must repay any such duplicate payments to the Government.
- f. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless verbal authorization is given by the AO.

7. RESPONSIBILITIES:

- 7-1. The Assistant Secretary for Health (ASH) is responsible for issuing Instructions regarding travel and transportation allowances or restrictions for Corps officers.
- 7-2. The Surgeon General (SG) is responsible for assuming the day-to-day management of the Corps and may issue a Personnel Operations Memorandum (POM), through the eCCIS, to address specific issues.
- 7-3. The Director, Commissioned Corps Headquarters (CCHQ), or designee, serves as the ASH's alternate as the Corps' uniformed representative on committees and/or workgroups for matters concerning the JTR (e.g., PDTATAC).
- 7-4. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under the JTR Introduction (Service or Agency Regulation Review Process).
- 7-5. All officers are responsible for adhering to the guidelines listed in this directive.

8. HISTORICAL NOTES: This is the second issuance of this Directive within the eCCIS.

- 8-1. CCD 161.01, "Travel and Transportation Allowances," dated 10 January 2020.
- 8-2. CCPM CC44.1.1, "Travel and Transportation Allowances for PHS Commissioned Officers," dated 25 October 1979.