U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

COMMISSIONED CORPS INSTRUCTION

CCI 712.01
EFFECTIVE DATE: 31 July 2026

By Order of the Assistant Secretary for Health:

ADM Brian Christine, M.D.

SUBJECT: Temporary Duty Travel

1. PURPOSE: This Instruction establishes the policies, standards, and procedures governing Temporary Duty (TDY) travel for officers of the U.S. Public Health Service (USPHS) Commissioned Corps to ensure uniform application of travel authorizations, allowances, and reimbursement requirements.

2. APPLICABILITY: This Instruction applies to all officers of the Regular Corps and Ready Reserve Corps (RRC) performing TDY travel. Applicability to RRC officers is subject to statutory authorities and the Joint Travel Regulations (JTR), including limitations based on duration of duty, type of active duty, and eligibility criteria as specified in this Instruction.

3. AUTHORITY:

   3-1. 37 U.S.C. §§ 451-456, "Travel and Transportation Allowances (Subchapter I-General Provisions)"

   3-2. 37 U.S.C. §§ 461-464, "Travel and Transportation Allowances (Subchapter II-Administrative Provisions)"

   3-3. 42 U.S.C. § 202-213a, Public Health Service

   3-4. Joint Travel Regulations (JTR)

   3-5. Commissioned Corps Directive (CCD) 161.01, "Travel and Transportation Allowances"

4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), under the supervision and guidance of the Deputy Surgeon General (DSG), provides overall management of USPHS Commissioned Corps personnel operations and processes.

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC24.2.2, "Travel Incident to Duty as a Trainee," dated 13 November 1992. This issuance replaces and expands on the information from the previous Instruction of the CCPM and creates a stand-alone Instruction within the eCCIS.

5-1. Incorporates comprehensive cross-referencing and clarification of JTR-based requirements, ensuring PHS officers apply JTR provisions as the controlling authority for TDY travel allowances and procedures.

5-2. Establishes clearer distinctions between TDY orders, travel authorizations, and memoranda; adds detailed guidance on when each is required, including for intra-agency, inter-agency, and individual detail assignments.

5-3. Provides expanded policy direction for authorized transportation methods, rental vehicles, POV use, lodging booking requirements, per diem calculations, reduced per diem rules, and actual expense allowances.

5-4. Adds detailed guidance for deployment travel, medical travel, emergency leave-related travel, witness duties, award ceremonies, and breastfeeding-related travel accommodations.

5-5. Defines long-term TDY parameters, adds rules governing TDY durations over 180 days, clarifies when TDY converts to permanent change of station (PCS).

5-6. Updates and formalizes travel voucher submission timelines, receipt requirements, documentation expectations, and processes for addressing missing or lost receipts, reinforcing accountability and reimbursement accuracy.

5-7. Updates terminology, references, and allowances to reflect current statutory authorities (37 U.S.C. §§ 451–456; 37 U.S.C. §§ 461-464), standardizes definitions with JTR Appendix A.

6. POLICY:

6-1. General.

a. This Instruction implements temporary duty policy, consistent with the JTR, for Public Health Service (PHS) officers. If any provision of this Instruction conflicts with the JTR, the JTR prevails. When the JTR is amended after the date of this Instruction, the amended JTR provisions apply without requiring a revision to this Instruction.

b. Joint Travel Regulations. A Health and Human Services (HHS) Operating Division (OPDIV), Staff Division (STAFFDIV), or non-HHS organization to which an officer is assigned (hereafter referred to as agency) cannot direct an officer to travel at personal expense or at reimbursement rates or amounts that are inconsistent with the JTR. The JTR has the force and effect of law for travelers and implements:

(1) Policy and laws establishing travel and transportation allowances for Uniformed Service members and civilian travelers of the Department of Defense (DoD).

(2) Station (e.g., Basic Allowance for Housing (BAH), Cost of Living Allowance (COLA) and certain other allowances.

c. An officer is required to have and use a Government travel charge card or individually billed accounts (IBA) for all HHS official travel and travel-related expenses, including cash advances through an Automated Teller Machine (ATM); the travel charge card is not to be used to make personal purchases or ATM withdrawals for personal use when on official travel. However, an officer assigned to a non-HHS agency is required to follow their agency travel guidance to obtain an agency specific IBA card for internal agency travel or travel directed by their agency.

(1) An officer must pay travel charge card amounts owed to the travel card bank in accordance with the cardholder agreement, even if an officer has not yet been reimbursed for those expenses on the billing statement.

(2) Public Law 105-264 provides for the payment of a late payment fee to an officer when an Agency fails to reimburse them for approved expenses within 30 days after submission of a proper voucher.

6-2. TDY Travel. As defined in the JTR, TDY is duty at one or more locations away from the Permanent Duty Station (PDS) that allows for return to the original PDS. It is further defined as travel en route to a new PDS and temporary duty pending further TDY orders or time spent away from a PHS officer's PDS while processing for separation from the USPHS Commissioned Corps, release from active duty, placement on the Temporary Disability Retired List (TDRL), or retirement (see JTR, Chapter 3). An officer on routine TDY ordinarily receives transportation and per diem allowances.

a. A TDY may be funded by either the agency to which an officer is assigned or sponsored by a different agency.

b. TDY travel by an officer from an HHS agency to a non-HHS agency must be performed in accordance with a MOU/MOA between the two agencies. This agreement will specify the reimbursement terms of travel, per diem, and other expenses.

c. An officer authorized to travel must do so responsibly by following the provisions of the JTR and USPHS Commissioned Corps travel policies. An officer is also responsible for excess costs, circuitous routes, delays or luxury accommodations that are unnecessary, unjustified or not authorized.

d. They must keep adequate records of their expenditures and provide the necessary facts, details, and supporting evidence to properly prepare their vouchers.

e. An officer required to perform TDY before reporting to their first PDS is authorized the standard travel and transportation allowances as described in Sections 6-4. and 6-5. of this Instruction.

f. Travel between any two official points is computed as a separate leg of travel. If the trip involves more than one leg of travel, then each leg is computed separately (see JTR, Table 2-2.).

g. If a TDY order is canceled while an officer is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which an officer received the cancellation notification (including leave en route). Allowances are limited to the cost of the round-trip travel distance between the point at which the travel was canceled back to the PDS or residence.

6-3. TDY Order and Travel Authorization. In many instances, a travel authorization may serve as a TDY order depending on the sponsoring agency.

a. TDY Order. A PCS order (see Appendix A) is not the same as a TDY order; both are types of personnel orders.

(1) A TDY order that identifies the purpose of travel; establishes when travel starts and ends; provides the applicable Travel Management Company (TMC) with documentation for arranging transportation and lodging; and supplies financial information necessary for budgetary planning. While a TDY personnel order is normally issued before travel begins, it may not be issued until after the start of travel.

(2) Under the following circumstances:

(a) TDY orders are required for:

(i) Intra-Agency Activities (OCONUS). Intra-agency activities OCONUS are activities within the boundaries of the mission and managed directly by an agency (HHS/non-HHS), not CCHQ (e.g., TDY from CDC office/program to an OCONUS CDC office/program) (see CCI 241.02, “Deployment of Public Health Service Officers”);

(ii) Inter-Agency Activities (CONUS/OCONUS). Inter-agency activities are activities provided by one agency (HHS or non-HHS) to another agency (HHS or non-HHS). This includes TDY assignments within or outside the locality of an officer’s PDS (e.g., TDY from CMS office/program to HRSA office/program; TDY from DHS to DoD for training); and

(iii) Individual Details. An officer under individual memorandum of agreements (IMA) for less than 180 days to a non-HHS agency (e.g., TDY from CDC to a state health department; TDY from CDC to the Department of State) (see CCD 121.04, “Non-Departmental Organization Details,” CCI 323.01, “State and Nonprofit Institution Details,”

CCI 323.02, "Congressional Committee Details," and CCI 323.03, "Federal Agency Details").

(b) TDY orders are not required for intra-agency activities inside the continental United States (CONUS) or coordination by CCHQ. In such instances, the sponsoring agency should utilize a TDY memorandum in place of a TDY order for documentation purposes (e.g., TDY from one CMS office/program to another CMS office/program). At a minimum, the memorandum should include TDY location, duration of TDY, and duty description (see Appendix B).

b. Travel Authorization. A travel authorization is the authorization allowing travel allowances and reimbursement. Approval of a travel authorization by authorizing or approving official (AO), certifies that travel is required, and other means are inadequate to achieve the mission (see JTR, para. 010206).

(1) The AO is responsible for directing travel, approving reimbursement, and for ensuring that funds are used for official travel.

(2) A travel authorization must be issued before travel begins and an officer may not incur travel expenses without it. In urgent or unusual circumstances, verbal authorization may be granted when travel must start before written orders are issued. The verbal authorization must be documented in writing as a "confirmatory order" before any reimbursement is made. Travel or expenses incurred without proper authorization are not reimbursable unless specifically permitted in JTR.

(3) When an officer is on TDY travel sponsored by a non-HHS agency, that sponsoring agency is responsible for issuing the travel authorization, arranging all travel logistics, processing the travel voucher after travel is completed, and reimbursing an officer directly for all authorized travel expenses. The travel authorization must be supported by a copy of the memorandum of understanding or agreement (MOU/MOA) between the two agencies. In the event of a conflict between the JTR and the MOU/MOA, the JTR takes precedence.

c. Time Limits.

(1) A TDY, other than for training, may not exceed 180 consecutive days at one location except when authorized by the AO. The AO may authorize extensions that result in a total TDY duration of 181 days or more at one location, except for RRC officers, only when necessary (i.e., unforeseen changes or delays).

(a) Exceeding 180 consecutive days on a TDY without authorization and approval does not automatically change the TDY to a PCS.

(b) When the TDY is 181 or more consecutive days without being authorized or approved, per diem stops on the 181st day.

(c) Issuing a TDY order for 180 or fewer consecutive days, followed by a brief return to the PDS and then another TDY order to the same location, violates the 180-consecutive-day policy if the total TDY duration was known to exceed 180 days when the initial order was issued (see JTR, para. 010206-C). For the purposes of this Instruction, a "brief return" is defined as a period of at least 14 consecutive days (two weeks). An RRC officer may only be

authorized per diem for duty of 181 days or more under the conditions specified in the JTR (see JTR, Chapter 3, Part E, including para. 030301 and Tables 3-6. and 3-7.).

(2) A TDY assignment for training may not exceed 139 days (less than 20 weeks). If the scheduled training is 140 days or longer (20 weeks or more), it is considered a permanent duty assignment (i.e., course of instruction at a school or installation) (see JTR, Table 1-6. and para. 032201; Section 6-8.b.(2) of this Instruction; and CCI 325.01, "Extramural and Intramural Training and Obligation").

6-4. Standard Travel and Transportation Allowances. Allowances are used to compensate a PHS officer for normal expenses incurred while traveling under an official travel authorization. Compensation includes qualifying for the three types of standard travel and transportation allowances: transportation, miscellaneous expenses, and per diem (see JTR, para. 0202).

a. Transportation. Transportation is defined as to, from, and around official travel locations. When determining the mode of transportation most advantageous to the Government for TDY travel, the AO will consider cost and other factors (e.g., mission requirements, lack of practical commercial transportation).

(1) The AO should authorize the type(s) of transportation before an officer departs for travel. If the AO does not specify, then air transportation is the default authorized transportation mode for TDY and transoceanic travel unless an officer demonstrates to the AO's satisfaction that air transportation cannot meet the mission's requirements efficiently or economically.

(2) The preferred transportation types for TDY travel are those most advantageous to the Government, unless the AO determines otherwise:

(a) Air, Train, Bus, or Ship. When Government transportation is not directed, commercial travel by airplane, train, bus, or ship are generally the most advantageous methods of transportation and should be selected when reasonably available. Of these types, travel by airplane is preferable when available.

(b) Automobile. When travel must be by automobile, an officer may use a Government vehicle if available or a POV if authorized. However, if a Government vehicle is not available, then:

(i) Rental Vehicle.

a. To be reimbursed, an AO must authorize or approve the use of a rental car for official travel. An officer should select the least expensive compact vehicle.

b. An officer is reimbursed for the authorized or approved rental vehicle (including related taxes and fees included in the rental agreement) (see JTR, para. 020209 and Table 2-8).

c. An officer should verify that a rental vehicle is part of the U.S. Government Rental Car Agreement, which provides full insurance coverage.

d. Reimbursement for optional rental vehicle insurance is authorized only when the U.S.

Government Rental Car Agreement is not available, and local law requires such insurance, or when specifically approved for classified missions (see JTR, Table 2-8).

(ii) Privately Owned Vehicle (POV). Use of a POV for TDY travel is generally voluntary and at an officer's discretion. However, an officer may be directed to use a POV when determined to be advantageous to the Government, such as when the cost of driving is less than the cost of commercial air travel. In such cases, the AO may nevertheless authorize commercial air travel when mission requirements, time considerations, or other circumstances justify the additional cost.

a. The AO may not require an officer to use a POV or to ride in another traveler's POV.

b. A POV may be authorized only after other transportation options (such as rental vehicle) have been evaluated and determined to be impractical or when POV use is determined to be in the Government's best interest (see JTR, para. 020203).

(1) An officer is entitled to a mileage allowance if authorized to travel by POV that will be reimbursed as a specified rate per mile in lieu of reimbursement of actual POV operating expenses.

(2) The AO may authorize reimbursement of expenses for POV use on TDY travel if they determine that using a Government automobile is not available or more expensive (due to unusual circumstances) than using a POV.

(3) No miscellaneous reimbursable expenses associated with driving a POV are reimbursed if using a POV is not advantageous to the Government.

(3) Ground Transportation. An officer should use Government or courtesy transportation to and from terminals (e.g., airport terminals, train/bus stations, ports, and rental car facilities) if available (see JTR, Table 2-13.).

(a) Ground transportation includes bus, streetcars, POV, rental vehicle (if authorized), subways or other public transportation, and transportation network companies (e.g., Uber, Lyft), taxis or limousines. An officer may include a reasonable tip, not exceeding 20% of the fare. "Fare" includes the price of transportation, including all mandatory taxes and fees but does not include ancillary fees for optional services.

(b) An officer must select the ride option that is most economical and advantageous to the Government.

b. Per Diem. A per diem allowance is a daily rate (for whole days) intended to cover living expenses during official travel. It is separate from transportation and other reimbursable expenses. The duration of a TDY assignment affects the total per diem amount authorized (see JTR, Table 2-20.). The per diem rate represents the maximum amount an officer may be reimbursed for lodging, meals, and incidental expenses (see JTR, para.0203). For other circumstances (e.g., a TDY location becomes a PDS) beyond this Section, impacting a traveler's per diem, see JTR, para. 020315).

(1) Lodging. The locality rate for lodging applies. In certain circumstances (e.g., if the lodging rate exceeds the locality rate), the AO may authorize an Actual Expense Allowance (AEA) when an officer is eligible (see JTR, para. 020302; 020307; and Table 2-15.). Including but not limited to, the following applies to lodging:

(a) If an officer cannot book commercial lodging using the applicable TMC (e.g., Omega Travel), then they must book directly with the commercial lodging facility (including the hotel's online website).

(b) If an officer obtains lodging through an online booking agent, reimbursement is authorized only when the officer provides an itemized receipt for room costs.

(i) The receipt must list daily charges: hotel room costs, hotel taxes, and miscellaneous fees, if applicable. Only itemized charges are considered for reimbursement.

(ii) In the U.S., (CONUS and non-foreign OCONUS) lodging taxes are reimbursed separately from the per diem allowance. In foreign locations, lodging taxes are part of the per diem allowance and are not reimbursed separately.

(c) Government quarters are available to an officer only if the travel authorization directs their use (see JTR, Table 2-14.).

(d) An officer is not authorized to lodge reimbursement if they lodge with friends or relatives.

(2) Meals and Incidental Expenses (M&IE) portion of Per Diem. M&IE are a separate category of reimbursement from "miscellaneous reimbursable expenses" which are reimbursed at a defined rate. It does not require expense itemization or receipts unless an actual AEA has been authorized or approved for some portion of the M&IE (see JTR, para. 020304). Including but not limited to, the following applies to M&IE:

(a) Meals.

(i) The meal portion of per diem covers breakfast, lunch, and dinner, including taxes and tips (see JTR, Table 2-17.). M&IE does not include expenses incurred for alcoholic beverages, entertainment, or expenses incurred for other people.

(ii) After travel is completed, meal rates can be reduced only if the officer received a deductible meal (e.g., included in a registration fee, provided by a lodging establishment for which an optional meal charge is added to the lodging cost) (see JTR, Table 2-18.).

(iii) When an officer stays with friends or relatives, they are authorized the TDY location M&IE rate if otherwise eligible.

(b) Incidental Expenses. Incidental expenses are fees and tips, laundry, taxes, and service charges. The reimbursement rates for incidental expenses differ by location. Incidental expenses include:

(i) Fees and tips paid to hotel employees, porters, airport baggage fees, and courtesy transportation (e.g., airport shuttle).

(ii) Laundry, dry cleaning, and pressing clothing at OCONUS locations only. For CONUS TDY, the incidental portion of per-diem does not include laundry, dry-cleaning or pressing; therefore, such expenses are considered personal and are not reimbursable or allowable under per diem, AEA or miscellaneous reimbursable expenses (see JTR, para. 020304-B). The circumstances under which reduced per diem or AEA may be authorized are summarized in Table 1.

Table 1

TDY Details	OCONUS TDY	CONUS TDY
TDY Location	Germany	Chicago
TDY Length	45 days	45 days
Hotel Laundry Cost	€12	$15
Is laundry included in incidental expense portion of per diem?	Yes	No
Can laundry be reimbursed?	No receipt or separate claim required	No; officer pays out of pocket.

(iii) Taxes and service charges (other than vendor surcharges for using a credit card) related to allowable incidental expenses;

(iv) Expenses related to lodging not listed in the room/lodging account; and

(v) Transportation tips for courtesy transportation (e.g., airport shuttle).

(3) Actual Expense Allowance (Instead of Per Diem). An AEA is a form of reimbursement that, in unusual circumstances, allows an officer traveling on TDY to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA reimbursement will be either the actual expenses incurred or the AEA maximum amount; whichever is the lesser amount (see JTR, para. 020307). Including but not limited to, the following applies to AEA:

(a) Authorization of an AEA may not exceed 300 percent of the locality per diem rate. Any authority to exceed this limit, or to approve AEA under special mission conditions, must follow the review and

approval authority in accordance with Section 7-7. of this Instruction in accordance with the JTR and applicable sponsoring agency approval requirements.

(b) The travel authorization must state the AEA when it is authorized for advance travel.

(4) Reduced Per Diem.

(a) The AO should request a reduced per diem when the standard per diem rate exceeds the amount necessary due to known discounted lodging or meal-cost reductions, or other cost reductions. For example, the commercial lodging industry classifies stays greater than 30 days as “extended stays” and typically offer lower rates.

(b) If an officer and their agency travel/transportation officer determine lodging cannot be secured at the reduced per diem rate, the AO must prospectively amend the reduced per diem (in accordance with the JTR (see JTR, para. 020308) or authorize an AEA (see JTR, para. 020307). A reduced per diem must be authorized by the AO before the start of TDY travel.

(i) Authorized reduced per diem rates must be stated in the travel authorization. If a request is submitted and approved after travel begins, an amendment to the original travel authorization is made, and applies to a future period.

(ii) Reduced per diem does not apply to en route (see Appendix A) travel days.

(iii) An increase to the reduced per diem rate for a travel period that has been completed can only be approved as an AEA (see Section 6-4. b (3)).

6-5. Miscellaneous Reimbursable Expenses. A PHS officer’s agency may require approval by the AO for miscellaneous reimbursable expenses that are neither transportation-related nor per-diem related (see JTR, para. 0201 and 0204). Including but not limited to, the following applies to miscellaneous reimbursable expenses:

a. Miscellaneous reimbursement does not require expense itemization or receipts unless an AEA has been authorized or approved for some portion of the miscellaneous expense.

b. Unless otherwise specified, the officer’s agency may require receipts only when the individual expense is greater than $75 or as directed by the AO.

c. The following, but not limited to, are miscellaneous reimbursable expenses:

(1) The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.

(2) ATM fees at OCONUS locations only when the AO authorizes the expense in advance and after it was approved by the sponsoring agency in accordance with Section 7-7 of this Instruction by no lower than an O-6 grade officer or civilian equivalent.

(3) Expenses associated with the transport of human breast milk expressed by an officer while on TDY travel.

(a) Human breast milk shipment may be authorized as travel accommodation for a special need.

(b) Human breast milk shipment may only be authorized for TDY longer than three calendar days and up to 12 months from the date an officer gave birth.

(c) Authorized expenses (e.g., cold shipping packages, refrigeration, excess baggage fees) may be reimbursed up to a maximum of $1,000 per TDY trip only when authorized in advance of travel on the travel authorization and accompanied by all valid receipts ($75.00 minimum not applicable).

6-6. TDY Within/Outside the PDS Local Area. As defined in the JTR, the “local area” is the area within and around the PDS limits, such as nearby cities or towns connected by public transit and the local commuting area as determined by the AO or the USPHS Commissioned Corps. For a PHS officer working remotely, whose remote official worksite is not within the defined local area for their agency or program, the local area will be within a 50-mile radius of that remote official worksite (see Appendix A and JTR, para. 0206).

a. TDY within PDS Local area, but outside the PDS limits. An officer may be eligible for travel allowances when they require overnight lodging. The AO may authorize per diem (see JTR, para. 020602; Table 2-27.) if the travel period is more than 12 consecutive hours, and overnight lodging is required. Unless overnight lodging is required, per diem is not authorized for a TDY outside the PDS limits.

b. Travel within PDS Local Area. An officer who travels in the local area of the PDS on official business may be eligible for travel allowances. The AO may authorize reimbursement for transportation expenses when traveling during official duty hours within the PDS local area between either the office or duty point and another place of business, between places of business, or between the residence and place of business other than the office or duty point.

(1) Reimbursement for commercial transportation is authorized only if the expenses incurred for travel exceed the expenses normally incurred when an officer commutes to the PDS workplace.

(2) Travel by a POV may be permitted but not directed. Reimbursements are made only to an officer responsible for the POV’s operating expenses. Reimbursement is for:

(a) Mileage (e.g., odometer readings); and

(b) Actual cost for parking fees; ferry fares; bridge or road/tunnel tolls; and mandatory trip insurance for travel in foreign countries.

(3) An officer traveling between their residence and one or more alternate work sites within the local area, if the AO authorizes the use of a POV or public transportation, will be reimbursed for:

(a) TDY mileage rate for POV to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(b) The POV’s parking fees; and/or

(c) The cost of using the local public transit system when the AO/Government does not provide tokens, tickets, or cash fares.

6-7. Types of TDY Travel.

a. Business Travel. TDY travel for business takes place when conducting business at a location other than the PDS; this includes certain local travel, and any type of travel not included in the other types of TDY travel. PHS officers receive transportation and per diem allowances in accordance with Section 6-4. of this Instruction (see JTR, Chapter 3). Routine TDY travel includes, but is not limited to:

(1) Routine TDY. Routine TDY travel includes:

(a) Common Business Travel. An officer may be eligible for travel allowances on a routine TDY when:

(i) Performing operational or managerial activities (e.g., site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair; or completing practice hours if authorized and funded by the agency).

(ii) Providing technical assistance.

(iii) Attending meetings to discuss general agency operations or topics of general interest or to review status reports.

(iv) Acting as an attendant to an officer with a special need or disability when the appropriate authority (e.g., physician, physician assistant, nurse practitioner, etc.) determines if an officer is incapable of traveling alone on official business; or

(v) The USPHS Commissioned Corps or agency concerned determines that circumstances justify sending an official representative to a funeral or change of command ceremony.

(b) TDY Before Reporting to the First Permanent Duty Station (PDS). If a new appointee is required to perform TDY before reporting to their first PDS, then they are authorized by the standard travel and transportation allowances.

(2) Conference Attendance and Participation (Not for Training). An officer may be authorized to attend a conference or meeting that contributes to improved conduct, supervision, or management of the functions and activities of their agency or the USPHS Commissioned Corps. Participation and attendance may also be authorized to maintain and improve professional competencies if funds are available and work responsibilities permit (see JTR, para. 0302).

(a) Government Sponsored Conference. Attendance at Government expense may be authorized when an officer's attendance at a conference is required or related to official duties for conducting Government business. Conference registration fees authorized by

the travel authorization or approved on a travel voucher are reimbursable. Government sponsored conferences include:

(i) Conferences sponsored or co-sponsored by a Federal Agency;

(ii) Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating or is for the purpose of transacting Government business; and

(iii) Conferences of groups of individuals representing private interests but assembled for the purpose of transacting business directly related to an officer's agency or the USPHS Commissioned Corps.

(b) Non-Government Sponsored Conference. An officer may be authorized (subject to approval by an officer's agency or the USPHS Commissioned Corps) to attend conferences at non-federal technical, scientific, professional, and comparable private-membership organizations at Government expense. Such conferences should further the mission of the USPHS Commissioned Corps or officer's agency. Conference registration fees authorized in the travel authorization or approved on a travel voucher are reimbursable.

(3) RRC Travel (Other Than Training).

(a) RRC Officers Performing Active Duty with Pay Who Commute.

(i) Eligibility. An RRC officer on official orders who commutes daily between the duty location and their primary residence or place last entered active duty (PLEAD) may be eligible for travel allowances.

(ii) Allowances.

a. Travel and transportation allowances for commuting RRC officers are authorized (see JTR, Table 3-1. for applicable travel entitlements).

b. A commuting RRC member may begin traveling from a location other than the primary residence or PLEAD when authorized.

(b) RRC Officers Performing Active Duty with Pay Who Do Not Commute.

(i) Eligibility. An RRC officer on official orders who does not commute daily and whose primary residence or PLEAD is outside the local area of the duty location may be eligible for travel and transportation allowances.

(ii) Allowances.

a. Assignments of 180 Days or Fewer (No Break in Service).

(1) Standard TDY travel and transportation allowances apply in accordance with Section 6-4 of this Instruction.

(2) If the RRC officer begins traveling from a PLEAD other than the primary residence, transportation is authorized from the PLEAD to the duty location and return, but reimbursement may not exceed the cost of round-trip travel between the primary residence and the duty location.

(3) If the original duty period is extended due to unforeseen circumstances, TDY allowances continue if the remaining days plus the extension total 180 or fewer consecutive days.

b. Assignments of 181 Days or More (No Break in Service).

(1) When an assignment reaches 181 or more consecutive days at one location, the duty becomes PCS, and the location becomes the member's PDS.

(2) Per diem is not authorized at the PCS location.

(3) If a TDY order is amended and the extension results in a total of 181 or more days, TDY entitlements stop on the date of the amended order.

(4) Standard travel and transportation allowances may be authorized, must follow the review and approval authority in accordance with Section 7-7 of this Instruction and the JTR and applicable sponsoring agency requirements when the call to active duty or extension results from:

(a) Unusual circumstances.

(b) Emergency circumstances.

(c) Contingency operations; or

(d) Mission requirements of the USPHS Commissioned Corps.

(c) RRC Officers Performing Active Duty Without Pay (Non-Training). Per diem and actual expense allowance (AEA) are not authorized at the PDS while performing active duty without pay.

(i) Eligibility. An RRC officer who performs active duty without pay for any reason other than training may be eligible for limited travel allowances.

(ii) Allowances. The following may be authorized or approved:

a. Mileage reimbursement at the authorized rate for travel to and from the duty station, including travel for a required physical examination or other qualifying pre-duty requirements.

b. Occasional meals or lodging when authorized, consistent with incidental reimbursement rules (see JTR, para. 020305).

(4) Retired PHS Officer Recalled to Active Duty (With or Without Pay). A retired PHS officer receiving retired (retainer) pay who is called or ordered to active duty or is on the TDRL is eligible for the same travel and transportation allowances that a member of the Ready Reserve Corps on active duty with pay would receive (see JTR, para. 030401).

(5) Travel to Receive Federal or Non-Federal Sponsored Honor Award. An officer may be authorized travel and transportation allowances in accordance with Section 6-4. of this Instruction to receive an honorary award sponsored by a federal or non-federal organization, if the award is closely related to an officer's official duties and the USPHS Commissioned Corps or agency to which officer is assigned functions or activities (see JTR, para. 030901). Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

b. Training Travel. Travel for training includes but is not limited to the following:

(1) Training Conferences. A conference is considered training when the purpose is educational or instructional, and when more than half of its scheduled time is devoted to structured learning, professional development, or the exchange of information that improves individual or organizational performance (e.g., American Public Health Association (APHA), American Nurses Association (ANA), American Academy of Physician Assistants (AAPA), etc.) (see JTR, para. 032101).

(a) Conferences Outside the PDS. An officer who attends training conferences outside the PDS when travel is involved is eligible for the standard travel and transportation allowances in accordance with Section 6-4. of this Instruction.

(b) Conferences at the PDS. When a training conference is held at the PDS, travel, per-diem, and related miscellaneous travel expenses are not authorized as travel and transportation allowances. Payment of registration fees or other training costs, when applicable, is governed by separate statutory training authorities and not by this Instruction.

(2) Active Duty Officers Attending Courses of Instruction. An officer on active duty attending courses of instruction at a school or installation may be eligible for the standard travel allowances (see JTR, para. 032201).

(a) Eligibility. Travel eligibility depends on the scheduled duration of the course of instruction. The scheduled duration is the actual period an officer receives instruction, including weekends (see JTR, Table 3-5.).

(i) Determining TDY vs. PCS Status (Based on Scheduled Location).

a. Courses scheduled for 139 days or fewer (20 weeks or less) are conducted in a TDY status.

b. Courses scheduled for 140 days or more (20 weeks or more) are treated as PCS, and the course location becomes the officer's PDS.

c. Course duration includes weekends but excludes holidays when instruction is not provided, as well as administrative time before or after instruction.

d. A PCS order issued to attend a course cannot be converted to TDY after arrival unless the travel authorization was issued in error.

(ii) Extended or Additional Instruction (Changes After Travel Has Begun). If a course originally scheduled as TDY (139 days or fewer) is later extended after training has begun, the officer's status must be adjusted to match the new total duration:

a. If additional instruction extends the total training period to 140 days or more (20 weeks or more), and

b. The officer remains at the same training location. The assignment becomes PCS, even though it began as a TDY.

c. Exceptions. The Director, CCHQ may authorize/ approve designated courses scheduled to last 140 to 180 days, to be completed in a TDY status when mission requirements or unusual circumstances justify the exception. All officers attending the same course must be placed in the same status (either TDY or PCS), except for officers already permanently assigned to the training location.

(b) Allowances.

(i) Officers in a TDY status receive standard travel and transportation allowances.

(ii) The training installation determines the availability of Government lodging and dining. A statement of non-availability is required when Government quarters are not provided.

(iii) When attending a PCS-designated course and Government quarters are not available at no cost, an officer with dependents may qualify for certain housing-related reimbursements consistent with JTR and Department of Defense Federal Management Regulations (DoDFMR) rules and the officer's Basic Allowance for Housing (BAH) entitlement and other applicable pay allowances.

(3) Ready Reserve Corps Training Travel.

(a) RRC Officer Called or Ordered to Active Duty for Training (ADT).

(i) Eligibility. An RRC officer who is called or ordered to ADT with pay may be eligible for travel and transportation allowances (see JTR, para. 032301).

(ii) Allowances. Travel entitlements for an RRC officer on ADT depend on where the officer lives, whether they commute daily, and the length of the ADT period.

a. RRC Officers Who Commute to the ADT Location. RRC officers who live close enough to travel daily between their residence or PLEAD and the ADT duty location are considered commuters. These allowances apply only when the RRC officer returns home each day and does not require lodging at the duty station. A commuting RRC officer may be authorized (see JTR, Table 3-6.):

(1) Transportation reimbursement for required travel between home (or PLEAD) and the ADT location.

(2) Mileage when using a privately owned vehicle, up to the allowable rate.

(3) Limited allowances only for the direct commute; no per-diem is authorized because commuting does not involve overnight stays.

(4) Authority to start travelling from a location other than the residence if it does not increase the Government's cost.

b. RRC Officers Who Do Not Commute. If the RRC officer's residence or PLEAD is outside the local commuting area (see Section 6-6.), the officer is considered a non-commuter. In these cases:

(1) The RRC officer may receive standard TDY travel and transportation allowances, including transportation, lodging, per-diem, and authorized incidental expenses.

(2) Allowances depend on the duration of the training (see JTR, Table 3-7.)

c. Long-Term ADT (140 Days or More). When an RRC officer is ordered to a single training location for 140 or more days (20 weeks), the assignment is treated as a PCS rather than TDY, and PCS travel rules apply.

(b) RRC Officer Called or Ordered to Active Duty with Pay for a Specific Duty Status.

(i) Eligibility. The following RRC officers are not eligible for per diem or AEA:

a. PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COTSEP).

b. RRC officers listed below when both Government quarters (not including temporary lodging facilities) and a government dining facility are available at the duty location:

(1) RRC officers performing Annual Training (AT). The AT site is considered the officers PDS, so per diem is not authorized. Per diem may be authorized for TDY away from the AT location or for travel days to/from the AT site when the officer is not commuting.

(2) RRC officers ordered to involuntary ADT due to unsatisfactory participation.

(ii) Allowances. Transportation to and from the duty location, and per-diem for authorized travel days, must be determined in accordance with the JTR (see JTR, Tables 3-6 and 3-7).

a. When an RRC officer performs ADT and per diem or AEA is not payable, the officer may be reimbursed only for lodging service charges associated with occupying transient Government quarters.

b. Reimbursement for any other lodging costs is not authorized when Government quarters and dining facilities are available.

(c) Inactive Duty Training (IDT) with or without Pay.

(i) Eligibility. An RRC officer performing IDT ordinarily does not receive travel or transportation allowances, except in the limited circumstances authorized in the JTR. IDT generally refers to scheduled drill periods or unit training assemblies that do not meet the definition of ADT.

(ii) Allowances. Outside of these limited conditions, no transportation per diem or lodging reimbursement is

authorized for IDT. Allowances for IDT are restricted and apply only when one of the following conditions is met:

a. Local Travel Outside the PDS Limits. When an RRC officer performs local travel in and around the drill site, training duty station, or surrounding city/town outside the PDS limits, the officer may receive limited local travel reimbursement in accordance with Section 6-6. of this Instruction (see JTR, para. 020601).

b. Travel to an Alternate Duty Site Within the Local Commuting Area. When ordered to report to an alternate duty or work site within the local commuting area, the officer may receive TDY mileage, but only for the distance that exceeds the normal commute between home and the assigned unit.

c. Directed Travel to a TDY Location Outside the Local Commuting Area. When an RRC officer is directed to travel from home (or an alternate duty site) to a TDY location outside the local area, the officer is authorized to the standard travel and transportation allowances in accordance with Section 6-4. of this Instruction. Reimbursement is limited to the cost of travel from the assigned unit to the TDY location, regardless of where the officer begins travel.

c. Deployment Travel.

(1) Routine or Rotational Deployments. An officer who participates in routine rotational deployments (see JTR, para. 0327 and CCI 241.02, "Deployment of Public Health Service Officers") may be eligible for travel and transportation allowances in accordance with Section 6-4 of this Instruction.

(a) An officer on routine rotational deployment may be in a group travel status with no per-diem authorized for the trip to and from the deployment location. While at the deployment location, these participants are normally in a field duty status and receive no per diem.

(b) The Secretary, HHS may authorize per-diem when lodging, meals, or incidentals are not provided (see JTR, para. 020315) or a reduced per-diem rate (see JTR, para. 020315-D4).

(2) Exercises. An officer who participates in field training (e.g., Joint Task Force (JTF) or any other type of group exercise/field duty) that enhances unit readiness and mission capability, may be eligible for travel allowances in accordance with Section 6-4. of this Instruction (see JTR, para. 0328). These events may involve only one Service or multiple Services/JTF's.

(a) No per-diem is payable when lodging, meals, and incidentals are provided when a participating officer is normally in a field/group duty status.

(b) Per-diem may be authorized as specified (see JTR, para. 020315) when lodging, meals, or incidentals are not provided. If a status other than a group exercise/field duty is designated, then officers receive the standard travel and transportation allowances in accordance with Section 6-4. of this Instruction.

(3) Operational Deployments. An officer temporarily assigned to a group exercise/field duty or performing duty under similar conditions, may be eligible for travel allowances (see JTR, para. 0329).

(a) Quarters. The Director, CCHQ may direct the use of no-cost Government contracted or owned quarters when an officer is assigned to an operational deployment or performing duty under similar conditions; these quarters may be at or near a U.S. installation.

(b) Meals. In CONUS, the Director, CCHQ may not direct the use of Government meal rate (GMR) (see DTMO website for current rates). However, GMR may be directed if an officer is assigned to an operational deployment or performing duty under similar conditions, and the location is OCONUS.

d. Medical Travel. An officer or dependent who requires non-emergency specialty care located more than 100 miles from the primary care manager's (PCM) office may be eligible for travel allowances in accordance with the JTR. An officers' primary care provider will issue a referral for specialty care which must be authorized by the Military Treatment Facility (MTF) where an officer is enrolled or by the TRICARE regional contractor. Medical travel includes but is not limited to the following:

(1) Inpatient, Hospitalization, Rehabilitation, and Outpatient.

(a) Officer Eligibility. An officer in an inpatient status, in an outpatient status (not medically able to return to duty but is continuing treatment) away from the PDS, or assigned to a rehabilitation center (see JTR, para. 033001) may be eligible for travel allowances in accordance with the JTR (see CCI 363.01, "Sick Leave")

(i) An inpatient is not authorized per-diem while hospitalized. However, per-diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

(ii) The AO may approve reimbursement of occasional lodging when an officer must retain lodging at the same or a prior TDY location.

(iii) An officer assigned to a rehabilitation center or activity for training or treatment is not authorized per-diem when both Government quarters and a dining facility are available.

(b) Dependent Eligibility. For a summary of dependent medical travel eligibility and allowable transportation, lodging, and per diem entitlements (see JTR, Table 5-22.)

(i) Medical travel, eligibility for per diem and lodging reimbursement depends on whether the dependent is in inpatient or outpatient status.

(ii) When medically required and authorized, one escort may be eligible for travel allowances; however, the type and extent of allowances depend on the dependent's inpatient or outpatient care status.

(iii) Transportation allowances for dependent medical travel are authorized when eligibility criteria are met; however, subsistence allowances (lodging and per diem) are payable only under certain conditions.

(2) Temporary Disability Retired List. An officer on the TDRL traveling to a medical facility for a required periodic physical examination is eligible for travel allowances (see JTR, para. 033004).

(a) Eligibility. Eligibility ends when TDRL status expires. The following officers are eligible for travel allowances:

(i) An officer on the TDRL who is traveling to a medical facility for a required periodic physical examination; and

(ii) An officer who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

(b) Allowances.

(i) When both the officer's home and the medical facility or board hearing location are within the same corporate city limits, the officer may receive local transportation reimbursement. To travel under TDRL, the officer's home is the PDS.

(ii) When outside the corporate limits, an officer is authorized the standard travel and transportation allowances in accordance with Section 6-4. of this Instruction for travel to and from the medical facility. The same allowances apply to, from, and during a board hearing.

(iii) An officer admitted as inpatient, is reimbursed the actual cost charged by the hospital for daily meals. This rate begins the day after arrival and continues through the day before departure. If an officer is outpatient, they receive the standard travel and transportation allowances in accordance with section 6-4. of this Instruction.

(iv) An attendant or escort may be authorized if the officer is incapable of traveling alone. If authorized/approved, the attendant or escort may receive the standard travel and transportation allowances. An attendant or escort who is neither an officer nor civilian employee must travel under an invitational travel authorization (ITA) (see JTR, para. 030501).

(3) Medical/Dental Care for Injuries or Conditions Incurred or Aggravated in the Line of Duty (LOD) for a Ready Reserve Corps (RRC) Member.

(a) Eligibility. An RRC officer may receive travel allowances for authorized medical or dental care when an injury, illness, or disease is incurred or aggravated in the line of duty (10 U.S.C. § 1074a) while:

(i) Serving on active duty for 30 days or fewer.

(ii) Performing Inactive Duty Training (IDT).

(iii) Performing funeral honors duty, including when the RRC officer must stay overnight before duty at a location outside normal commuting distance.

(iv) Traveling directly to or from the location where the RRC officer performed active duty (30 days or fewer), IDT, or funeral honors duty.

(b) Allowances.

(i) Standard travel and transportation allowances, in accordance with Section 6-4. of this Instruction, are authorized for travel between an RRC officers' home and the treatment facility.

(ii) No allowances are payable while an RRC officer is receiving treatment at the facility.

(iii) Allowances are not authorized if the injury or condition resulted from an RRC officers' gross negligence or misconduct.

(4) Dependent Medical Travel for Essential Medical Treatment (CONUS/OCONUS). A dependent of an officer may be authorized by travel and transportation allowances to obtain Essential Medical Treatment (EMT) when medically necessary care is not available at a PDS or, for OCONUS assignments, not available within the theater (see JTR, para. 0331; Table 5-22). Dependent medical travel includes travel for inpatient, outpatient, rehabilitative, or other medically directed care.

(a) Eligibility.

(i) A qualified medical authority certifies that a dependent requires medically necessary treatment that:

a. It is medically necessary,

b. Is not elective, and

c. Cannot be obtained at the:

(1) CONUS. Care is not reasonably available within the commuting area, and the required treatment location is more than 100 miles from the PDS or residence.

(2) OCONUS. The needed specialty care is not available in-theater, regardless of distance, and the nearest capable facility

may be in another OCONUS region or in CONUS.

(ii) The dependent meets the definition of a dependent under 37 U.S.C. § 401, and is enrolled in a TRICARE-recognized healthcare plan or otherwise eligible for uniformed service medical benefits.

(iii) The receiving medical facility is the nearest location with the capability to provide the required treatment or care and able to accept the dependent for the required care.

(iv) Travel must be authorized in advance by the AO, except in emergency situations where retroactive authorization may be issued under the JTR.

(b) Allowances. Travel and transportation allowances may be authorized in accordance with Sections 6-4 and 6-5 of this Instruction. However, the type of medical care required, inpatient vs. outpatient, determines a dependent's eligibility for per-diem, lodging reimbursement, and associated travel allowances.

(i) Inpatient Care. A dependent person receiving inpatient care is admitted to a hospital or medical facility and occupies an inpatient bed for treatment. Inpatient care begins the day a dependent is admitted and ends the day before discharge.

a. Travel allowances (transportation to and from the treatment facility) remain authorized for the dependent. If a dependent is moved between facilities for medically required inpatient care, transportation allowances apply for each authorized transfer.

b. Per-diem is not authorized for the dependent during the inpatient admission period, because meals and lodging are generally provided by or available through the medical facility.

c. Any lodging retained at another location during hospitalization may only be reimbursed if authorized in advance and justified (e.g., intermittent multi-day outpatient requirements before readmission).

d. Escort/Attendant Allowances. When medically required and certified by a qualified medical authority, one escort may be authorized to accompany the dependent (e.g., parent accompanying a minor, support needed for mobility or cognition). The escort may receive:

(1) Transportation allowances.

(2) Per-diem if not lodged at the medical facility, not provided Government quarters,

and if commercial lodging is necessary; and

(3) Lodging expenses up to the locality per diem rate, if the facility does not provide no-cost accommodation.

(ii) Outpatient Care. A dependent is in outpatient status when receiving scheduled or recurring medical services without being admitted as an inpatient.

a. Transportation allowances are authorized for each round-trip travel day required to access treatment.

b. If authorized/approved, per diem begins on the day travel to treatment occurs and ends when outpatient care is complete or when the dependent returns home. Per-diem may be authorized when:

(1) The dependent must remain overnight at a treatment location because:

(a) Appointments span multiple days.

(b) Appointment times do not permit safe same day travel.

(c) Specialized care is only available early or late in the day; or

(d) Medical providers determine whether rest or monitoring is necessary between visits.

(2) Additional Consideration. If multiple outpatient visits occur over an extended period, the authorization may specify:

(a) Separate round-trip travel for each appointment; or

(b) Authorization to remain at the treatment location for the duration of a series of scheduled visits if medically or logistically justified.

c. Lodging expenses may be reimbursed up to the locality per-diem rate when overnight stay is required.

d. Meals and incidental expenses (M&IE) are included under per-diem for authorized overnight stays.

e. Escort Allowances. When medically required, an escort may also receive per-diem and transportation for outpatient visits.

(c) Return Travel. Return transportation is authorized following completion of treatment. If follow-up visits are required, a new authorization may be issued for each episode of care.

(d) Limitations. Travel for elective or non-essential medical procedures is not authorized. If the dependent chooses a treatment facility other than the nearest capable location, reimbursement is limited to what the Government would have spent on travel to the nearest qualified facility. Per-diem is not payable while the dependent is an inpatient, except for the escort if not provided lodging at the facility.

(e) Required Documentation.

(a) Written certification from a qualified medical provider stating:

(i) Medical necessity.

(ii) Nature of the treatment; and

(iii) Confirmation that treatment is unavailable at the PDS or in-theater (for OCONUS).

(b) Prior written approval from the AO.

(c) Proof of attendance or appointment verification from the treatment facility; and

(d) Itemized receipts for all lodging and reimbursable expenses greater than $75.

(f) Travel to Obtain a Vaccination. If an officer is unable to obtain a required vaccination at an MTF, then the standard travel and transportation allowances in accordance with this Instruction may be authorized.

e. Leave in Conjunction with TDY. Leave in conjunction with a TDY includes, but is not limited to, the following:

(1) Personal Travel Combined with Official Travel. An officer may be authorized to combine leave or personal travel with official travel at no additional cost to the Government. Reimbursement is authorized not to exceed what the Government would have paid between the official duty locations had an officer not taken personal travel (see JTR, para. 033301 and Table 3-20).

(a) Combined personal and official travel is authorized when:

(i) Government airfare and other contracted travel rates are limited to official Government business and not used for personal travel;

(ii) The official transportation is arranged through the sponsoring agency’s contracted TMC. An officer is responsible for any additional incurred costs;

(iii) An officer arranges for personal travel at personal expense; and

(iv) The AO does not permit a TDY that is an excuse for personal travel.

(b) Space-Required (Space-R) transportation must be used if it is reasonably available. An officer who does not use Government transportation when available is not reimbursed for transportation costs (see CCI 712.04, "Space Available and Space Required Travel").

(c) The standard travel and transportation allowances are not authorized when an officer is recalled from leave for disciplinary action and an officer is responsible for the costs to return to the PDS.

(2) Personal Emergencies while on TDY. Travel and transportation allowances are authorized by the sponsoring agency when an officer is TDY or assigned to a ship operating away from the home port, and experiences a personal emergency (e.g., illness, death of a family member). Such authorization allows for travel round trip, from the TDY location or location of a ship operating away from the home port, to the PDS or home port (see JTR, para. 033401).

(a) The standard travel and transportation allowances are reimbursed when emergency travel to a location other than the PDS or home port is authorized. However, when round-trip travel occurs, the reimbursement is limited to the costs between the TDY location or ship operating away from home port, and the PDS or home port, and return.

(i) When the personal emergency is finished, then the Government authorizes limited return travel and transportation directly to the PDS or home port when it is unnecessary to return to the TDY location or to the ship operating away from the home port.

(ii) If applicable, reimbursement is limited to the cost had an officer traveled directly from the TDY location (or ship away from the home port) to the PDS (or home port) if an officer returns from the emergency leave location to the PDS instead of to the TDY location.

(b) An officer must use Space-R transportation when it is reasonably available. An officer who chooses not to use available Government transportation is not eligible for reimbursement of transportation costs. If Space-R transportation is not available, then an officer may use contracted City Pair Program (see Appendix A) airfares. If travel to the emergency leave location costs more than travel to the PDS or home port, City Pair Program airfares are not authorized.

(c) Per-diem is not authorized while an officer is at the emergency leave location or any time their travel status is classified as annual leave or an administrative absence.

(d) One-way travel and transportation to a ship's new location, if an officer departed on emergency leave while the ship was in its home port, is not authorized.

7. RESPONSIBILITIES:

7-1. The ASH is responsible for establishing USPHS Commissioned Corps policies.

7-2. The SG is responsible for establishing Personnel Operations Memorandums (POM) through the eCCIS to implement this Instruction.

7-3. The Director, CCHQ, or designer, advises SG, implements the policies of the ASH and provides executive oversight, policy direction, and management of the USPHS Commissioned Corps. The Director:

a. Provides oversight and management of Commissioned Corps personnel operations related to travel and transportation policy.

b. Verifies that all travel authorizations, payments, and reimbursements are administered in accordance with Federal law, the JTR, Departmental regulations, and this Instruction.

c. Delegates travel adjudication and administrative review responsibilities to the Travel Coordinator, CCHQ, and ensure adequate resources, staffing, and training are maintained for execution of those functions.

d. Oversee the adjudication, approval, or denial of requests requiring higher-level review through the Secretarial Process.

e. Maintains liaison with the Defense Travel Management Office (DTMO) and the Per- Diem, Travel, and Transportation Allowance Committee (PDTATAC) to ensure USPHS Commissioned Corps travel policies remain aligned with the JTR and DoD travel standards.

f. Publishes and disseminates USPHS Commissioned Corps bulletins, Personnel Operations Memorandums (POMs), or advisories to communicate updates, clarifications, or procedural changes.

g. Establishes internal controls, audit mechanisms, and reporting processes to monitor expenditure and detect administrative or fiscal irregularities.

7-4. The AO serves as the designated authority to direct, authorize, and fund travel within the applicable agency. The AO:

a. Directs official travel, ensuring that travel is mission essential and the most cost-effective option available.

b. Verifies the availability of funds prior to travel and upon completion of travel.

c. Ensures TDY travel complies with the JTR regarding transportation modes, lodging, per-diem, and miscellaneous expenses.

d. Maintains documentation supporting travel decisions, including authorization for POV use, reduced per-diem, AEA, rental vehicles, and special accommodations.

e. Coordinates with the USPHS Commissioned Corps Liaison (LNO) on TDY assignments affecting officer readiness or deployment needs.

7-5. The LNO serves as the primary liaison between the agency and CCHQ for travel authorization, verification, and compliance oversight. The LNO:

a. Ensured proposed TDY assignments support the mission of both the USPHS Commissioned Corps and the sponsoring agency.

b. Facilitates communication between the officer, AO, supervisor, and CCHQ regarding travel requirements, documentation, and status.

c. Assists in identifying funding sources for TDY travel of sponsoring agency.

d. Provides guidance to officers and sponsoring agency staff on USPHS Commissioned Corps travel policies, JTR interpretations, and readiness-related travel requirements.

7-6. The Travel Coordinator, CCHQ serves as the senior authority within the USPHS Commissioned Corps for interpretation and adjudication of TDY travel under the JTR. The Travel Coordinator:

a. Interprets JTR travel and transportation allowances when clarification is needed beyond agency-level expertise.

b. Serves as the primary point of contact (POC) for AOs and LNOs regarding USPHS Commissioned Corps travel policy questions or complex reimbursement issues.

c. Conducts final review and adjudication for travel requests requiring Secretarial Process approval, including special accommodations or exceptions.

d. Ensures decisions are properly documented, tracked, and communicated to officers and agency representatives.

e. Ensures USPHS Commissioned Corps travel policy guidance issued to officers and agencies is consistent, current, and compliant with federal regulations.

f. Ensures coordination with the DTMO and the PDTATAC regarding policy travel issues and amendments to the JTR and DoDFMR.

g. Supports process improvements and training initiatives related to travel management within the USPHS Commissioned Corps.

7-7. Review and Approval Authority.

a. Sponsoring Agency Internal Review Process. TDY related requests must first be routed through the sponsoring agency's AO and/or LNO for review and concurrence/non-concurrence in compliance with the JTR and the sponsoring agency's established internal procedures.

b. Secretarial Process. This is the formal administrative review and approval mechanism used to adjudicate requests for exceptions, extensions, or discretionary determinations under this Instruction. Requests must be submitted through the officer's agency LNO and/or AO for concurrence or non-concurrence before submission, via the Travel Coordinator, CCHQ, to the Director, CCHQ, for adjudication. Decisions rendered through the Secretarial Process constitute final administrative action within CCHQ. Further review is limited to the appeal procedures in accordance with Section 8-8. of this Instruction.

7-8. All PHS officers are responsible for complying with all travel and transportation policies, procedures, and documentation requirements contained in this Instruction, and the JTR. Officers must:

a. Obtain written travel authorization before incurring travel-related expenses, unless emergency verbal authorization by a competent sponsoring agency authority and properly documented.

b. Conduct official travel responsibly and at least cost to the Government, avoiding unnecessary or unauthorized expenses.

c. Maintain accurate records and receipts for all travel expenses and submit timely complete travel vouchers in accordance with sponsoring agency requirements.

d. Use their government travel charge card appropriately, ensuring timely payment of all charges in accordance with the cardholder agreement.

e. Report any travel issues or discrepancies to the sponsoring agency travel office, LNO, or CCHQ Travel Coordinator for resolution.

f. Adhere to readiness and administrative requirements that may affect their eligibility for travel assignments.

8. PROCEDURES:

8-1. Requests Through the Secretarial Process. TDY related requests not granted at the sponsoring agency level under this Instruction or the JTR, may be elevated to CCHQ through the Secretarial Process (see Section 7-7). The following general procedures apply to all requests (e.g., AEA exceeding 300 percent of the locality per diem rate or under special mission conditions) submitted under this sub-section. The sample memoranda provided in the appendices of this Instruction must be used when submitting requests through the Secretarial Process. Officers are responsible for reviewing the applicable appendix and ensuring that the memorandum format and all required documentation are included prior to submission.

a. All requests must be submitted in writing by the officer by using the appropriate sample memorandum template in the appendices in memorandum format and must clearly identify the specific action being requested.

b. Each request must be submitted through the Secretarial Process for review and concurrence or non-concurrence and then forwarded to the Travel Coordinator, CCHQ at: PHSTRAVEL@hhs.gov. for adjudication by the Director, CCHQ.

c. Officers must include only the documentation necessary to substantiate the request (e.g., cost comparison showing standard rate vs. requested AEA rate).

d. Officers must obtain approval before the action occurs, unless otherwise specified by the JTR or this Instruction.

e. Requests must be submitted no later than 30 days before expiration of the relevant entitlement and as early as practicable when circumstances arise unexpectedly.

f. Officers must retain all documentation related to the request and provide required materials with any subsequent travel or reimbursement claim.

g. Questions regarding TDY or travel and transportation related questions can be directed to Travel Coordinator, CCHQ via email at: PHSTRAVEL@hhs.gov.

8-2. Amendments to Travel Authorizations. When circumstances change during TDY travel (e.g., extension of dates, change in duty location, lodging cost increase, authorization of POV use, reduced per diem), the officer must notify the AO before any changes.

a. All changes affecting reimbursement must be authorized in the TMS (e.g., Concur).

b. Amendments apply only to future travel periods unless retroactive approval is specifically permitted under the JTR.

c. Officers must retain documentation supporting the change and include it with the travel voucher.

8-3. Reduced Per Diem Request. Requests for reduced per diem must be submitted through the sponsoring agency internal procedures for review and approval (see Appendix C) before the affected travel period begins, except as otherwise permitted by the JTR.

a. Requests must include justification, anticipated costs, and applicable dates. Approved reduced per diem rates must be reflected in the travel authorization or an approved amendment.

b. Requests submitted after travel has begun may apply only to future travel periods unless otherwise permitted by the JTR.

8-4. Travel Voucher Submission (After Travel). A PHS officer must submit a travel voucher (e.g., SF-1012, DD-1351-2, or agency equivalent) to claim reimbursement for authorized travel expenses. Officers must follow sponsoring agency travel voucher processing and this Instruction.

a. Timeline for Submission.

(1) Officers must submit a completed travel voucher within five (5) working days after completing TDY travel.

(2) For long-term TDY travel of more than 30 consecutive days, officers should submit an interim voucher every 30 days.

b. Required Documentation. For officers traveling OCONUS, lost, destroyed, or unavailable receipts must be explained on the voucher and include all known details (e.g., amount, vendor, purpose, date). All travel voucher submissions for CONUS/OCONUS travel must include:

(1) The approved travel authorization.

(2) Itemized lodging receipts for each night. Under certain circumstances for OCONUS TDY, itemized lodging receipts may not be available.

(3) Receipts for any individual expense over $75, unless the AO requires additional receipts.

(4) Transportation receipts, including flight invoice, baggage fees, ground transportation (e.g., taxi, metro), network transportation services (e.g., Lyft, Uber), car rental invoices, and fuel (rental and Government vehicles only).

(5) Long-term parking receipts, if applicable.

(6) Any additional documents required by the sponsoring agency or AO.

c. Accuracy Requirements. Officers must ensure the travel voucher:

(1) Reflects actual expenses incurred.

(2) Does not duplicate any reimbursement request.

(3) Matches the itinerary and travel authorization.

(4) Includes proper justification for deviations or changes; and

(5) It is consistent with allowable expenses under Sections 6-4. and 6-5. of this Instruction.

8-5. Single-Funded and Cross-Funded Travel. TDY travel may be funded by one or more funding sources. Funding structure does not alter travel entitlement. Specific routing, allocation, and system-entry procedures for single-funded and cross-funded travel may vary by sponsoring agency and travel management system (TMS) (e.g., Concur). Officers must follow the applicable agency TMS and sponsoring agency financial management procedures in addition to the requirements of this Instruction.

a. Single-Funded Travel. Single-funded travel applies when all TDY expenses are supported by one funding source. For single-funded travel:

(1) The travel authorization must identify one approved funding source.

(2) The travel voucher must reflect that funding source; and the Sponsoring agency travel voucher processing and documentation requirements apply (see Section 8-4.b.).

b. Cross-Funded Travel. Cross-funded travel applies when TDY expenses are supported by two or more funding sources (e.g., multiple programs, cost centers, or interagency agreements (MOU/MOA).

(1) For cross-funded travel:

(a) The travel authorization must identify each approved funding source before travel begins.

(b) The approved funding allocation (e.g., percentage or specific cost allocation) must be documented in the authorization.

(c) The travel voucher must reflect the approved funding allocation.

(d) Each funding source may require separate reviews or approval in accordance with agency financial management procedures.

(2) If funding allocation changes after travel begins, the authorization must be amended prospectively unless otherwise permitted.

8-6. Post-Travel Responsibilities. Following submission of the travel voucher, officers should:

a. Monitor the travel voucher in Concur to respond promptly to corrections.

b. Ensure travel card charges are accurate and paid per cardholder agreement.

c. Provide any additional documentation required by the AO or reviewer; and

d. Reconcile reimbursed amounts with their travel card statement.

8-7. Resolution of Travel Issues. Any operational or travel regulation concerns should be directed to the sponsoring agency travel and transportation officer, and/or sponsoring agency LNO. If travel issues cannot be resolved at the sponsoring agency level, then travel concerns may be directed to the Travel Coordinator, CCHQ at: PHSTRAVEL@hhs.gov.

8-8. Appeals to CCHQ and Defense Office of Hearings and Appeals (DOHA).

a. CCHQ.

(1) A determination or request not granted completion through the Secretarial Process may be appealed to the Director, CCHQ. Appeals must be submitted through the officer's agency LNO to the Administrative Service Branch (ASB), CCHQ at: PHSTRAVEL@hhs.gov.

(2) Appeals must include a written statement from the officer's agency LNO and/or AO explaining the basis for the appeal and accompanied by supporting documentation as applicable.

(3) The Director, CCHQ, will review the appeal and issue a final determination to the officer.

(a) If the appeal is approved, CCHQ and the officer's agency will take appropriate corrective administrative action consistent with the determination.

(b) If the appeal is denied, the determination constitutes final administrative action within CCHQ, and the officer may submit an appeal to the Defense Office of Hearings and Appeals (DOHA), in accordance with Section 8-8.b, for final adjudication.

b. DOHA. An officer may appeal to DOHA only after final administrative action has been taken by CCHQ without resolution.

(1) DOHA's review is limited to determining whether the officer is legally entitled to the claimed allowance under applicable statute and the JTR.

(2) DOHA does not grant equitable relief, waive statutory or regulatory requirements, or authorize payment where no entitlement exists under law or regulation.

(3) Appeals to DOHA must be submitted via ASB, CCHQ in accordance with Sub-section 8-8.a.(1). Appeals must include a copy of the CCHQ determination and all supporting documentation.

(4) DOHA will review the appeal and issue a written determination to the officer. Additionally, the LNO and Director, CCHQ will be advised of the DOHA decision. All decisions made by DOHA are final.

9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS.

9-1. Commissioned Corps Personnel Manual (CCPM) CC24.2.2, "Travel Incident to Duty as a Trainee" dated 13 November 1992.

Appendix A

Definitions

1. Actual Expense Allowance (AEA). The actual expenses incurred up to the AEA maximum amount specified in the JTR. Reimbursement is contingent on per-diem eligibility and is subject to the same definitions and rules governing per-diem.

2. Authorizing/Approving Official (AO). The AO directs travel and is responsible for its funding; each Health and Human Service (HHS) Operating Division (OPDIV)/Staff Division (STAFFDIV) or non-HHS organization has a designated AO. For example, the AO may be the agency: travel/transportation officer, budget/administrative officer, or LNO.

3. City Pair Program. A contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one-way routes permitting multiple destination travel, require no minimum or maximum length of stay, and the tickets are fully refundable with no cancellation fees.

4. Cost of Living Allowance (COLA). A supplemental pay entitlement authorized under the JTR to help offset higher costs of goods and services in a high-cost area. COLA is designed to maintain equivalent purchasing power for uniformed service members stationed in locations where living expenses exceed those in the CONUS average.

5. Conference. A meeting, retreat, seminar, symposium, or event that involves attendee travel. The term applies to training activities under 5 C.F.R. § 410.404 but does not include regularly scheduled courses of instruction conducted at a government or commercial training facility.

6. Continental United States (CONUS). The 48 contiguous States and the District of Columbia; Alaska and Hawaii is not included in the definition of CONUS in accordance with the JTR.

7. Cross-Funded Travel Authorization. A travel authorization in which two or more approved funding sources are identified and allocated to support a single TDY assignment.

8. Cross-Funded Travel Voucher. A travel voucher that allocates reimbursement expenses across multiple approved funding sources in accordance with the travel authorization.

9. Dependent. A dependent as defined in 37 U.S.C. §401.

10. En Route. The travel or movement between two locations, often in the context of a PCS or TDY, encompassing travel for official business or personal travel during a PCS.

11. Government Meal Rate (GMR). The daily rate provided instead of meals in a Government Dining Facility, including the operating cost; the GMR must be directed in a travel authorization and does not apply when a service member is traveling.

12. Invitational Travel Invitation (ITA). An ITA is performed by an individual not employed by the Government or employed intermittently by the Government as a consultant or expert and paid on a daily “when-actually-employed” basis.

13. Joint Travel Regulations (JTR). JTR implements policy and law to establish travel and transportation allowances for Uniformed Service members (i.e., Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, National Oceanic and Atmospheric Administration (NOAA) Commissioned Corps, and Public Health Service Commissioned Corps), DoD civilian employees, and others traveling at the DoD’s expense.

14. Local Area. The area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the service members AO or

the USPHS Commissioned Corps or DoD; and the separate cities, towns, or installations from which the public commutes to the PDS local area.

15. Long-Term/Extended) TDY. The long-term or extended temporary duty (other than deployment) that lasts for a continuous period of 31 days or more (maximum 180 days). A long-term TDY exceeding 180 days generally becomes a Permanent Change of Station (PCS).

16. Miscellaneous Reimbursable Expenses. The necessary and authorized expenses incurred by a service member in connection with official travel or TDY are not specifically included in per-diem or other travel allowances but are reimbursable under the JTR. Such expenses may include public transportation costs, ATM fees, baggage fees.

17. Outside of the Continental United States (OCONUS). The locations outside of the 48 contiguous states and the District of Columbia. Alaska, Hawaii, and overseas territories and possessions, as well as foreign countries, are included in the definition of OCONUS.

18. Personnel Order. Serve as a written directive outlining a change or assignment for a service member; such changes or assignments may be permanent or temporary.

19. Permanent Change of Station (PCS). Specific type of permanent duty travel (PDT) where a service member relocates from one permanent duty station (PDS) to a different PDS.

20. Permanent Change of Station (PCS) Order. A type of personnel order outlining a personnel action, often a change in assignment or status for a Service member, signifies permanent relocation, does not provide for further assignment to a new PDS or direct return to the old PDS, and provides details regarding travel requirements and eligible allowances.

21. Per-Diem Allowance. The per-diem or subsistence allowance is a set daily payment instead of actual expense allowance (AEA) reimbursement for lodging, meals, and incidental expenses.

22. Per-Diem Rates. The maximum rate prescribed for specific locations.

23. Permanent Duty Station (PDS). The official location to which a service member is permanently assigned or attached for duty, as designated in the individual's orders. A PDS remains in effect until changed by permanent change of station (PCS) orders and may be located within the CONUS or OCONUS.

24. Permanent Duty Travel (PDT). Travel associated with PCS. For service members, PDT includes PCS, consecutive overseas tours, and in-place consecutive overseas tours. For example, several types of PDT include PCS, accession travel, separation, retirement, and training related moves.

25. Place Last Entered Active Duty (PLEAD). The place where an active-duty service member was commissioned or appointed. For a reserve component member, the PLEAD is where the officer was commissioned or appointed for immediate active duty.

26. Retainer Pay. The gross entitlement for a retired service member is based on terms and conditions of law, pay grade, years of service, percentage of disability, if applicable, and date of retirement (transfer to the retired reserve).

27. Single-Funded Travel Authorization. A travel authorization in which all TDY expenses are charged to one approved funding source (e.g., one accounting code or CAN).

28. Single -Funded Travel Voucher. A travel voucher in which all reimbursable travel expenses are charged to the single funding source identified in the travel authorization.

29. Space-R (Required). Provides travel for passengers who are either on official Government business or who are entitled by law or regulation to travel at Government expense on DoD-owned or DoD-controlled aircraft.

30. Temporary Duty Travel (TDY). Travel to one or more places from a PDS to perform duties for a period and, upon completion of assignment, return to one's PDS or proceed to a new PDS.

31. Travel Management Company (TMC). A travel management center or commercial travel office and is a company contracted by the Government to provide commercial travel and ticketing services for official travel.

32. Travel Management System (TMS). A system (e.g., Concur) for booking commercial carrier tickets, lodging accommodation, and car rental services; fulfilling reservations; and providing basic travel management information.

    a. A travel management system includes electronic systems, or other commercial methods of arranging travel.

    b. HHS uses Concur as its TMS.

    c. Non-HHS agencies may use a different TMS (e.g., DTS (DoD)).

33. Travel and Transportation Officer. The designated agency personnel responsible for making travel arrangements and determining when a service member qualifies for JTR allowances related to transportation (e.g., SIT, NTS), per-diem, and miscellaneous expenses.

Appendix B
SAMPLE- Temporary Duty Travel Memorandum
(Sponsoring Agency)

TO: RANK FIRST NAME LAST NAME, SERNO: XXXXX
CURRENT DUTY TITLE
AGENCY NAME OR SERVICE UNIT

FROM: CURRENT SUPERVISOR

SUPERVISOR TITLE
AGENCY NAME OR SERVICE UNIT

SUBJECT: Temporary Duty (TDY) Assignment
RANK FIRST NAME LAST NAME, SERNO: XXXXX

You are being placed on temporary duty (TDY) assignment as the (Position Title) in the (Department) at (Name of Service Unit), Address, City, State, Zip Code. Your TDY assignment will be effective (mm/dd/yyyy) and will be for a period not to exceed xx days (180 max). If applicable, complete your travel plans promptly and arrange for departure as required by this memo.

I. PURPOSE OF THE ASSIGNMENT

You will be tasked with the performance of (Position duties) within and supporting the (program duties).

II. POSITION DATA AND SUPERVISION

Your duties will be assigned by (TDY Supervisor Name and Title). Your scheduled workdays and duty hours will be determined by your supervisor, and you are expected to accept any assignments regarding duties, scheduled duty days and hours. Your supervisor for this assignment will be (TDY Supervisor Name and Title). The supervisor can be reached at (xxx) xxx-xxxx or xxxxx.xxxxxxx@xxx.gov. While on TDY if you have any questions regarding this matter, do not hesitate to contact me.

III. TERMINATION OF ASSIGNMENT

This agreement may be terminated at any time by mutual consent of both parties or by the supervisor of the position of record.

IV. COSTS OF ASSIGNMENT

All expenses incident to this TDY will be paid by (Name of Service Unit). (If no costs, “There are no costs associated with this TDY”)

1. The expenses include, but are not limited to travel, lodging and per diem.

2. Travel will be coordinated by the Unit Travel Coordinator and issued to you as travel orders and travel and per diem will be compensated via submission of a travel voucher.

_____ _____
Current Supervisor Signature Date
Title

Concurrence:

_____

Sponsoring Service Unit/Supervisor

_____

Sponsoring Service Unit Budget Official

_____

Sponsoring Agency USPHS Commissioned Corps Liaison (LNO)

Appendix C

SAMPLE MEMORANDUM – Request for Reduced Per Diem Rate

DATE: DD MONTH YYYY

TO: [Name of Sponsoring Agency Funding the TDY]
ATTN: Authorizing/Approving Official (AO)
[Sponsoring Agency Address]

FROM: Rank and First Last Name of Officer
Current Mailing Address
Telephone
Email
PHS Serial Number XXXXX

SUBJECT: Request for Reduced Per Diem Rate Authorization – Long-Term/Extended TDY Travel (31-180 Days)

I respectfully request authorization of a reduced per diem rate for upcoming Temporary Duty (TDY) travel in accordance with the Joint Travel Regulations (JTR) and CCI 712.01, "Temporary Duty Travel."

TDY Information:

- **TDY Location:** [City, State / Country]
- **TDY Dates:** [Start Date] – [End Date]
- **Duration:** [Total number of days]
- **Purpose of TDY:** [Brief mission description]
- **Travel Authorization Number:** [TA number]

A reduced per diem is requested because the standard locality per diem rate exceeds the amount necessary to cover anticipated lodging and/or meal costs during the TDY period. The reduced costs are based on the following circumstances (check all that apply and describe):

- ☐ Extended stay lodging at a discounted rate
- ☐ Government or contract lodging rate below locality per diem
- ☐ Lodging provided at reduced or no cost
- ☐ Other known cost reductions (describe below)

[Provide an explanation of the lodging arrangement and anticipated daily costs for the duration of the TDY].

Requested Reduced Per Diem Rate:

- **Requested Lodging Rate:** $[amount] per night
- **Requested M&IE Rate (if applicable):** $[amount] per day
- **Effective Dates:** [Dates the reduced rate should apply]

The requested reduced per diem rate does not exceed the applicable per diem rate and is requested prior to the start of TDY travel, consistent with JTR requirements.

The following documentation is attached or available upon request:

- ☐ Lodging confirmation or rate quote
- ☐ Contract or extended-stay rate documentation
- ☐ Other supporting cost justification

I understand that the information provided is accurate to the best of my knowledge and that the reduced per diem request reflects known and anticipated costs prior to TDY travel. I understand that reduced per diem is

a rate adjustment and does not authorize reimbursement of actual lodging costs exceeding the approved rate.

I request approval of the reduced per diem rate as described above and inclusion of the authorized reduced per diem in the TDY travel authorization.

Signature:

[RANK FIRST NAME LAST NAME]
Date: _____

CONCURRENCE / NON-CONCURRENCE

Authorizing Official (AO) (Budget Officer/Admin Officer)**:**
Name / Title: _____
Signature: _____ Date: _____
☐ Concur ☐ non-concur

Sponsoring Agency USPHS Commissioned Corps Liaison Officer (LNO):
Name / Title: _____
Signature: _____ Date: _____
☐ Concur ☐ non-concur

Appendix D

SAMPLE MEMORANDUM - Request for High-Level Review and Approval

DATE: DD MONTH YYYY

TO: [Name of Sponsoring Agency Funding the TDY]
ATTN: Authorizing/Approving Official (AO)
[Sponsoring Agency Address]

FROM: Rank and First Last Name of Officer
Current Mailing Address
Telephone
Email
PHS Serial Number XXXXX

SUBJECT: Request for High-Level Review and Approval Under the Joint Travel Regulations (JTR)/ CCI 712.01, "Temporary Duty Travel"

In accordance with the JTR and CCI 712.01, "Temporary Duty Travel," I respectfully request review and approval for the following TDY travel matter(s) and am providing the relevant details for the selected request (s):

☐ Reimbursement of ATM fees incurred at an OCONUS location.
- Total ATM fees incurred: $_____
- Dates incurred: _____
- Explanation of operational necessity (including receipts)

☐ Authorization of Actual Expense Allowance (AEA) exceeding 300 percent of the locality per diem rate or AEA under special mission conditions.
- Locality per diem rate: $_____
- Requested AEA rate: $_____
- Percentage above locality: _____%
- Total estimated cost impact: $_____

☐ Approval of standard travel and transportation allowances when call to active duty or extension of assignment exceeds 181 days due to unusual circumstances, emergency circumstances, contingency operations, or mission requirements of the USPHS Commissioned Corps.
- Original assignment length: _____ days
- Total duration including extension: ____ days
- Number of days exceeding 180 days: _____
- Nature of circumstances (e.g., unusual, emergency, contingency, mission requirements):
- Is this request cost advantageous to the Government? Explain why: _____

TDY Information:
- **TDY Location:** [City, State / Country]
- **TDY Dates:** [Start Date] – [End Date]
- **Duration:** [Total number of days]
- **Purpose of TDY:** [Brief mission description]
- **Travel Authorization Number:** [TA #]

[Provide a concise explanation of why approval is mission-essential and cannot be reasonably resolved within standard policy limitations.]

The following documentation is attached or available upon request for the selected request type:

1. **OCONUS ATM Fees:**
   - Itemized ATM transaction receipts showing date, amount withdrawn, and fee charged.
   - Approved travel authorization
   - TDY orders (if available)

2. **AEA Exceeding 300 Percent or Special Mission Conditions:**
   - Approved travel authorization
   - TDY orders (if available)
   - Documentation that Government quarters were not available
   - Cost comparison showing locality rate, requested AEA rate, and percentage above locality rate
   - Estimated total cost impact

3. **Standard Allowances Beyond 181 Days**
   - Initial TDY orders
   - Amended orders or extension documentation
   - Statement (memorandum) describing unusual circumstances, emergency circumstances, contingency operations, or mission requirements
   - Statement (memorandum) explaining why extension could not have been anticipated
   - Impact statement (e.g., per diem continuation, PCS implications)

Signature:

[RANK FIRST NAME LAST NAME]
Date: _____

CONCURRENCE / NON-CONCURRENCE

Sponsoring Agency Authorizing Official (AO) (Budget Officer/Admin Officer)**:**
Name / Title: _____
Signature: _____ Date: _____
☐ Concur ☐ non-concur

Sponsoring Agency USPHS Commissioned Corps Liaison Officer (LNO):
Name / Title: _____
Signature: _____ Date: _____

Appendix E

TDY vs PCS Determination Table

Scenario	Duration	Status	Per Diem	Other Entitlements	Approval Authority	Common Errors	JTR
Routine TDY(non-training)	≤180 consecutive days	TDY	Authorized	Transportation, misc. expenses may apply	AO	Assuming TDY automatically converts to PCS at day 181	010206
TDY extended beyond original period	≥181 days	PCS	Stops on day 181	PCS may rules apply	PCS by operation of law	Continuing per diem after day 181	020315-B
TDY with brief return	Case-by-case	TDY	If applicable	If applicable	AO (subject to review)	Treating any return as “reset”	010206-C
Training/ course of instruction	≤139 days	TDY	Authorized	Standard TDY allowances may apply	AO	Excluding weekends from count	032201
Training/ course of instruction	≥140 days	PCS	Not authorized	PCS allowances may apply	AO approval and issuance of personnel orders	Attempting TDY to avoid PCS	032201
Training extended after start	≥140 days	PCS	Stops at status change	PCS rules apply	Issuance of personnel orders	Allowing TDY to continue after extension	032201
RRC ADT	≤139 days	TDY	Authorized	TDY allowances	AO approval and issuance of TDY orders	Applying civilian rules	032301
RRC ADT long-term	≥140 days	PCS	Not authorized	PCS rules may apply	AO approval and issuance of personnel orders	Paying per diem at PCS	032301
Deployment (field duty) (e.g., deploying as a unit or group)	Any	TDY	Usually not authorized	Transportation only	AO approval or as directed	Paying per diem in field status	0327–0329

Appendix F

Reduced Per Diem vs AEA Decision Table

Situation	Request	When authorized	Retroactive	Dollar Limit	Approval Authority	Required	Common Errors	JTR
Known lower lodging or meals	Reduced Per Diem	Before TDY begins	No	≤ Per diem locality rate	AO	TA showing reduced rate	Approving after travel starts	020308
Extended-stay hotel discount	Reduced Per Diem	Before TDY begins	No	≤ Per diem locality rate	AO	TA & rate justification	Treating discount as “actual lodging”	020308
Lodging exceeds reduced rate	AEA	Prospectively only	No	≤300%	AO	Amended TA & justification	Paying difference without AEA	020307
Unexpected cost increase	AEA	As soon as known	No	≤300%	AO	Cost explanation	Retroactive reduced per diem	020307
Travel already completed	AEA only	After travel	Yes (if justified)	≤300%	AO	Full receipts & justification	Retroactive reduced per diem	020307
Extremely high-cost location	Mission driven authorization	Rare	No	>300%	AO	Approval from sponsoring agency	AO approving >300%	020307-D