

CHAPTER 4: GOVERNMENT FUNDED LEAVE

0401 APPLICABLE ALLOWANCES FOR GOVERNMENT-FUNDED LEAVE TRAVEL

040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in [par. 020101](#) applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine “reasonable availability” after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel				
Type of Leave		Transportation Mode		
		Government Transportation	Commercial Airplane, Bus, or Rail	Privately Owned Vehicle (POV)
1	Emergency Leave	Space required.	a. Transportation is limited to the policy constructed airfare. b. An eligible traveler may use City Pair airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair airfares cannot be used.	a. Other Mileage Rate. (see par. 020210) b. Transportation is limited to the policy constructed airfare.
2	Emergency Visitation Travel (EVT)			
3	Funded Environmental and Morale Leave (FEMLE)			
4	Rest and Recuperation (R&R)			
5	Special R&R (SR&R)			

B. Standard Reimbursements. [Table 4-2](#) lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in [Table 4-2](#) when not included as part of the ticket cost.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel		
1	Authorized (when not part of the ticket cost)	<ul style="list-style-type: none"> a. Travel Management Company fees. b. Charges for first checked bag up to carrier’s standard checked baggage allowance. c. Arrival or departure taxes or fees. d. Currency conversion fees for allowable transportation costs. e. Ground transportation between interim airports.
2	Not Authorized	<ul style="list-style-type: none"> a. Per diem or meal tickets. b. Excess accompanied baggage. c. Unaccompanied baggage. d. Transportation from PDS, home, or destination to the airport and return, except FEMLE. e. Terminal parking fees.

040102. Allowances if Isolation or Quarantine is Required When Returning from Government-Funded Leave Travel

If a public health official, medical official, or authorizing/order-issuing official orders a Service member to isolate or quarantine before proceeding to the PDS, then the Service member may be issued TDY orders and is authorized standard travel and transportation allowances in accordance with JTR, Chapter 2. If lodging in-kind or meals in-kind are provided, then per diem is not payable.

0402 EMERGENCY LEAVE FOR SERVICE MEMBERS

040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in [Table 4-3](#). The personal emergency must be evaluated in accordance with [DoDI 1327.06](#) (Leave and Liberty). Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see [par. 032001](#).

Table 4-3. Eligible Traveler for Personal Emergency Leave		
Traveler		Eligibility Criteria
1	Service Member	<ul style="list-style-type: none"> a. On permanent duty outside the continental United States (OCONUS). b. Assigned to a ship or unit operation OCONUS. c. Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.
2	Dependent	<ul style="list-style-type: none"> a. Is command-sponsored and residing OCONUS with the Service member. b. Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS. c. A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.

B. Allowances. An eligible Service member or dependent is authorized transportation from locations in [Table 4-4](#). This applies to a Service member traveling alone or with one or more dependents and one or more dependents traveling without the Service member. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if transportation to the destination was under [section 0402](#). Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency leave location OCONUS. See [section 0401](#) for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service

salary, allowances, lump payments, or any other remedy.”

(2) The civilian employee’s signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent’s illness at the time of travel.

(3) Detail the parent’s health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: “I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.”

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See [Chapter 5](#) for the effect of EVT on RAT and [Chapter 6](#) for the effect on family visitation travel.

C. Funding. The civilian employee’s command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. For information about charging leave, see [DoDI 1400.25, Vol. 630](#) (civilian employee leave) and [DoDI 1400.25, Vol. 1260](#) (civilian employee home leave).

0404 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

The FEML policy is established for a Service member in [DoDI 1327.06](#) (Leave and Liberty). This policy is adopted and used for civilian employees.

040401. FEML Transportation

A. Eligibility

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months ([10 U.S.C. §1599b](#) and [22 U.S.C. §4081\(6\)](#)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in [Table 4-11](#). Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in [Table 4-11](#). A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on [Table 4-11](#), as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) or the Secretary Concerned for members of the U.S. Public Health Service, may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty ([CBCA 1067-TRAV, June 26, 2008](#)) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

Table 4-11. FEML Trips Authorized by Assignment Length and Tour Extension		
Tour Length		FEML Trips Authorized
1	At least 24 months, but less than 36 months	1
2	Tour extended at least 12 months	1 additional

3	New tour assignment at least 24 months, but less than 36 months	1 additional*
4	At least 36 months	2
5	Tour extended for any length of time	0 additional
6	New tour assignment at least 24 months	1 additional*
7	New tour assignment at least 36 months	2 additional*
*A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.		

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See [Funded Environmental and Morale Leave \(FEML\) Locations and Destinations](#). This site also specifies the authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. See [section 0401](#) for transportation and reimbursable expenses.

1. Alternate Destination(s) Transportation. An eligible traveler may select an alternate destination location, or multiple destination locations, rather than the one listed at [Funded Environmental and Morale Leave \(FEML\) Locations and Destinations](#), and be reimbursed transportation up to the cost of Government-procured transportation between the FEML PDS and the authorized destination.

a. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.

b. See [FEML computation example 1](#) and [FEML computation example 2](#).

2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

- a. A compassionate transfer.
- b. A management initiated transfer.
- c. An involuntary separation that is no fault of the civilian employee.
- d. Training needs.

e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

0405 TRAVEL FOR REST AND RECUPERATION (R&R) LEAVE

Regular R&R leave and Special R&R (SR&R) leave policy is established in [DoDI 1327.06](#) (Leave and Liberty). This policy is adopted and used for civilian employees. A dependent or family member is