

## PERMANENT CHANGE OF STATION (PCS) FACT SHEET

Reference: Joint Federal Travel Regulation (JFTR)

<http://www.defensetravel.dod.mil1/site/travelreg.cfm>

**\*\*\*Disclaimer: All the information provided in this document is subject to change without notice. To obtain the most up to date information, please refer to the latest version of the Joint Travel Regulation. \*\*\***

- 1. Mileage Driving:** As of 1 January, 2021, the mileage rate is paid at \$0.16 per authorized vehicle. The use of a maximum of 2 vehicles is authorized per family provided both vehicles are driven to the next duty station.
- 2. Official Travel Time:** Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. See chart below.

**Chart for determining number of authorized travel days:**

Miles	# of Days
51 – 400	1 Day
401 – 750	2 Days
751 – 1100	3 Days
1101 – 1450	4 Days
1451 – 1800	5 Days
1801 – 2150	6 Days
2151 – 2500	7 Days
2501 – 2850	8 Days
2851 - 3200	9 Days

- 3. Calculation of Per Diem:** (Effective 1 Oct 20) Drivers of vehicles moving on different days receive \$151.00 per travel day. If traveling by "convoy", a second driver counts as a family member. Family member(s) 12 years or older receive \$113.25 and family member(s) under 12 receive \$75.50 per travel day. See chart below.

**\*\* Per Diem is based on 350 miles per day for the official distance; is paid for each authorized travel day(s) or less, if the actual number of travel days is less than authorized:**

- **SM: \$151.00 per day**
- **Spouse: \$113.25 per day**
- **Dependents 12 years and older: \$113.25 per day**
- **Dependents under 12 years of age: \$75.50**

- 4. Per-Diem Using Commercial Air or Bus:** The payment will be based on the location to which the service member and/or family member(s) are traveling. Service members receive \$38.25 per day, family member(s) 12 years or older receive \$28.69 per day and family member(s) under 12 receive \$19.13 per day.

**5. DISLOCATION ALLOWANCE (DLA):**

- a. DLA is paid to cover the expense of relocating your family member(s) and/or household.
- b. DLA has no effect on your normal pay.
- c. With dependents: If dependents are relocating DLA is payable; if not relocating DLA is not payable.
- d. Without dependents: when transferred to a permanent duty station where government quarters are not assigned, DLA will be paid to E6 and above.
- e. DLA Frequently Asked Questions:
  - i. I understand that as a uniformed member, I may receive a DLA to help with relocation expenses when moving my household due to a PCS. Is this true?

Yes - generally true. You may be authorized a Dislocation Allowance (DLA) when relocating your household due to a PCS. However, DLA is intended to partially reimburse relocation expenses not otherwise reimbursed and probably will not reimburse all of your relocation expenses.

- ii. I have a PCS travel order and think I may be eligible for a DLA payment. Where can I find the rules on DLA?  
Please see JFTR, Chapter 5, Part G for information on when a DLA is/is not payable.
- iii. How much DLA do I receive?

DLA is based on your grade and dependency status on the PCS travel order effective date. To determine the PCS travel order effective date, see JFTR, Appendix A, definition of EFFECTIVE DATE OF PCS ORDER. The current rate information can be found on this website by clicking on 'Dislocation Allowance (DLA)' under 'Other Rates and Allowances', and then selecting the applicable rate table OR IN JFTR, Chapter 5, Part G.

- iv. Can I receive more than one DLA payment in the same year?

Ordinarily members are authorized only one DLA payment per fiscal year. However, there are some exceptions. For more information, please see JFTR, par. US620. If you still have questions please contact your servicing finance office.

- v. Am I authorized DLA when moving from my home of record to my first duty station?

By law there is no DLA when the PCS is from your home (or the place from which you entered active duty) to your first permanent duty station (PDS) unless your dependents actually move in connection with the PCS.

- vi. (E6 and above) I'm making a PCS move but not moving my dependent. Am I eligible for DLA?

Yes - as a general rule you receive DLA at the without-dependent rate if you don't occupy Government quarters at your new permanent duty station. Please see JFTR, Chapter 5, Part G for more information.

<b>PRIMARY DLA RATES</b>		
<b>Effective 1 January 2021</b>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$4,231.68	\$5,209.17
O-9	\$4,231.68	\$5,209.17
O-8	\$4,231.68	\$5,209.17
O-7	\$4,231.68	\$5,209.17
O-6	\$3,882.23	\$4,690.38
O-5	\$3,739.09	\$4,521.05
O-4	\$3,465.07	\$3,985.38
O-3	\$2,776.98	\$3,297.24
O-2	\$2,202.83	\$2,815.45
O-1	\$1,854.92	\$2,516.85
O-3E	\$2,998.64	\$3,543.55
O-2E	\$2,549.17	\$3,197.23
O-1E	\$2,192.04	\$2,954.00
W-5	\$3,520.47	\$3,846.84
W-4	\$3,126.41	\$3,526.67
W-3	\$2,627.66	\$3,231.09
W-2	\$2,333.67	\$2,972.47
W-1	\$1,953.41	\$2,570.75
E-9	\$2,567.67	\$3,385.04
E-8	\$2,356.74	\$3,120.27
E-7	\$2,013.49	\$2,897.06
E-6	\$1,822.56	\$2,676.91
E-5	\$1,680.96	\$2,407.52
E-4	\$1,462.37	\$2,407.52
E-3	\$1,434.67	\$2,407.52
E-2	\$1,165.30	\$2,407.52
E-1	\$1,039.11	\$2,407.52

**6. TEMPORARY DUTY TRAVEL (TDY):** Soldiers who are authorized movement of family members at Government expense and are directed to TDY schooling with PCS assignment will have the following option for locating their family members while they perform their TDY: [Soldiers may] elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in government quarters (if available) or on the local economy. SM will sign into the new CONUS duty station, then proceed TDY for schooling. SM will be authorized government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements). Army G-1 has clarified that the new Permanent Duty Station BAH is payable the day the service member signs in at the new PDS. The travel voucher for the service member will be filed upon return from TDY to the new PDS.

**7. ADVANCE BAH:**

- a. Authority:** Each Service must set regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers. When allowed by Service regulations, a Service member's commanding officer, his or her designee, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, or initial expenses due to occupying other than Government housing. An advance may also be authorized at any time during a Service member's tour at the location concerned or when a Service member has relocated due to a PCS order. The Secretary concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those specified in this paragraph. Service regulations must set repayment procedures for advances made under special circumstances.
- b. Timing:** Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. In extenuating circumstances, the officials listed in this Chapter may authorize disbursement more than 3 working days before the date payment must be made. The BAH advance may be paid before or after the expenses occur. A Service member must request the advance payment within 30 days after incurring the expense.
- c. Requirements:** Housing expenses must be documented. Required documentation includes copies of the lease, utility company statement, and any other pertinent documentation necessary to support the housing expenses.
- d. Amount:** The advance amount is determined by the Service member's current BAH rate, his or her ability to repay the advance, other advances of pay that may have been made, and any recurring pay deductions. The BAH advance is limited to a total of 3 months BAH that the Service member is expected to accrue. Expenses identified by a Service member used to purchase any real estate or

living accommodations must not serve as a basis for authorizing or determining the amount of the advance.

- e. **Repayment:** Repayment of the advance should be at a rate of at least one-twelfth of the amount advanced in equal monthly installments for the next 12 months. Collection action should begin on the 1st day of the month after the advance payment has been made.
  - i. When justified by the Service member and authorized by the Service member's commanding officer, his or her designee, or another Service-designated official, start of collection action may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 12 months, but must be limited to 24 months or the Service member's scheduled tour at the location concerned, whichever is shorter.
  - ii. Action must be taken immediately to recoup in a lump sum any BAH advance that the landlord has returned to the Service member upon receipt of information that the Service member has vacated the housing for which the advance was made. If the Service member chooses, he or she may repay in monthly installments any balance of an advance not returned by the landlord. The balance must be repaid during the months remaining on the existing loan repayment schedule.
- 8. **ADVANCE ON BASE PAY (AP):** The purpose of an advance pay is to ease hardship imposed by lack of regular payments when mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days. Justification is required when any soldier requests a second advance, an advance of more than 1 month basic pay less deductions, more than a 12-month repayment schedule, payment earlier than 30 days before departure, or payment later than 60 days after arrival at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The commander or a designated officer, or civilian in the chain of command senior to the requestor must approve the request. The overall approval authority is the Finance office.
  - a. A Soldier may be paid an advance of basic pay not to exceed three months less deductions.
  - b. Soldiers with dependents on their first months advance pay do not have to itemize their expenses.
  - c. Soldiers without dependents, regardless of grade, will need to itemize expenses and must show justification in writing that extenuating circumstances exist. If the evidence furnished is not questionable and all requirements are met, an advance of pay may be authorized.

- d. Soldiers in the pay grades of E-3 and below, and all Soldiers requesting a 2nd or third advance pay, must obtain their Commander's signature and must itemize their expenses.

**9. TEMPORARY LODGING EXPENSE (TLE):**

- a. TLE is paid to offset the cost of acquiring temporary lodging while in/out-processing post. Must be a temporary residence; and must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE. (Vicinity is generally considered within a 50-mile radius.)
- b. MEALS ONLY can be claimed if staying with friends or family.
- c. Soldiers PCS'ing Overseas- paid up to five (5) days TLE at Fort Leonard Wood. Inbound from OCONUS, TLE authorized is 10 days.
- d. CONUS to CONUS PCS - paid up to a total of 10 days TLE, 10 days is totaled between losing and gaining station.
- e. Submit the TLE claim at your next duty station. Retain your ORIGINAL lodging receipts. You may have experience some delay in reimbursement if you use a third-party agent such as Priceline or Hotels.Com. It is suggested that you go through Army lodging or book with the hotel directly.

**10. RATIONS:** Enlisted personnel draw leave rations, which is the same rate as separate rations, while on PCS leave. An officer's entitlement doesn't change during PCS.

**11. BASIC ALLOWANCE FOR HOUSING (BAH-T) Transit Housing Allowance:**

- a. BAH-T "without dependents" continues while a member is in a travel status or leave status between Permanent Duty Stations (PDS).
- b. BAH-T with dependent rate is not affected by the PCS move. If you terminated your government family housing leased agreement, your BAH start date will be the date you terminated housing.
- c. BAH while in-transit is based on your losing permanent duty station (POS). The BAH rate for your gaining PDS will be effective the date you sign in for duty.

**12. DA 31:** Soldiers must ensure the entire period between their old PDS departure and their new PDS arrival is covered in the DA 31 "From" and "To" leave date blocks; even if they take no leave en-route.

**13. Permissive TDY:** (PTDY AR-600-8-10) for house hunting must be approved by LTC (05) or designee.

**14. GTCC PCS Program:**

- a. Effective July 25, 2014, use of the Government Travel Charge Card will be used for all official relocation expenses, for those travelers authorized Individually Billed Account (IBA).
- b. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program. Accession and Separation PCS moves are excluded from the mandatory IBA use requirement.

- c. Use of the card eliminates the need to apply for an advance of travel entitlements and reduces the traveler's dependency on personal funds. The PCS GTCC program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment. See the POLICY -GTCC PCS PROGRAM for the expenses authorized to charge to the GTCC.
- d. Participants must do the following:
  - i. Advise the APC of PCS orders and detachment date.
  - ii. Request that your GTCC be put in "Mission Critical-PCS status" so that the account will not suspend or incur late fees until 30 days after the PCS end date. This must be done at your LOSING unit.
  - iii. Use the GTCC for allowable expenses.
  - iv. File a travel voucher IA W department policies.
  - v. In-process with the gaining APC.
  - vi. Ensure the GTCC balance is paid by account reconciliation date (PCS report date+ 30 days).
  - vii. It is MANDATORY policy for all travelers to use an available CTO (Contracted Commercial Travel Office) for all official transportation requirements. Any traveler that procures common carrier transportation at personal expense for official travel is subject to limited or no reimbursement.

**15. Restrictions:**

- a. Reimbursement for travel and transportation expenses will be limited to the most direct GSA city pair fare available between the old and new permanent duty station.
- b. If GSA fares are not available, reimbursement will be based on the most cost effective, government procured, transportation available between the old and new permanent duty stations.
- c. The GTCC will not be used to purchase discretionary travel (i.e. LEAVE), circuitous routings or travel to/from duty locations not stated in the orders.
- d. The soldier must use a government travel office to personally procure travel arrangements. Purchase of travel through a commercial on-line service or commercial travel agent is not authorized.

**Information provided by the USAREC Leased Government Housing Office.**