

Civilian Employee Permanent Duty Travel by Privately Owned Vehicle

The rates and costs in this example may not be current and are for illustration only. See the JTR, par. 053802 for more information on permanent change of station (PCS) travel in a privately owned vehicle (POV). See the DTMO website for the Standard CONUS per diem rate and the monetary allowance in lieu of transportation (MALT) rate.

Scenario 1: Traveling in One POV

A civilian employee, spouse, and 2-year-old-child travel for a PCS, departing the old permanent duty station (PDS) in Norfolk, Virginia and arriving at the new PDS in San Diego, California. They travel by POV, and complete the trip in 8 days, 7 nights. The official distance between the two authorized points is 2,708 miles, and the MALT rate is 17 cents per mile. The Standard CONUS per diem rate is \$96 for lodging and \$55 for Meals and Incidental Expenses (M&IE). The civilian employee’s lodging allowance covers all of the family’s lodging expenses, so the spouse and child’s allowances are not necessary. The civilian employee spends a total of \$650 for 7 nights of lodging. According to the JTR, the Lodging Plus method is used, so although the civilian employee is authorized up to \$1,512 for lodging, the reimbursement must be limited to the actual lodging costs of \$650.

Malt Reimbursement:

$2,708 \text{ miles} \times \$0.17 = \$460.36$

Allowable Travel Time:

1. $2,708 \text{ miles} \div 350 \text{ miles} = 7 \text{ travel days}$, with a remainder of 258 miles.
2. 258 miles is greater than 51 miles, add 1 travel day.
3. Computed allowable travel time is 8 travel days.

Civilian Employee’s Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|------------------------------|-----------------------------|
| 6/1 | $\$96 \times 1.0 = \96 | \$95 per night | \$55 | $\$55 \times 0.75 = \41.25 | $\$95 + \$41.25 = \$136.25$ |
| 6/2 | $\$96 \times 1.0 = \96 | \$92 per night | \$55 | $\$55 \times 1.0 = \55 | $\$92 + \$55 = \$147$ |
| 6/3 | $\$96 \times 1.0 = \96 | \$89 per night | \$55 | $\$55 \times 1.0 = \55 | $\$89 + \$55 = \$144$ |
| 6/4 | $\$96 \times 1.0 = \96 | \$96 per night | \$55 | $\$55 \times 1.0 = \55 | $\$96 + \$55 = \$151$ |
| 6/5 | $\$96 \times 1.0 = \96 | \$88 per night | \$55 | $\$55 \times 1.0 = \55 | $\$88 + \$55 = \$143$ |
| 6/6 | $\$96 \times 1.0 = \96 | \$94 per night | \$55 | $\$55 \times 1.0 = \55 | $\$94 + \$55 = \$149$ |
| 6/7 | $\$96 \times 1.0 = \96 | \$96 per night | \$55 | $\$55 \times 1.0 = \55 | $\$96 + \$55 = \$151$ |
| 6/8 | N/A | N/A | \$55 | $\$55 \times 0.75 = \41.25 | $= \$41.25$ |
| | | | | | Total = \$1,062.50 |

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Spouse's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|---------------------------------|---------------------------|
| 6/1 | $\$96 \times 0.75 = \72 | \$0* | \$41.25 | $\$41.25 \times 0.75 = \30.94 | $\$0 + \$30.94 = \$30.94$ |
| 6/2 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/3 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/4 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/5 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/6 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/7 | $\$96 \times 0.75 = \72 | \$0 | \$55 | $\$55 \times 0.75 = \41.25 | $\$0 + \$41.25 = \$41.25$ |
| 6/8 | N/A | N/A | \$41.25 | $\$41.25 \times 0.75 = \30.94 | $= \$30.94$ |
| | | | | | Total = \$309.38 |

**Total lodging cost incurred is noted in Civilian Employee's Per Diem Table above.*

2-Year-Old Child's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|---------------------------------|---------------------------|
| 6/1 | $\$96 \times 0.50 = \48 | \$0* | \$41.25 | $\$41.25 \times 0.50 = \20.63 | $\$0 + \$20.63 = \$20.63$ |
| 6/2 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/3 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/4 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/5 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/6 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/7 | $\$96 \times 0.50 = \48 | \$0 | \$55 | $\$55 \times 0.50 = \27.50 | $\$0 + \$27.50 = \$27.50$ |
| 6/8 | N/A | N/A | \$41.25 | $\$41.25 \times 0.50 = \20.63 | $= \$20.63$ |
| | | | | | Total = \$206.26 |

**Total lodging cost incurred is noted in Civilian Employee's Per Diem Table above.*

Total amount paid to the Civilian Employee

$\$460.36$ (MALT) + $\$1,062.50$ (Civilian Employee) + $\$309.38$ (Spouse) + $\$206.26$ (2-Year-Old) = **$\$2,038.50$** .

Scenario 2: Two POVs Traveling at the Same Time, Using the Same Route

A civilian employee travels for a PCS, departing the old PDS in Chicago, Illinois, and arriving at the new PDS in Arlington, Virginia. The civilian drives one POV and the spouse drives another POV, accompanied by a 5-year-old child. The official distance between the two authorized points is 701 miles and the MALT rate is 17 cents per mile. The Standard CONUS per diem rate is \$96 for lodging and \$55 for Meals and Incidental Expenses (M&IE). The civilian employee's lodging allowance covers all lodging expenses, so the spouse and child's allowances are not necessary. The civilian employee spends \$75 for one night of lodging. According to the JTR, the Lodging Plus method is used, so although the civilian employee is authorized up to \$216 for lodging, the employee's reimbursement must be limited to the actual lodging costs of \$75.

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Malt Reimbursement:

1st POV: 701 miles x \$0.17 = \$119.17

2nd POV: 701 miles x \$0.17 = \$119.17

Allowable Travel Time:

1. 701 miles ÷ 350 miles = 2 travel days, with a remainder of 1 mile
2. 1 mile is less than 51 miles, no additional travel day
3. Computed allowable travel time is 2 travel days.

Civilian Employee's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|-----------------------|-------------------------|
| 6/1 | \$96 x 1.0 = \$96 | \$75 per night | \$55 | \$55 x 0.75 = \$41.25 | \$75 + \$41.25=\$116.25 |
| 6/2 | N/A | N/A | \$55 | \$55 x 0.75 = \$41.25 | = \$41.25 |
| | | | | | Total = \$157.50 |

Spouse's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|--------------------------|-------------------------|
| 6/1 | \$96 x 0.75 = \$72 | \$0* | \$41.25 | \$41.25 x 0.75 = \$30.94 | \$0 + \$30.94=\$30.94 |
| 6/2 | N/A | N/A | \$41.25 | \$41.25 x 0.75 = \$30.94 | = \$30.94 |
| | | | | | Total = \$61.88 |

**Total lodging cost incurred is noted in Civilian Employee's Per Diem Table above.*

5-Year-Old Child's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|--------------------------|-------------------------|
| 6/1 | \$96 x 0.50 = \$48 | \$0* | \$41.25 | \$41.25 x 0.50 = \$20.63 | \$0 + \$20.63=\$20.63 |
| 6/2 | N/A | N/A | \$41.25 | \$41.25 x 0.50 = \$20.63 | = \$20.63 |
| | | | | | Total = \$41.26 |

**Total lodging cost incurred is noted in Civilian Employee's Per Diem Table above.*

Total amount paid to the Civilian Employee

\$119.17 (MALT for 1st POV) + \$119.17 (MALT for 2nd POV) + \$157.50 (Civilian Employee) + \$61.88 (Spouse) + \$41.26 (5-Year-Old) = **\$498.98.**

Scenario 3: MALT Computation Example for Two Separate Trips

A civilian employee travels for a PCS, departing the old PDS in Arlington, Virginia, and arriving at the new PDS in Colorado Springs, Colorado. The employee completes the trip in 5 days, 4 nights. Since housing in Colorado Springs is not ready, the spouse and 14-year-old child remain in Arlington. Two weeks after the civilian employee's arrival in Colorado Springs, the employee obtains housing, returns to Arlington and drives the spouse and child to Colorado Springs. The official distance between authorized points is 1,653 miles, and the MALT rate is 17 cents per mile. The Standard CONUS per diem rate is \$96 for lodging and \$55 for Meals and Incidental Expenses (M&IE). The civilian employee is not authorized reimbursement for the trip from Colorado Springs to Arlington to pick up the dependents, or per diem for the employee's second trip from Arlington to Colorado Springs. The civilian employee spends \$350 for lodging during the first trip from Arlington to Colorado Springs, and the dependents spend the same amount on the second trip. According to the JTR, the Lodging Plus method is used, so although the civilian employee is authorized up to \$1,152 for lodging, the employee's reimbursement must be limited to the actual lodging costs of \$700.

Malt Reimbursement: First Trip (Civilian Employee Alone)

1,653 miles x \$0.17 = \$281.01

Allowable Travel Time:

1. 1,653 miles ÷ 350 miles = 4 travel days, with a remainder of 253 miles
2. 253 miles is greater than 51 miles, add 1 travel day
3. Computed allowable travel time is 5 travel days.

Civilian Employee's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|-----------------------|-------------------------|
| 6/1 | \$96 x 1.0 = \$96 | \$90 per night | \$55 | \$55 x 0.75 = \$41.25 | \$90 + \$41.25=\$131.25 |
| 6/2 | \$96 x 1.0 = \$96 | \$85 per night | \$55 | \$55 x 1.0 = \$55 | \$85 + \$55 = \$140 |
| 6/3 | \$96 x 1.0 = \$96 | \$89 per night | \$55 | \$55 x 1.0 = \$55 | \$89 + \$55 = \$144 |
| 6/4 | \$96 x 1.0 = \$96 | \$86 per night | \$55 | \$55 x 1.0 = \$55 | \$86 + \$55 = \$141 |
| 6/5 | N/A | N/A | \$55 | \$55 x 0.75 = \$41.25 | = \$41.25 |
| | | | | | Total = \$597.50 |

Total amount paid to the Civilian Employee for First Trip (Civilian Employee Alone)

\$281.01 (MALT) + \$597.50 (Civilian Employee) = **\$878.51.**

Malt Reimbursement: Second Trip (Civilian Employee with Family)

1,653 miles x \$0.17 = \$281.01

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Allowable Travel Time:

1. 1,653 miles ÷ 350 miles = 4 travel days, with a remainder of 253 miles
2. 253 miles is greater than 51 miles, add 1 travel day
3. Computed allowable travel time is 5 travel days.

Spouse's Per Diem*

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|-----------------------|-------------------------|
| 6/19 | \$96 x 1.0 = \$96 | \$90 per night | \$55 | \$55 x 0.75 = \$41.25 | \$90 + \$41.25=\$131.25 |
| 6/20 | \$96 x 1.0 = \$96 | \$85 per night | \$55 | \$55 x 1.0 = \$55 | \$85 + \$55 = \$140 |
| 6/21 | \$96 x 1.0 = \$96 | \$89 per night | \$55 | \$55 x 1.0 = \$55 | \$89 + \$55 = \$144 |
| 6/22 | \$96 x 1.0 = \$96 | \$86 per night | \$55 | \$55 x 1.0 = \$55 | \$86 + \$55 = \$141 |
| 6/23 | N/A | N/A | \$55 | \$55 x 0.75 = \$41.25 | = \$41.25 |
| | | | | | Total = \$597.50 |

**The dependents are paid as though they are not being accompanied by the civilian employee, because the civilian employee received per diem for the first trip.*

14-Year-Old Child's Per Diem

| Date | Lodging Allowance Calculation | Lodging Cost Incurred | M&IE Allowance | M&IE Payment | Total Per Diem Payments |
|------|-------------------------------|-----------------------|----------------|--------------------------|-------------------------|
| 6/1 | \$96 x 0.75 = \$72 | \$0* | \$41.25 | \$41.25 x 0.75 = \$30.94 | \$0 + \$30.94 = \$30.94 |
| 6/2 | \$96 x 0.75 = \$72 | \$0 | \$55 | \$55 x 0.75 = \$41.25 | \$0 + \$41.25 = \$41.25 |
| 6/3 | \$96 x 0.75 = \$72 | \$0 | \$55 | \$55 x 0.75 = \$41.25 | \$0 + \$41.25 = \$41.25 |
| 6/4 | \$96 x 0.75 = \$72 | \$0 | \$55 | \$55 x 0.75 = \$41.25 | \$0 + \$41.25 = \$41.25 |
| 6/8 | N/A | N/A | \$41.25 | \$41.25 x 0.75 = \$30.94 | = \$30.94 |
| | | | | | Total = \$185.63 |

**Total lodging cost incurred is noted in Spouse's Per Diem Table above.*

Total amount paid to the Civilian Employee for Second Trip (Civilian Employee with Family)

\$281.01 (MALT) + \$597.50 (Spouse) + \$185.63 (14-Year-Old) = **\$1,064.14.**