

Aviator Palace (AP)

On Base Regulations & Policy Discussion

Catering to Pilot Instructor Training (PIT) Students Since 2008



Do I have to stay on base?

There are two considerations here. First is what the Joint Travel Regulations (JTR) say, and the second is what the leadership at your TDY base says. Both are important to consider and understand before making your lodging decision. You may want to consider contacting finance and/or legal if you have any questions.

Joint Travel Regulations (JTR). According to the public online Defense Travel Management Office website FAQ section, and the JTR, DoD members TDY are **not** required to stay on base during their TDY, even if the Authorizing Official who signed their orders has directed that on base lodging be used, and even if on base lodging is available.

DoD Members

4. Is a DoD uniformed member required to check availability/use Government quarters?

A member ordered to a U.S. installation (as opposed a geographic location like a town or city) is required to check Government quarters availability (e.g., through the CTO/TMC) at the U.S. installation to which are assigned TDY. The AO may direct adequate available Government quarters use for a uniformed member on a U.S. installation only if the uniformed member is TDY to that U.S. installation. The member should use adequate Government quarters on the U.S. installation at which assigned TDY. NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the travel order. See JFTR, par. U1045.

5. What per diem rate is authorized when a member uses other accommodations despite availability of adequate government quarters?

When adequate Government quarters are available on the U.S. installation to which a member is assigned TDY, and the member is directed to use them, and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' Government quarters (i.e., not on the U.S. installation to which the member is assigned TDY, but another 'nearby' U.S. installation or other uniformed facility).

DoD members who stay off base will be reimbursed up to the max lodging rate (currently \$39 a day locally).

So regardless of the local policies at the base you are TDY to, if you choose to stay off base you will be reimbursed. You may simply tell on base lodging that you are choosing to stay off base, and you can make arrangements. Regardless of the local policy at a particular base, the

policy does not trump the JTR and cannot prevent you from being reimbursed the max on base lodging rate.

What if I have a pet? If you have a pet (to include even a fish), you cannot stay at the BOQ on base in Universal City. You may, however, be able to stay at the TLF assuming this limited lodging is available, and depending on what kind of pet you have. For example, if you have a reptile (even a little 99 cent red slider turtle like those that live in the aquarium at the AP), you aren't able to stay on base at the BOQ or the TLF. If you have pets, be sure to plan your stay carefully.

Local Policy at the TDY Base. While local policy cannot prevent you from being reimbursed should you stay off base, the policy is still policy. In our market, the word on the street is that local policy is that unaccompanied officers must stay on base. Apparently the policy does not, however, mandate that accompanied officers stay on base at the TLFs if they are available. If you brought your spouse, you can stay off base. If you don't have a spouse, you can still stay off base and get reimbursed, but you will want to check with leadership first so you don't fail to comply with local policy. If you have a pet, such as a reptile, and cannot stay on base as a result - you may want to contact leadership before you arrive and ensure they are ok with you staying off base due to your pet situation. We recommend contacting the Randolph Inn, getting their take and documenting the conversation, then getting contact information from them on the policy so that you can contact somebody in your particular squadron and get permission to stay off base. Shouldn't be a big deal. You may want to point out 1) your pet situation, 2) policy allows accompanied to stay off base despite TLF availability, 3) you staying off base gives you a better living experience for training and 4) doesn't cost the government any more money than staying on base.