

# PCS Quarantine Guide for TPAX

## Overview

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### Introduction

This guide will cover most of the common scenarios involving quarantine/isolation periods during PCS transfer.

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### Contents

Topic	See Page
<a href="#">Single Mbr PCS via Plane with 1 Day of TVL &amp; Quarantine</a>	2
<a href="#">Mbr with Dep PCS via Plane to New PDS with Quarantine</a>	3
<a href="#">Mbr Traveling Alone via POV with Quarantine at New PDS</a>	5
<a href="#">Mbr with Dependents Traveling via POV with Quarantine</a>	7
<a href="#">Mbr with Dependents Traveling via POV and Ordered to Stop En Route for Quarantine</a>	10
<a href="#">Mbr with Dep Traveling via POV and Ordered to Return to Old PDS to Quarantine before Traveling to New PDS</a>	12
<a href="#">Mbr only Traveling via POV to Point of Embarkation for Quarantine and then via the AMHS to New PDS</a>	14

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# Single Mbr PCS via Plane with 1 Day of TVL & Quarantine

**Introduction** This guide provides the procedures for a single member PCS via plane with one day of travel and twelve days of quarantine at the new PDS prior to their report date.

**Procedures** See below.

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3	<p>This will pay 75% per diem for the flight day and then locality rate of the NEW PDS area during quarantine. Notice this will still cap lodging at the locality rate of the PDS area, as well as the lodging taxes (usually 10% of lodging).</p> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&amp;IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtt</th><th>M&amp;IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr> <td>03/30</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>53.25</td><td>210.25</td><td>15.70</td><td></td></tr> <tr> <td>03/31</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/01</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/02</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/03</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/04</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/05</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/06</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/07</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/08</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/09</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/10</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>157.00</td><td>17.00</td><td>18.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>228.00</td><td>15.70</td><td></td></tr> <tr> <td>04/11</td><td>LDP</td><td>157.00</td><td>71.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>53.25</td><td>53.25</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>2771.50</td><td>188.40</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtt	M&IE Amount	Total Amount	Lodging Tax	Taxable	03/30	LDP	157.00	71.00	CM	CM	CM	157.00			Partial	Day	53.25	210.25	15.70		03/31	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/01	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/02	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/03	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/04	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/05	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/06	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/07	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/08	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/09	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/10	LDP	157.00	71.00	CM	CM	CM	157.00	17.00	18.00	31.00	5.00	0.00	228.00	15.70		04/11	LDP	157.00	71.00	CM	CM	CM	0.00			Partial	Day	53.25	53.25	0.00														Total	2771.50	188.40	
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4	<p>Complete the claim by filling out the financial tab entering in the line of accounting and save.</p> <table border="1"> <thead> <tr> <th>Element of Expense</th><th>2020</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>\$2771.50</td></tr> <tr> <td>Memb/Emp Reimbursables</td><td>\$188.40</td></tr> <tr> <td>Totals Debits</td><td>\$2959.90</td></tr> <tr> <td>Total By FY</td><td>\$2959.90</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th><th>RAN</th></tr> </thead> <tbody> <tr> <td>ALLT</td><td>ALC</td><td>ProgEle</td><td>CstAct</td><td>Obj</td><td>Amount</td></tr> <tr> <td>21</td><td>0</td><td>RA</td><td>78045</td><td>2100</td><td>x</td></tr> </tbody> </table> <p>Accept Line Cancel Line</p>	Element of Expense	2020	Memb/Emp PCS Per Diem	\$2771.50	Memb/Emp Reimbursables	\$188.40	Totals Debits	\$2959.90	Total By FY	\$2959.90	Alc	ProgEle	CstAct	Obj	Amount	RAN	ALLT	ALC	ProgEle	CstAct	Obj	Amount	21	0	RA	78045	2100	x																																																																																																																																																																																																																				
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## Mbr with Dep PCS via Plane to New PDS with Quarantine

**Introduction** This guide provides the procedures for a member and their dependents traveling via plane with fourteen days of quarantine at the new PDS prior to their report date.

**Procedures** See below.

Step	Action																																																												
1	Enter in the travel orders as usual.																																																												
2	Select all dependents traveling with the member. <div><p>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</p><div><div>WHACK (Member) SPOUSE (Spouse) CHILD1 (Dependent) CHILD2 (Dependent)</div><div><div>Select All</div><div>Unselect All</div></div></div></div>																																																												
3	<ul style="list-style-type: none"><li>• In the itinerary, enter <b>QP</b> as the reason for stop at the new PDS location.</li><li>• Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period.</li><li>• Depart on the first day after official quarantine using <b>CS</b> (change station) and then <b>MC</b> (mission complete).</li></ul> <table><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th colspan="4">Who's Traveling Concurrently</th><th></th><th></th></tr><tr><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr><tr><td>4/6/2020 4/6/2020</td><td>DEP ARR</td><td>Honolulu, HI, Honolulu New Orleans, LA, Orleans</td><td>CP <b>QP</b></td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input checked="" type="checkbox"/> CM</td><td>0</td><td>225.00</td><td>22.50</td><td>0</td><td>Edit Insert</td><td>Del</td></tr><tr><td>4/20/2020 4/20/2020</td><td>DEP ARR</td><td>New Orleans, LA, Orleans New Orleans, LA, Orleans</td><td>CS <b>MC</b></td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit Insert</td><td>Del</td></tr></table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently															AE%	Lodging	Taxes	Miles			4/6/2020 4/6/2020	DEP ARR	Honolulu, HI, Honolulu New Orleans, LA, Orleans	CP <b>QP</b>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input checked="" type="checkbox"/> CM	0	225.00	22.50	0	Edit Insert	Del	4/20/2020 4/20/2020	DEP ARR	New Orleans, LA, Orleans New Orleans, LA, Orleans	CS <b>MC</b>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG		<input type="checkbox"/>	0	0.00	0.00	0	Edit Insert	Del
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## Mbr with Dep PCS via Plane to New PDS with Quarantine, Continued

### Procedures, continued

Step

4

Action

The daily calcs show the amount of lodging and lodging tax authorized per person and totals the per diem being paid. It is also paying 75% per diem for travel days.

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
04/06	LDP	157.00	71.00	CM	CM	CM	56.25			Partial	Day	53.25	384.75	5.62	
04/07	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/08	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
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04/10	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/11	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/12	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/13	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/14	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/15	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/16	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/17	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/18	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/19	LDP	157.00	71.00	CM	CM	CM	56.25	17.00	18.00	31.00	5.00	0.00	438.00	5.62	
04/20	LDP	157.00	71.00	CM	CM	CM	0.00			Partial	Day	53.25	159.75	0.00	
												Total	6238.50	78.68	

5

The calculations page and the LOA page do not look the same, this is a display issue. The system, however, pays correctly.

Element of Expense	2020
Memb/Emp PCS Per Diem	\$1,817.00
Memb/Emp Reimbursables	\$315.00
Dep. Per Diem	\$108.50
Dependent Quarantine Per Diem	\$4,315.00
Totals Debits	\$6,553.50
Total By FY	\$6,553.50

ALLT	ALC	ProgEle	CstAct	Obj	Amount	RAN
21	0	RA	78045	2100	0.00	x

Accept Line

Cancel Line

Regenerate

Save

Cancel

Help

## Mbr Traveling Alone via POV with Quarantine at New PDS

**Introduction** This guide provides the procedures for a member traveling alone via POV with quarantine at the new PDS prior to their report date.

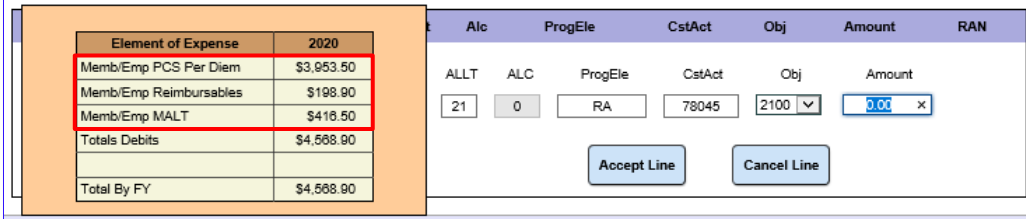
**Procedures** See below.

Step	Action																																																																																																																																																																																																																																																																																																																																																																																
1	Enter in the travel orders as usual.																																																																																																																																																																																																																																																																																																																																																																																
2	<p>Select the member only for traveling.</p> <div> <p>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</p> <table border="1"> <tr> <td>IOWA (Member)</td> <td rowspan="2">Select All</td> </tr> <tr> <td>SPOUSE (Spouse)</td> </tr> </table> </div>	IOWA (Member)	Select All	SPOUSE (Spouse)																																																																																																																																																																																																																																																																																																																																																																													
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3	<ul style="list-style-type: none"> <li>In the itinerary, enter <b>QP</b> as the reason for stop at the new PDS location.</li> <li>Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period.</li> <li>Depart on the first day after official quarantine using <b>CS</b> (change station) and then <b>MC</b> (mission complete).</li> </ul> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who's Traveling Concurrently</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>4/13/2020</td><td>DEP</td><td>Alameda, CA, Alameda</td><td>PA</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>4/23/2020</td><td>ARR</td><td>Miami, FL, Miami-Dade</td><td>QP</td><td></td><td></td><td>LDP</td><td>CQ</td><td>CM</td><td>0</td><td>225.00</td><td>22.50</td><td>2450</td><td></td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>5/6/2020</td><td>DEP</td><td>Miami, FL, Miami-Dade</td><td>CS</td><td></td><td></td><td></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td></td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>5/6/2020</td><td>ARR</td><td>Miami, FL, Miami-Dade</td><td>MC</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently	AE%	Lodging	Taxes	Miles			4/13/2020	DEP	Alameda, CA, Alameda	PA													4/23/2020	ARR	Miami, FL, Miami-Dade	QP			LDP	CQ	CM	0	225.00	22.50	2450		Edit Insert	Del	5/6/2020	DEP	Miami, FL, Miami-Dade	CS				NLG		0	0.00	0.00	0		Edit Insert	Del	5/6/2020	ARR	Miami, FL, Miami-Dade	MC																																																																																																																																																																																																																																																																																																												
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4	<p>On the daily calcs, the member is capped on MALT days (based on the number of days authorized per the amount of mileage). Also note that lodging is capped based on locality per diem max lodging rate.</p> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&amp;IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&amp;IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>04/16</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/17</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/18</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/20</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/21</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/22</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>151.00</td><td>0.00</td><td></td></tr> <tr><td>04/23</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/24</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/25</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/26</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/27</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/28</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/29</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>04/30</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> <tr><td>05/01</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>219.00</td><td>15.30</td><td></td></tr> 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<tr><td>05/06</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>49.50</td><td>49.50</td><td>0.00</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>3853.50</td><td>188.80</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	04/16	FP											0.00	151.00	0.00		04/17	FP											0.00	151.00	0.00		04/18	FP											0.00	151.00	0.00		04/19	FP											0.00	151.00	0.00		04/20	FP											0.00	151.00	0.00		04/21	FP											0.00	151.00	0.00		04/22	FP											0.00	151.00	0.00		04/23	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/24	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/25	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/26	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/27	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/28	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/29	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		04/30	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/01	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/02	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/03	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/04	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/05	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	219.00	15.30		05/06	LDP	153.00	66.00	CM	CM	CM	0.00			Partial	Day	49.50	49.50	0.00														Total	3853.50	188.80	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																																																																																																																																																																																		
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*Continued on next page*

## Mbr Traveling Alone via POV with Quarantine at New PDS, Continued

**Procedures,**  
continued

Step	Action
5	<p>Notice on the financial tab where the accounting is input that the calculations shows the MALT days total and the quarantine period PCS per diem total.</p>  <p>The screenshot displays two side-by-side windows. The left window is a table titled 'Element of Expense' with a column for '2020'. It lists 'Memb/Emp PCS Per Diem' (\$3,953.50), 'Memb/Emp Reimbursables' (\$198.90), 'Memb/Emp MALT' (\$416.50), 'Totals Debits' (\$4,568.90), and 'Total By FY' (\$4,568.90). The right window is a form for accounting input with fields for ALLT (21), ALC (0), ProgEle (RA), CstAct (78045), Obj (2100), and Amount (0.00). It includes 'Accept Line' and 'Cancel Line' buttons.</p>

## Mbr with Dependents Traveling via POV with Quarantine

**Introduction** This guide provides the procedures for a member with dependents traveling via POV with 14 days of quarantine at the new PDS prior to their report date.

**Procedures** See below.

Step	Action																																																												
1	Enter in the travel orders as usual.																																																												
2	<div>Select all travelers and enter the number of cars authorized.</div> <div><div><div><input checked="" type="checkbox"/> Owner operator of POV</div><div><input type="checkbox"/> No MALT</div><div>Number of cars authorized <input type="text" value="2"/></div></div><div><div>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</div><div><div>LEAPING (Member) SPOUSE (Spouse) CHILD1 (Dependent) CHILD2 (Dependent)</div><div><div>Select All</div><div>Unselect All</div></div></div></div></div>																																																												
3	<div><ul style="list-style-type: none"><li>• In the itinerary, enter <b>QP</b> as the reason for stop at the new PDS location.</li><li>• Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period. If there are multiple rooms, add the cost together for the daily totals.</li><li>• Depart on the first day after official quarantine using <b>CS</b> (change station) and then <b>MC</b> (mission complete).</li></ul></div> <table><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th colspan="4">Who's Traveling Concurrently</th><th></th><th></th></tr><tr><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr><tr><td>4/8/2020 4/13/2020</td><td>DEP ARR</td><td>Alameda, CA, Alameda Miami, FL, Miami-Dade</td><td>PA <b>QP</b></td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td><input type="checkbox"/> CQ</td><td><input type="checkbox"/> CM</td><td><input type="text" value="0"/> <input type="text" value="0"/></td><td><input type="text" value="775.00"/> <input type="text" value="77.50"/></td><td><input type="text" value="77.50"/> <input type="text" value="0"/></td><td><input type="text" value="2450"/> <input type="text" value="0"/></td><td>Edit Insert</td><td>Del</td></tr><tr><td>4/26/2020 4/26/2020</td><td>DEP ARR</td><td>Miami, FL, Miami-Dade Miami, FL, Miami-Dade</td><td>CS <b>MC</b></td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td><input type="checkbox"/> NLG</td><td><input type="checkbox"/> NLG</td><td><input type="text" value="0"/> <input type="text" value="0"/></td><td><input type="text" value="0.00"/> <input type="text" value="0.00"/></td><td><input type="text" value="0.00"/> <input type="text" value="0"/></td><td><input type="text" value="0"/> <input type="text" value="0"/></td><td>Edit Insert</td><td>Del</td></tr></table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently															AE%	Lodging	Taxes	Miles			4/8/2020 4/13/2020	DEP ARR	Alameda, CA, Alameda Miami, FL, Miami-Dade	PA <b>QP</b>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/> CQ	<input type="checkbox"/> CM	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="775.00"/> <input type="text" value="77.50"/>	<input type="text" value="77.50"/> <input type="text" value="0"/>	<input type="text" value="2450"/> <input type="text" value="0"/>	Edit Insert	Del	4/26/2020 4/26/2020	DEP ARR	Miami, FL, Miami-Dade Miami, FL, Miami-Dade	CS <b>MC</b>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input type="checkbox"/> NLG	<input type="checkbox"/> NLG	<input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	Edit Insert	Del
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*Continued on next page*

## Mbr with Dependents Traveling via POV with Quarantine, Continued

### Procedures, continued

Step	Action																																																																																																																																																																																																																																																																																																																																																																																
4	<p>Notice on the calculation screen that it shows the max lodging rate and then computes the authorized lodging based on the number and age of the travelers (similar to TLE, but not the same computations).</p> <table><tr><th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&amp;IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&amp;IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr><tr><td>04/06</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/07</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/08</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/09</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/10</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/11</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/12</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>453.00</td><td>0.00</td><td></td></tr><tr><td>04/13</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/14</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/15</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/16</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/17</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/18</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/19</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/20</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/21</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/22</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/23</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/24</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/25</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>153.00</td><td>16.00</td><td>17.00</td><td>28.00</td><td>5.00</td><td>0.00</td><td>810.00</td><td>15.30</td><td></td></tr><tr><td>04/26</td><td>LDP</td><td>153.00</td><td>66.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>49.50</td><td>148.50</td><td>0.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>13849.50</td><td>196.90</td><td></td></tr></table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	04/06	FP											0.00	453.00	0.00		04/07	FP											0.00	453.00	0.00		04/08	FP											0.00	453.00	0.00		04/09	FP											0.00	453.00	0.00		04/10	FP											0.00	453.00	0.00		04/11	FP											0.00	453.00	0.00		04/12	FP											0.00	453.00	0.00		04/13	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/14	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/15	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/16	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/17	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/18	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/19	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/20	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/21	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/22	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/23	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/24	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/25	LDP	153.00	66.00	CM	CM	CM	153.00	16.00	17.00	28.00	5.00	0.00	810.00	15.30		04/26	LDP	153.00	66.00	CM	CM	CM	0.00			Partial	Day	49.50	148.50	0.00														Total	13849.50	196.90	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																																																																																																																																																																																		
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5	<p>The system takes the total amount of lodging paid and divides it by the number of travelers (same for lodging taxes, however all taxes are paid to the member in reimbursables), and pays each traveler up to but NTE the daily max lodging amount. The per diem computations are:</p> <ul style="list-style-type: none"><li>• Member: 100% MI&amp;E</li><li>• Spouse traveling with the member: 75% MI&amp;E</li><li>• Spouse traveling without the member: 100% M&amp;IE</li><li>• Dependents &gt;12: 100% M&amp;IE</li><li>• Dependents &lt;12: 50% M&amp;IE</li></ul>																																																																																																																																																																																																																																																																																																																																																																																

*Continued on next page*



## Mbr with Dependents Traveling via POV with Quarantine, Continued

### Procedures, continued

Step

6

Action

Notice how the financial tab breaks out the difference between Dep PCS costs and Dep Quarantine costs, as well as the member's.

Element of Expense	2020
Memb/Emp PCS Per Diem	\$3,953.50
Memb/Emp Reimbursables	\$795.60
Memb/Emp MALT	\$418.50
Dep. Per Diem	\$401.00
Dep. MALT	\$418.50
Dependent Quarantine Per Diem	\$9,495.00
Totals Debits	\$15,478.10
Total By FY	\$15,478.10

ALLT	ALC	ProgEle	CstAct	Obj	Amount	RAN
21	0	RA	78045	2100	0.00	x

Accept Line

Cancel Line

Regenerate

Save

Cancel

Help

## Mbr with Dependents Traveling via POV and Ordered to Stop En Route for Quarantine

**Introduction** This guide provides the procedures for a member with dependents traveling via POV and ordered to stop en route to quarantine.

**Procedures** See below.

Step	Action																																										
1	Enter in the travel orders as usual.																																										
2	<p>Select all travelers and enter the number of cars authorized.</p> <div><div><input checked="" type="checkbox"/> Owner operator of POV<input type="checkbox"/> No MALT</div><div>Number of cars authorized <input type="text" value="2"/></div></div> <p>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</p> <div><div><div>JACK (Member) SPOUSE (Spouse) CHILD1 (Dependent) CHILD2 (Dependent)</div><div>Select All Unselect All</div></div></div>																																										
3	<ul style="list-style-type: none"><li>• In the itinerary, enter <b>QP</b> as the reason for stop at the en route quarantine location.</li><li>• Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period. If there are multiple rooms, add the cost together for the daily totals.</li><li>• Depart on the first day after official quarantine using <b>CS</b> (change station) and travel to the NEW PDS, then <b>MC</b> (mission complete).</li></ul> <table><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who's Traveling Concurrently</th><th></th><th></th></tr><tr><td>4/8/2020 4/11/2020</td><td>DEP ARR</td><td>Cape May, NJ, Cape May Topeka, KS, Shawnee</td><td>PA QP</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input type="checkbox"/> CM</td><td>0</td><td>125.00</td><td>12.50</td><td>1550</td><td>Edit Insert</td><td>Del</td></tr><tr><td>4/28/2020 5/1/2020</td><td>DEP ARR</td><td>Topeka, KS, Shawnee Seattle, WA, King</td><td>PA MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1525</td><td>Edit Insert</td><td>Del</td></tr></table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently			4/8/2020 4/11/2020	DEP ARR	Cape May, NJ, Cape May Topeka, KS, Shawnee	PA QP	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM	0	125.00	12.50	1550	Edit Insert	Del	4/28/2020 5/1/2020	DEP ARR	Topeka, KS, Shawnee Seattle, WA, King	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	NLG	<input type="checkbox"/>	0	0.00	0.00	1525	Edit Insert	Del
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4/28/2020 5/1/2020	DEP ARR	Topeka, KS, Shawnee Seattle, WA, King	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	NLG	<input type="checkbox"/>	0	0.00	0.00	1525	Edit Insert	Del																													

*Continued on next page*

## Mbr with Dependents Traveling via POV and Ordered to Stop En Route for Quarantine, Continued

Procedures,  
continued

Step

4

Action

The daily computations screen shows the MALT days and Quarantine days:

- The first set of MALT days is based on 1550 of mileage (computes to 5 days).
- The second set of MALT days is based on 1525 of mileage (5 days).
- Even though 3075 miles one way is only 9 days of travel, the system has to figure it based on the departure and arrival dates of the actual MALT travel legs.

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Inodtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
04/06	FP											0.00	490.75	0.00	
04/07	FP											0.00	490.75	0.00	
04/08	FP											0.00	490.75	0.00	
04/09	FP											0.00	490.75	0.00	
04/10	FP											0.00	490.75	0.00	
04/11	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/12	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/13	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/14	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/15	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/16	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/17	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/18	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/19	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/20	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/21	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/22	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/23	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/24	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/25	LDP	96.00	55.00	CM	CM	CM	31.25	13.00	14.00	23.00	5.00	0.00	303.75	3.12	
04/26	FP											0.00	490.75	0.00	
04/27	FP											0.00	490.75	0.00	
04/28	FP											0.00	490.75	0.00	
04/29	FP											0.00	490.75	0.00	
04/30	FP											0.00	490.75	0.00	
												Total	9463.75	48.80	

5

Again, notice how the financial tab breaks out the computations for MALT days and Quarantine days for both the member and their dependents.

Element of Expense	2020
Memb/Emp PCS Per Diem	\$2,803.75
Memb/Emp Reimbursables	\$187.50
Memb/Emp MALT	\$522.75
Dep. Per Diem	\$2,038.50
Dep. MALT	\$522.75
Dependent Quarantine Per Diem	\$4,621.50
Totals Debits	\$10,698.75
Total By FY	\$10,698.75

ALLT	ALC	ProgEle	CstAct	Obj	Amount	RAN
21	0	RA	78045	2100	0.00	x
<div>Accept Line</div> <div>Cancel Line</div>						
<div>Regenerate</div> <div>Save</div> <div>Cancel</div> <div>Help</div>						

## Mbr with Dep Traveling via POV and Ordered to Return to Old PDS to Quarantine before Traveling to New PDS

**Introduction** This guide provides the procedures for a member with dependents traveling via POV and ordered to return to their old PDS to quarantine before traveling to their new PDS.

**Procedures** See below.

Step	Action																																																																											
1	Enter in the travel orders as usual.																																																																											
2	<p>Select all travelers and enter the number of cars authorized.</p> <div> <input checked="" type="checkbox"/> Owner operator of POV    <input type="checkbox"/> No MALT    Number of cars authorized <input type="text" value="13"/> </div> <p>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</p> <div> <div> MARINE (Member)  SPOUSE (Spouse)  CHILD1 (Dependent)  CHILD2 (Dependent) </div> <div> Select All  Unselect All </div> </div>																																																																											
3	<ul style="list-style-type: none"> <li>In the itinerary, enter <b>DL</b> as the reason for stop at the “turnaround point” to go back to the OLD PDS location for quarantine.</li> <li>Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the DL location (if any).</li> <li>Enter the new leg to return to the OLD PDS and put <b>QP</b> as the reason for stop.</li> <li>Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period. If there are multiple rooms, add the cost together for the daily totals.</li> <li>Depart on the first day after official quarantine using <b>CS</b> (change station) and travel to the NEW PDS, then <b>MC</b> (mission complete).</li> </ul> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th colspan="4">Who's Traveling Concurrently</th><th></th><th></th></tr> <tr> <th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>4/6/2020 4/7/2020</td><td>DEP ARR</td><td>Seattle, WA, King Redding, CA, Shasta</td><td>PA DL</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>NLG</td><td><input type="checkbox"/> CM</td><td><input type="text" value="0"/> 0</td><td><input type="text" value="0.00"/> 0.00</td><td><input type="text" value="0.00"/> 0.00</td><td><input type="text" value="594"/> 594</td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>4/8/2020 4/9/2020</td><td>DEP ARR</td><td>Redding, CA, Shasta Seattle, WA, King</td><td>PA QP</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input type="checkbox"/> CM</td><td><input type="text" value="0"/> 0</td><td><input type="text" value="225.00"/> 225.00</td><td><input type="text" value="22.50"/> 22.50</td><td><input type="text" value="594"/> 594</td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>4/21/2020 4/24/2020</td><td>DEP ARR</td><td>Seattle, WA, King Alameda, CA, Alameda</td><td>PA MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td></td><td><input type="checkbox"/></td><td><input type="text" value="0"/> 0</td><td><input type="text" value="0.00"/> 0.00</td><td><input type="text" value="0.00"/> 0.00</td><td><input type="text" value="804"/> 804</td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently															AE%	Lodging	Taxes	Miles			4/6/2020 4/7/2020	DEP ARR	Seattle, WA, King Redding, CA, Shasta	PA DL	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/> CM	<input type="text" value="0"/> 0	<input type="text" value="0.00"/> 0.00	<input type="text" value="0.00"/> 0.00	<input type="text" value="594"/> 594	Edit Insert	Del	4/8/2020 4/9/2020	DEP ARR	Redding, CA, Shasta Seattle, WA, King	PA QP	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM	<input type="text" value="0"/> 0	<input type="text" value="225.00"/> 225.00	<input type="text" value="22.50"/> 22.50	<input type="text" value="594"/> 594	Edit Insert	Del	4/21/2020 4/24/2020	DEP ARR	Seattle, WA, King Alameda, CA, Alameda	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG		<input type="checkbox"/>	<input type="text" value="0"/> 0	<input type="text" value="0.00"/> 0.00	<input type="text" value="0.00"/> 0.00	<input type="text" value="804"/> 804	Edit Insert	Del
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*Continued on next page*

# **Mbr with Dep Traveling via POV and Ordered to Return to Old PDS to Quarantine before Traveling to New PDS,** Continued

**Procedures,**  
continued

Step	Action																																																																																																																																																																																																																																																																																																																																
4	<p>Notice on the daily calcs that the MALT days to the turnaround point and return to the OLD PDS are computed as MALT, then Quarantine days and then MALT days from the OLD PDS to the NEW PDS.</p> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&amp;IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Inodtl</th><th>M&amp;IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>04/06</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>490.75</td><td>0.00</td><td></td></tr> <tr><td>04/07</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>490.75</td><td>0.00</td><td></td></tr> <tr><td>04/08</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>490.75</td><td>0.00</td><td></td></tr> <tr><td>04/09</td><td>LDP</td><td>184.00</td><td>76.00</td><td>CM</td><td>CM</td><td>CM</td><td>56.25</td><td>18.00</td><td>19.00</td><td>34.00</td><td>5.00</td><td>0.00</td><td>472.00</td><td>5.62</td><td></td></tr> <tr><td>04/10</td><td>LDP</td><td>184.00</td><td>76.00</td><td>CM</td><td>CM</td><td>CM</td><td>56.25</td><td>18.00</td><td>19.00</td><td>34.00</td><td>5.00</td><td>0.00</td><td>472.00</td><td>5.62</td><td></td></tr> <tr><td>04/11</td><td>LDP</td><td>184.00</td><td>76.00</td><td>CM</td><td>CM</td><td>CM</td><td>56.25</td><td>18.00</td><td>19.00</td><td>34.00</td><td>5.00</td><td>0.00</td><td>472.00</td><td>5.62</td><td></td></tr> 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Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Inodtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	04/06	FP											0.00	490.75	0.00		04/07	FP											0.00	490.75	0.00		04/08	FP											0.00	490.75	0.00		04/09	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/10	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/11	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/12	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/13	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/14	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/15	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/16	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/17	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/18	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/19	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/20	LDP	184.00	76.00	CM	CM	CM	56.25	18.00	19.00	34.00	5.00	0.00	472.00	5.62		04/21	FP											0.00	490.75	0.00		04/22	FP											0.00	490.75	0.00		04/23	FP											0.00	490.75	0.00														Total	8808.50	67.44	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Inodtl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																																																																																																																																		
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5	<p>Again, notice how the financial tab breaks out the computations for MALT days and Quarantine days for both the member and their dependents.</p> <div> <table border="1"> <thead> <tr> <th>Element of Expense</th><th>2020</th></tr> </thead> <tbody> <tr><td>Memb/Emp PCS Per Diem</td><td>\$2,493.00</td></tr> <tr><td>Memb/Emp Reimbursables</td><td>\$270.00</td></tr> <tr><td>Memb/Emp MALT</td><td>\$338.64</td></tr> <tr><td>Dep. Per Diem</td><td>\$1,698.75</td></tr> <tr><td>Dep. MALT</td><td>\$338.64</td></tr> <tr><td>Dependent Quarantine Per Diem</td><td>\$4,416.75</td></tr> <tr><td>Totals Debits</td><td>\$9,555.78</td></tr> <tr><td>Total By FY</td><td>\$9,555.78</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>ALLT</th><th>ALC</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th><th>RAN</th></tr> </thead> <tbody> <tr> <td>21</td><td>0</td><td>RA</td><td>78045</td><td>2100</td><td>0.00</td><td>x</td></tr> </tbody> </table> <div> <div>Accept Line</div> <div>Cancel Line</div> </div> <div> <div>Regenerate</div> <div>Save</div> <div>Cancel</div> <div>Help</div> </div> </div>	Element of Expense	2020	Memb/Emp PCS Per Diem	\$2,493.00	Memb/Emp Reimbursables	\$270.00	Memb/Emp MALT	\$338.64	Dep. Per Diem	\$1,698.75	Dep. MALT	\$338.64	Dependent Quarantine Per Diem	\$4,416.75	Totals Debits	\$9,555.78	Total By FY	\$9,555.78	ALLT	ALC	ProgEle	CstAct	Obj	Amount	RAN	21	0	RA	78045	2100	0.00	x																																																																																																																																																																																																																																																																																																
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## Mbr Traveling Alone via POV to Point of Embarkation for Quarantine and then via the AMHS to New PDS

**Introduction** This guide provides the procedures for a member traveling alone via POV to the Point of Embarkation for quarantine and then via the AMHS to the new PDS.

**Procedures** See below.

Step	Action																																																												
1	Enter in the travel orders as usual.																																																												
2	<p>Select the member only for traveling.</p> <p>Highlight Who's Travel Expenses are being Reimbursed on this Itinerary</p> <div><div>MEAT (Member)</div><div><div>Select All</div><div>Unselect All</div></div></div>																																																												
3	<ul style="list-style-type: none"><li>• In the itinerary, enter <b>QP</b> as the reason for stop at the point of embarkation where the member gets on the AMHS or flies overseas.</li><li>• Enter in the total nightly <b>lodging costs</b> and <b>taxes</b> for the quarantine period.</li><li>• Enter the new leg to continue to the NEW PDS.</li><li>• Depart on the first day after official quarantine using <b>AF</b> (Alaskan Ferry) and travel to the NEW PDS, then <b>MC</b> (mission complete).</li></ul> <table><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th colspan="4">Who's Traveling Concurrently</th><th></th><th></th></tr><tr><th></th><th></th><th></th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr><tr><td>3/24/2020 3/27/2020</td><td>DEP ARR</td><td>San Diego, CA, San Diego Bellingham, WA, Whatcom</td><td>PA QP</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input type="checkbox"/> CM</td><td>0</td><td>100.00</td><td>10.00</td><td>1700</td><td>Edit Insert</td><td>Del</td></tr><tr><td>4/5/2020 4/6/2020</td><td>DEP ARR</td><td>Bellingham, WA, Whatcom Anchorage, AK, Anchorage</td><td>AF MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td></td><td><input checked="" type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit Insert</td><td>Del</td></tr></table>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently									AE%	Lodging	Taxes	Miles									3/24/2020 3/27/2020	DEP ARR	San Diego, CA, San Diego Bellingham, WA, Whatcom	PA QP	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM	0	100.00	10.00	1700	Edit Insert	Del	4/5/2020 4/6/2020	DEP ARR	Bellingham, WA, Whatcom Anchorage, AK, Anchorage	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG		<input checked="" type="checkbox"/>	0	0.00	0.00	0	Edit Insert	Del
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*Continued on next page*

## Mbr Traveling Alone via POV to Point of Embarkation for Quarantine and then via the AMHS to New PDS, Continued

Procedures,  
continued

Step

4

Action

Notice on the daily calcs that the MALT days to the point of embarkation are computed as MALT, then Quarantine days and then Alaska Ferry days from the point of embarkation to the NEW PDS and the disembark per diem.

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
03/24	FP											0.00	151.00	0.00	
03/25	FP											0.00	151.00	0.00	
03/26	FP											0.00	151.00	0.00	
03/27	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
03/28	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
03/29	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
03/30	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
03/31	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
04/01	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
04/02	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
04/03	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
04/04	LDP	96.00	55.00	CM	CM	CM	96.00	13.00	14.00	23.00	5.00	0.00	151.00	9.60	
04/05	AF											76.00	76.00	0.00	
04/06	LDP	199.00	125.00	CM	CM	CM	0.00			Partial	Day	93.75	93.75	0.00	
												Total	1981.75	86.40	

5

Again, notice on the financial tab when entering in the accounting, the system breaks out the computations for MALT days and Quarantine days for the member.

Element of Expense	2020
Memb/Emp PCS Per Diem	\$1,981.75
Memb/Emp Reimbursables	\$86.40
Memb/Emp MALT	\$289.00
DLA	\$1,419.78
Totals Debits	\$3,776.93
Total By FY	\$3,776.93

Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	RAN
259	21	0	RA	78045	2101	\$3,776.93	

ALLT    ALC    ProgEle    CstAct    Obj    Amount  
21    0    RA    78045    2101    3776.93

Accept Line    Cancel Line