

## **Leisure In Conjunction With Official (LICWO) Travel – FAQ Sheet:**

This document provides answers to frequently asked questions concerning LICWO travel. These answers are based on the requirements of the JTR and FTR. However, where a conflict between this document and the regulations exist, the regulations shall govern.

**1. What is considered LICWO travel?** Any travel that is completed via common carrier transportation (air, train, ship, or bus) and adds a stop at a location for other than official duty requirements to the official travel itinerary as authorized on the orders is considered LICWO.

**2. If I am taking leave at my Temporary Duty (TDY) or new Permanent Duty Station (PDS) locations is it considered LICWO?** No. As long as there is no fare increase that will result and the departure and arrival locations do not change from the official PDS/TDY locations, then the travel is considered all official travel. This is even true if the traveler takes leave at the TDY location, flies to another city and then returns to the TDY location prior to the return flight to the PDS location. If there is a fare increase from the originally ticketed travel resulting from the change in travel plans for leave, then this travel would be considered LICWO and use of the GTCC would be prohibited along with use of the GSA contracted fares.

**3. What is considered official travel?** Any travel segment that is directly between the PDS/TDY, TDY/TDY, TDY/PDS, or PDS/PDS (for PCS travel) locations is considered official travel.

**4. What is considered leisure travel?** Any portion of the travel that includes an additional location from the official itinerary for personal reasons would be leisure travel. The leisure travel portion would be the segment from official location to the personal location and back to the official location (ex: PDS-LV-TDY, TDY-LV-TDY, TDY-LV-PDS, or PDS-LV-PDS).

**5. If I am taking leave at an authorized enroute rest stop (i.e. Rest Overnight (RON)) location is that considered LICWO?** Yes. While some flight plans may result in the traveler being authorized a layover in between flights, any extension of the authorized delay for personal reasons would make the travel to be considered leisure.

**6. Can I depart from my official family residence instead of my PDS for TDY travel?** Per JTR paragraph U4430, TDY departure from a member's family residence would be authorized if to the Government's advantage. Also, the member could be authorized to depart from the family's residence and return to PDS/traveler's residence if it is to the Government's advantage. AO's should verify the member's family residence within Direct Access and that the alternate departure location is to the Government's advantage prior to approving travel orders/amendments which include this authorized alternate departure/return locations.

**7. Can I depart from a permissive orders location to instead of my PDS for TDY travel?** Yes, if approved by your command and noted on the TDY travel orders. However, you cannot use the GTCC or GSA contracted fares for any travel under the permissive orders as this is not reimbursable, only under the TDY travel which would be reimbursable. The authority to depart on TDY from a permissive orders location is based on the Military Assignments and Authorized

Absences Manual, art. 2.A.10.b. (8) which states members in receipt of PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization. The ten days may be extended by combining with weekends, holidays, leave, liberty, or TDY. Commanding officers will carefully screen requests for TDY to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel.

**8. How must official travel be booked?** Official travel is required to be procured via the contracted Travel Management Center (TMC) which is currently ADTRAV for the Coast Guard. Additionally, official travel must be procured using the member's Individually Billed Account (IBA) or the Centrally Billed Account (CBA) Government Travel Charge Card, as appropriate.

**9. How must leisure travel be booked?** Leisure travel can be booked via the TMC or by any other commercially available means. However, use of the GSA contracted fares or the IBA/CBA is specifically prohibited for leisure travel. The full ticket fare must be placed on a personal credit card. The TMC is prohibited from charging the IBA/CBA for the cost of what would have been the official travel portion and then only changing the difference in the fee to the traveler's personal card.

**10. How much will I be reimbursed for the official travel airfare?** If the official travel was charged to the CBA, there will be no reimbursement to the member. If the official travel was charged to the traveler's IBA, then the reimbursement will be based on the actual cost charged by the TMC (i.e. ADTRAV) for the official travel as reflected on the final invoice.

**11. How much will I be reimbursed for the leisure travel airfare? 12FEB19 Update.** Reimbursement for the leisure travel portion is limited to the actual cost paid or the contracted fare (-YCA) between the official locations, whichever is lower. Contracted fares can be obtained using [GSA's Airline City Pair Program Search](#) or the lowest economy/coach class fare if the contracted fares are not available for the official points of travel. Travelers should be aware that the GSA site does not include all fees that may be charged. For the most accurate estimate of the maximum reimbursement **for non-City Pair Program Fares (i.e. cases where there is no contract fares between cities)**, travelers are encouraged to use the ADTRAV on line booking engine (i.e. GetThere) to obtain a complete estimate of the cost. Access to the site is available at the address below:

[http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\\_ADTRAV.asp](http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp)

**12. Should I purchase a fully refundable or non-refundable ticket for my leisure travel?** Travelers should very carefully weigh the financial risks before buying a non-refundable ticket for the leisure portion of the trip. If the official travel is canceled or changed the member is personally financially liable for the leisure travel portion of the trip and will not be reimbursed.

**13. Can I combine my official travel and my leisure travel, and make it all non-refundable travel to save money?** No. The official travel must be purchased through the TMC with either the IBA or CBA. Separate receipts/invoices are required for the official portion and the leisure portion of the travel. A traveler who purchases both official and leisure travel together as non-refundable travel will be only be reimbursed for the actual cost of the official travel portion (i.e.

cost of the non-refundable ticket value for the official travel portion) and the contracted cost of the leisure travel.

**14. Can I combine my official and leisure travel expenses like lodging and rental car on my GTCC since leave is at my TDY site?** No, your GTCC is to be used for official travel only. The GTCC cannot be used during a leave period for lodging or car rental. The official and leave charges must be separated. All charges for leave periods must be put on a personal credit card and not on the GTCC. See paragraph 2 above for the flight information.

**Example Scenario:** Official travel from Honolulu (PDS) to Washington, DC (TDY) and back to Honolulu (PDS). Traveler wants to take leave in Seattle on the return trip following completion of the TDY.

- a. The Honolulu to Washington, DC portion is official travel and must be purchased through the TMC using the IBA/CBA, as appropriate.
- b. The Washington, DC to Seattle to Honolulu portion is leisure travel and cannot use the contracted City-Pair fares or the IBA/CBA. Travel must be purchased using a personal funds and may use any commercial source. Reimbursement is limited to \$599 per the FY12 GSA YCA fare assuming traveling from Washington National (DCA) airport or the actual cost of the flight from DCA to Seattle to Honolulu, whichever is less.
- c. Separate invoices for the official travel and leisure travel portions must be submitted with the travel claim.