

The purpose of this article is to let you know how Travel Pay at Ellsworth will process your travel voucher, and what you need to include in the document set to receive payment. Please direct any questions to 375 CPTS at: 375.AMW.Finance@us.af.mil

There will be periods of hold at the old or new PDS, perhaps at both locations. There will also be instances where the member was put on TDY hold enroute. Lastly, there could be instances where a member is held up at a port or other enroute location. If held at the TDY location or put in a TDY hold status while enroute, TDY entitlements will be paid. For other scenarios:

- If the delay is CONUS, the “Plus” portion of MALT Plus will be paid, the member will receive the flat rate \$151.00 per authorized day, dependents will receive either 75% or 50% based on age, and lodging receipt will not be required.
- If delay is OCONUS per diem will be locality M&IE and actual lodging (up to locality max) for each authorized day, just like at a port, and dependents will receive 75% or 50% of the member’s entitlement.

*Two important pieces of information are required in the document set for Travel Pay at Ellsworth to process payments:*

**1)** Block 15, Itinerary on the DD1351-2 needs to reflect the location and duration of the hold and must be very clear.

For example:

DATE:	PLACE:	Means of Travel	Reason for Stop
20 Mar 20	Depart Hill AFB, UT	PA (private auto)	
20 Mar 20	Arrive Hill AFB, UT (PCS Hold)		AD (authorized delay)
25 Apr 20	Depart Hill AFB, UT	PA (private auto)	
03 May 20	Arrive Lackland AFB, TX		MC (mission complete)

NOTE: As reflected in the case above, the delay period would be 20 Mar 20 – 24 Apr 20.

NOTE: As long as the itinerary is clear as to the location and dates of the hold/quarantine period, the Air Force Financial Service Center at Ellsworth AFB will be able to make the travel payment (**examples provided below**).

**2)** Just as important is the approval for the period of the delay in travel. The approval must come from the orders approving official (AO) or the gaining unit commander.

NOTE: AFAFO/A1 drafted a template memo to use in lieu of amendments, and the gaining MPF is the AO certification authority (**example 4 below**). If the gaining unit commander chooses to write a memo other than the template provided, it must contain all elements as shown in the AFAFO/A1 template in the example below. Work with 375 FSS to receive PCS Memo in Lieu of Amendments:

Outbound Personnel: 375FSS.Outbound.Assingments@us.af.mil

Inbound Personnel: 375FSS.FORCEMANAGEMENT@us.af.mil

**Example 1: Hold at losing PDS**

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
2020						
20 Mar	DEP	Hill AFB, UT	PA			
20 Mar	ARR	Hill AFB, UT (Quarantine) or (PCS HOLD)		AD		
11May	DEP		PA			
17May	ARR	Nellis AFB, NV		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

**Example 2: Hold at new PDS**

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
5 Mar	DEP	Hill AFB, UT	PA			
20 Mar	ARR	Nellis AFB (Quarantine) or (PCS HOLD)		AD		
4Apr	DEP		PA			
4Apr	ARR	Nellis AFB, NV		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

**Example 3: Hold at new PDS OCONUS (Based on an actual itinerary received)**

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
14 Mar	DEP	Osan AB KS	CB			
14 Mar	ARR	Incheon International Airport, KS		DP		
14Mar	DEP		CP			
14Mar	ARR	London, UK		AP		
14Mar	DEP		CB			
14Mar	ARR	RAF Alconbury UK(Quarantine)		AD		
18Mar	DEP		PA			
19Mar	ARR	RAF Alconbury UK		MC		
	DEP					
	ARR					
	DEP					



## Example 4: PCS Order Memo in Lieu of Amendments Template

## INSTALLATION LETTER HEAD

FROM: Losing Military Personnel Flight (MPF)

MEMORANDUM FOR RECORD: Gaining Installation Finance Service Office (FSO) and MPF

SUBJECT: Memo in-Lieu of Permanent Change of Station (PCS) Amendments, *AF Form 973* for Members Authorized Delay/Awaiting Transportation

1. This memorandum applies to the Service member listed below who is currently in Permanent Change of Station (PCS) status, had a previous AF FM 899, *"Request and Authorization for PCS"* order issued and could not proceed to their projected gaining duty location due to the Office of Secretary of Defense (OSD) Stop Movement Orders.
2. In accordance with OSD and Air Force guidance, some Service members and their dependents were placed in an "awaiting transportation" status effective the date stop movement was implemented until the Stop Movement Order was terminated and travel was directed to resume.
3. Service member and/or their dependents in a PCS status who were delayed at their current Permanent Duty Station (PDS) or delayed while enroute travel and/or placed in quarantine for 14 days in conjunction with their PCS shall be paid at the appropriate Per Diem rate in accordance with the Joint Travel Regulation, Chapter 5, Part A, Table 5-4 (Monetary Allowance in lieu of Transportation/MALT-plus) and Table 5-5 (Destination Locality Rate) for all other travel.
4. Affected Service members will provide a copy of this memo in lieu of an AF FM 973, *Request and Authorization for Change of Administrative Orders* (a.k.a. PCS order amendment), with receipts for quarantine dates (if applicable). These supporting documents will be provided to the gaining FSO upon filing the PCS travel voucher. The losing MPF will maintain a copy of this memo in the member's relocation folder.

1. Member Full Name		
2. Dependent Full Names		
3. Original PCS order	Number:	Date:
4. RNLT	Original:	Adjusted:
5. DEROS	Original:	Adjusted:
6. Awaiting Transportation Status	Start date:	End date:
7. Resumed Travel	Date:	
8. HHG's Packing/Shipment	NET date:	
9. Quarantine in conjunction with PCS	Start date:	End date:
10. Authorized Exemption or Waiver	Following instructions	Date

MPF, PCS Orders Processing Approving Official: Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**How does MPF account for awaiting transportation/quarantine time for those members who departed their PDS prior to the above published guidance memo?**

For those members who were impacted by the Stop Movement, traveled on an ETP, and departed their previous duty station prior to the release of the AFPC memo in lieu of amendments, the gaining MPF will collect the required information and sign the memo as the approving official.