

Travel Orders - Permanent Change of Station (PCS) and Temporary Change of Station (TCS)

a. Joint Travel Regulation (JTR) Volume 2, Chapter 5 (Permanent Duty Travel) - This regulation is the Department of Defense's regulation which governs civilian PCS entitlements within DoD. It can be found by going to the following link: [Defense Travel Management Office](#). Under Travel Tools, follow the link to DoD Travel Regulations.

b. [Entitlements](#) - When completing a PCS move, you will in-process with your local Defense Military Pay Office (DMPO) who will help answer any of your entitlement questions.

c. [Frequently asked questions Civilian](#) - Check with your agency regarding policies for the use of your government credit card for civilian PCS travel. Please also be aware that your claim payment date and credit card payment due date may not coincide. Also note that most civilian PCS travel is taxable and more than likely you will receive less money from your claim than you charged to the government credit card. You are responsible for any and all amounts charged to your government issued travel credit card including any late fees and/or penalties.

[Frequently asked Questions Military](#)

d. [Taxable Entitlements](#) - Most of your civilian PCS travel claims are taxable. When you perform a permanent change of station (PCS) with the government, the Internal Revenue Service (IRS) considers the majority of your entitlements to be taxable.

e. [Handbook for Civilian Permanent Duty Travel](#) - All civilian Permanent Duty Travel vouchers are processed by the DFAS Columbus Center. The handbook found at this link will spell out the requirements for submitting travel vouchers.

f. [Completion Checklist for preparing Permanent Duty Travel Authorizations DD1614](#) - Select checklists on the left side of your screen. Then, select the PCS Preparation Checklist.

g. [Traveler's Checklist for Civilian Permanent Duty Travel Settlement Voucher](#) - Select checklists on the left side of your screen. Then, select the Travelers Checklist.

h. [Reviewer Checklist for Civilian Permanent Duty Travel Settlement Voucher](#) - Select checklists on the left side of your screen. Then, select the Reviewers Checklist.

i. [Approving Official Checklist for Permanent Duty Travel Settlement Vouchers](#) - Select checklists on the left side of your screen. Then, select the Approving Official's Checklist.

j. [Travel Voucher Forms](#)

k. [Claim for Temporary Quarters Subsistence Expense \(TQSE\)](#) - There are two types of TQSE, Actual and Fixed.

l. [Reimbursement for Real Estate Sale / Unexpired Lease Allowance and / or Purchase Closing Cost Expenses](#)

Another resource is the Department of Defense (DoD) National Relocation Program (DNRP) - This program is administered by the U.S. Army Corps of Engineers. Not every transferring employee is offered this program. The transferring employee must meet the requirements of the program as detailed in the handbook which can be found at the following link: <http://www.nab.usace.army.mil/DNRP/DNRpv311.pdf>. It is a management decision as to whether this program should be offered.