



Navy Passenger Transportation Office (NAVPTO) | Pet Reimbursement

POC: LCDR John Stevens, MNCC PAO

john.j.stevens4.mil@us.navy.mil | (901) 874-2242

April 4, 2024

BLUF

Effective Jan. 1, 2024, Sailors on PCS orders may be authorized reimbursement for costs related to one household pet during a PCS. Members can claim expenses during travel settlement after PCS.

Who needs to know?

- Sailors who own or desire to own pets
- Command triads
- CPPAs

Sample POD/POW Note

PCS Pet Reimbursement: You can claim pet-related PCS expenses for one cat or dog per household on your travel claim. You can get up to \$550 for moves INCONUS or up to \$2,000 for moves to or from OCONUS. Are you eligible? Talk to your CPPA today, or contact MNCC at (833) 330-6622 or askmncc@navy.mil. **Remember to keep all receipts during your PCS!!!**

Questions and Answers

Q: What happened?

A: The DOD authorized pet reimbursement in the Joint Travel Regulation (JTR) (para. 050107), allowing military members to claim pet-related expenses on their PCS travel claims effective Jan. 1, 2024.

Q: What pets are eligible?

A: Sailors can claim one household pet. JTR defines a household pet as “a cat or dog, owned for personal companionship.”

Q: How much reimbursement can members receive?

A: Sailors can receive up to \$550 for moves within the continental U.S., or up to \$2,000 for moves to or from locations outside the U.S.

Q: Can dual-military families be reimbursed for one pet for each member?

A: Yes, dual-military members can be reimbursed for one pet each up to the amounts listed above.

Q: What are considered pet-related expenses?

A: Per JTR, reimbursable expenses may include:

- Mandatory microchipping
- Boarding fees
- Hotel service charges
- Licensing fees at the new permanent duty station
- Pet shipping fees¹ if the member flies, or the pet is shipped separate from the member
- (OCONUS only) Testing titer² for entry

¹ Members must request pet shipping and provide the pet's age on their Passenger Reservation Request (NPPSC 4650/1) prior to travel.

² Titer is blood antibody level, indicating if a pet has been exposed to a foreign substance or disease.



Q: How do members claim pet-related expenses?

A: Sailors can claim pet-related expenses on DD Form 1351-2 (Travel Voucher or Subvoucher) after arriving at their new duty station. As with all reimbursable expenses, Sailors must keep their receipts, including receipts for pet expenses paid for by dependents during PCS (e.g., a spouse pays for pet boarding).

Q: How much does it cost to ship a pet?

A: Pet shipping costs are based on commercial airlines or Air Mobility Command (AMC) requirements. If costs exceed reimbursable amounts per JTR, including additional pets, the Sailor bears all additional expenses.

Q: Other services have announced service-specific requirements for pet travel reimbursement. Does the Navy have any?

A: No. The Navy follows the JTR. There is no Navy-specific addendum to the DOD policy. Pets do not need to be documented on Navy members' orders.

Q: Why does the JTR say members can claim one pet but the PRR form says they can have two or more?

A: These forms serve different purposes for different parts of the travel process. One is for reserving space before travel, the other is for claiming reimbursement after travel:

- **NPPSC Form 4650/1**, Passenger Reservation Request (PRR), is a request to book air travel. Once NAVPTO books space, all pet shipment preparations, processes, and requirements are the Sailor's responsibility.
- **DD Form 1351-2**, Travel Voucher or Subvoucher, is a form to claim reimbursement for travel expenses, including pet expenses. JTR limits the reimbursable amount for pet expenses, so even though a Sailor may be authorized to travel with more than one pet as listed on their PRR, they will only be able to claim expenses for one pet.

Q: Do I have to book government travel through NAVPTO to get reimbursed?

A: Generally yes, but not always:

- Per JTR and the Fly America Act, for transoceanic travel, members must use available government or government-procured transportation, otherwise reimbursement is not authorized. Members must use U.S. flag carriers for all government-funded travel outside the U.S. PCS orders direct Sailors to use government-procured air travel. **Booking their own travel outside the U.S. risks violating these orders.**
- There are some exceptions to the Fly America Act. [The GSA's Fly America Act page](#) explains how to determine and document these exceptions to authorize non-U.S. flag travel.

Q: Do pets affect when my flight is booked?

A: Yes, they can. When an AMC flight is available, NAVPTO may book members' travel dates up to 20 days after the requested date if pet reservations are required. If these dates do not support mission requirements such as mandatory report dates or mission-critical events at the gaining command, the gaining command must submit a mission impact statement requesting alternate transportation. The NAVPTO Case Routing Guidance below has a template.



Q: Once I have a ticket, who do I contact about pet fees and restrictions?

A: Pet fees and restrictions are based on the carrier. Once NAVPTO secures passenger reservations, all pet shipment preparations, processes, and requirements are the member's responsibility.

- For AMC flights, NAVPTO provides members the contact information for AMC terminals, which is also available on the AMC Travel website. Members should reach out to their terminal for more information.
- For commercial flights, members should contact the airline.

Q: Can I bring all the pets I want?

A: Sailors may request space for as many pets as they wish, and NAVPTO will work to secure space, but Sailors must understand pets are never guaranteed space. Key points:

- Pets are considered cargo, not passengers.
- NAVPTO can work with AMC to find space for pets on AMC flights.
- If there is no room for pets on an AMC flight, Sailors may request commercial air travel through NAVPTO but must understand they are subject to the commercial airline's pet policy, and all pet shipment preparations, processes, and requirements are the Sailor's responsibility.
- Commercial airlines may deny a pet at any time subject to their policy, even on the day of travel.
- **Sailors traveling overseas** must consult the base vet at their next duty station, their next command, or other host nation POCs about whether their host nation limits how many pets they can have.

Q: What happens if an airline can't accommodate my pet(s)?

A: Travelers must address pet accommodation issues directly with their airline. Remember:

- If there is not enough space on an AMC flight, Sailors can request commercial air, but would be subject to the commercial airline's pet policy and responsible for all requirements.
- Plan ahead in case you need to change a reservation. For the government to pay for new reservations, Sailors must make changes through NAVPTO/SATO, who cannot change a ticket unless the carrier issues a full refund. **Sailors who change their own tickets by calling airlines directly take full ownership of tickets.**

Q: What else can I do to prepare for pet travel?

A: Start planning well in advance, bearing in mind all pet shipment preparations, processes, and requirements once NAVPTO secures passenger reservations are the Sailor's responsibility.

- NAVPTO books flights as early as 120 days before travel, so Sailors must submit their PRR as soon as possible after receiving orders.
- Consult your veterinarian, and the base veterinarian at your next duty station or your next command for local or overseas host nation requirements such as vaccinations, tests, and quarantine. You do not need to wait for your PRR to be approved to start asking these questions!
- Once you have a flight reservation, review your airline's pet policies such as aircraft limitations, crate size, and temperature restrictions. Ask these questions early in case you need to request a change to your reservation.



References & Resources

- (a) [Joint Travel Regulations \(see para. 050107\) | March 1, 2024 \(defense.gov\)](#)
- (b) [NAVPTO Case Routing Guidance \(CRG\) for CPPAs | Jan. 22, 2024 \(mynavyhr.navy.mil\)](#)
- (c) [Pay and Personnel Information Bulletin \(PPIB\) 23-26 | Dec. 22, 2023 \(mynavyhr.navy.mil\)](#)
- (d) [Department of Defense Approves Policy to Reimburse Pet Expenses Due to a Permanent Change of Station | June 21, 2023 \(defense.gov\)](#)
- (e) [NPPSC Form 4650/1, Passenger Reservation Request \(PRR\)](#)
- (f) [DD Form 1351-2, Travel Voucher or Subvoucher](#)
- (g) [Air Mobility Command \(AMC\) | Travel Website](#)
- (h) [Fly America Act | General Services Administration \(GSA\) Website](#)
- (i) [Military Pets United | Facebook Support Group](#)
- (j) [Military PCS with Pets | Facebook Support Group](#)