

# Accounting For Elapsed Time



# Objectives



In this lesson we will cover:

- travel time
- proceed time
- accounting for elapsed time

# Travel Time



## • JTR 020205

- Travel between any two official points listed in Table 2-2 is computed as a separate leg of travel.
- If the trip involves more than one leg, then each leg is computed separately (based on the mode of travel).

Table 2-2. Travel Between Any Two Official Points		
1. Actual residence	8. TDY location	14. First duty station
2. Home of record	9. Renewal agreement travel leave location	15. Last duty station
3. Primary residence	10. Permanent duty station	16. Alternate location
4. Privately owned vehicle-storage facility	11. Passenger point of embarkation	17. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service civilian employee	12. Privately owned vehicle-unloading port or vehicle-processing center	18. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	13. A designated place	19. Home of selection
7. COT leave location		20. PLEAD

# Travel Time



- JTR 050205 Authorized Travel Time
  - POV travel 400 miles or less = 1 day travel
  - Over 400 miles =
    - 1 day travel for every 350 miles
    - And 1 day of travel for any remainder of 51 miles or more

# Travel Time



## • Table 5-2 Authorized Travel Time Rules

- Rule 1- Via commercial air, 1 day CONUS and within areas OCONUS
- Rule 2 - Via GTR, actual travel time, including necessary delays
- Rule 3 - Via train, actual travel time using departure and arrival dates
- Rule 6 – No travel time allowed between activities at the same PDS

Table 5-2. Authorized Travel Time Rules		
	If...	Then...
1	authorized travel by commercial air,	one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).
2	the Government purchases airplane, train, or bus transportation,	the authorized travel time is the actual time needed to travel over the direct route, including necessary delays.
3	traveling by train,	compute the authorized travel time using the scheduled departure and arrival dates.
4	a traveler using an airplane, train, or bus chooses to travel by a transportation mode other than the one authorized,	use the actual travel time, limited to the travel time for the authorized mode of transportation.
5	the time between the departure date and the arrival date (elapsed time) is less than the authorized travel time,	the elapsed time is the basis for the payment.
6	a Service member is reassigned between activities at the same PDS,	no travel time is allowed.
7	a PCS order is modified, canceled, or revoked after travel has begun,	travel time is allowed between the same locations used to determine the Service member's allowances.
8	a Service member travels to a local transportation terminal from the home, office, or residence,	this travel is not included when calculating authorized travel time.
9	a Service member has a TDY en route,	travel time is the time allowed for the authorized mode of transportation between official locations.
10	the elapsed time is more than the authorized travel time, such as when the traveler takes leave,	
11	a PCS is a unit move and a Service member is not escorting a dependent,	compute the travel time for the authorized mode of transportation.
12	a PCS is a unit move and a Service member is on an accompanied tour,	
13	a PCS is a unit move and a Service member escorts a dependent to or from a designated place while changing duty locations to or from an unaccompanied tour OCONUS,	compute the Service member's travel time for the authorized mode of transportation to the new PDS. The following legs of the trip are limited to the policy-constructed travel time as if the travel were by Government-procured transportation: <ul style="list-style-type: none"> <li>a. The return trip after escorting the dependent from the old PDS to the designated place.</li> <li>b. The trip from the new PDS in the CONUS to the designated place to retrieve the dependent after the unaccompanied tour OCONUS ends.</li> </ul>
14	a POV delivery or pick-up is separate from en route PCS travel,	<a href="#">par. 020302</a> applies.
15	the PCS involves two afloat units or an afloat unit and a shore activity,	use the unit's location on the departure date or the planned location at the arrival date to determine travel time. This is subject to correction after the fact if either location changes.

# Travel Time



- Table 5-3 Computation for Mixed-Mode Travel

- Determine official distance between authorized legs of journey (020205)
- Determine travel time for each leg based on mode used (POV, air, train, bus)
- Do not include travel while at the leave location, old PDS, new PDS, or TDY location.

Table 5-3. Computation for Mixed-Mode Travel\*

1	Determine the official distance between the authorized separate legs of the journey in <a href="#">par. 020205</a> . If the distance is 400 or fewer miles, then 1 day of travel is allowed. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, then 1 additional travel day is allowed. The result determines the maximum number of authorized travel days.
2	Determine the actual number of miles a POV was used between the official locations, including the distance to a leave location. If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. If the distance is less than what was allowed in Step 1, then divide by 350. If the excess distance is 51 or more miles, one additional travel day is authorized.
3	Allow 1 day for travel by airplane, train, or bus transportation.
4	Add Step 2 and Step 3 together, to determine the authorized travel time.
*When computing the authorized travel time, do not include travel while at the leave locations, old PDS, new PDS, or TDY location, or when traveling from a leave location and returning to the same leave location.	

# Proceed Time



- MILPERSMAN 1320-090

- Additional days not counted as leave or travel time
- Not to exceed 4 days
- Authorized for PCS orders to or from ships or mobile unit's S/S code 2 or 4, overseas accompanied tours, overseas to overseas (not in same location)
- Not authorized for orders from inactive duty (home, place of enlistment, RTC, OCS, NROTC, Naval Academy) to Active duty at PDS, TEMDUINS less than 20 weeks, separation processing, PCS transfer to the same geographic location, TAD, or no-cost orders.

# Accounting For Elapsed Time



- On the Activity Gain transaction, all days must be accounted for from day of departure until day prior to arrival:
  - Total travel days
  - Number of proceed days
  - Number of TDY days
  - Number of leave days

# Accounting For Elapsed Time



- An accounting for elapsed time example:
  - Member departed on 20121101 and arrived 20121115.
  - Member was authorized:
    - 4 days travel
    - 4 days proceed
  - Determine elapsed time
    - Subtract reporting and departure dates

# Accounting For Elapsed Time



- Report date: 20121115 320 (Julian date)
- Departure date: 20121101 306 (Julian date)
- Total elapsed time: 14

# Accounting For Elapsed Time



- Working backward from the report date (20121115) determine the period of travel, then the period of proceed and the remaining dates will be the period of leave.

- Travel: 20121111 - 20121114 = 4 days
  - Proceed: 20121107-20121110 = 4 days
  - Leave: 20121101-20121106 = 6 days
- Total                      14 days

# References



- DJMS PTG 23 Jul 2025

[https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=120&e=d6QF7q](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=120&e=d6QF7q)

- MILPERSMAN 1320-090

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

- Joint Travel Regulations (JTR)

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

# Summary



In this lesson we covered:

- travel time
- proceed time
- accounting for elapsed time



# Questions?

Thank you for your participation!