



HUMAN RESOURCES OFFICE

"PROVIDING HR SERVICES THAT ENABLE THE FLEET"

Fact Sheet

Renewal Agreement Travel

Regulation: Joint Travel Regulation (JTR) volume 2, Chapter 5, part K

General: Renewal Agreement Travel (RAT), is a Government-paid round trip between overseas and place of residence in US when an employee completes an overseas tour, and is extended for another tour. Alternate Point Destination: RAT may be performed to a location in the 50 states and District of Columbia (DC), the Commonwealths of Puerto Rico and the Northern Mariana Island, a U.S. territory or possession, or another country in which the place of actual residence is located other than the location of the place of actual residence; however, an employee whose actual residence is in the 50 states and the DC must spend a substantial amount (i.e., majority) of time in the 50 states and DC, the Commonwealths of Puerto Rico and the Northern Mariana Island, a U.S. territory or possession incident to RAT to be entitled to the allowance authorized. The amount allowed for travel and transportation expenses when travel is to an alternate location shall not exceed the amount which would have been allowed for travel over a usually traveled route from the permanent duty station to the place of actual residence and for return to the same or different PDS outside CONUS as the case may be.

Renewal Agreement Travel Noncumulative: RAT entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used. If RAT is not taken during this window, then eligibility for it is forfeited. RAT must be performed during the RAT window of eligibility as indicated below:

- a. Initial tour (normally 36 mo.): Initial tour has an 18 month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.).
- b. Renewal tour (normally 24 mo): Renewal tour has a 14 month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.).
- c. RAT is not authorized for tour extensions of 12 months or less.

Since RAT is a form of Government-sponsored travel, two things must occur before RAT can occur. An full renewed tour of duty must be approved by management and accepted by the employee by signing a renewal agreement; and Official travel orders must be prepared for the RAT (it usually requires 45-day advance notice). As with other Government-sponsored travel, use of the official contract ticket office (CTO), such as SATO, is required when arranging travel. RAT covers only the transportation costs of the trip back to CONUS. The employee's absence from work must be accounted for by some type of leave: home leave, annual leave, or leave without pay. The actual travel time to and from home of record is not chargeable to leave. Post allowance will be terminated upon departure from the overseas location and will resume upon arrival back in the overseas area.

(Current as of March 2010)