

PCS Pet Expense Reimbursement Guidance
a/o 21 Dec 23

Effective 1 January 2024, the JTR authorizes Service members reimbursement of the costs related to the relocation of a pet that can occur during a permanent change of station (PCS). Under this policy members may be reimbursed up to \$550 for a PCS move within the continental United States and up to \$2,000 for a PCS move outside the continental United States to assist members in covering expenses directly related to a pet's transportation, such as pet shipment and quarantine fees.

Eligibility:

- A Service member must be on PCS orders with an effective date of 1 January 2024 or later to receive the authorized reimbursement.
- One household pet is authorized per Service member on PCS orders. A household pet is defined as a cat or dog.
- The traveler must ensure their pet has met the requirements of the destination country (health certificate, immunization, quarantine, and border clearance requirements). Denial of entry can result in a denial of reimbursement. Reimbursement for this program will be completed via a PCS vouchers.
- Any air travel used for the pet shipment should be Government or Government procured transportation and should be booked through Traffic Management Operations (TMO) or Travel Management Company (TMC) if at all possible.
- Pet transportation may begin when PCS orders are effective.
- All expenses, travel, and reimbursement must be incurred after the policies effective date of 1 January 2024.
- Any personally procured air transportation that is not authorized will limit pet transportation reimbursement to the AMC flight cost or if AMC Patriot Express is not available to the cost of transportation from old PDS to new PDS. IAW JTR 050204.

Documentation:

- Receipts
 - **All receipts are required for reimbursement including those under \$75, the receipts must be itemized and indicate they are for 1 pet and include the name of the pet if possible (especially for specialized care the pet receives such as when receiving vaccinations).**
 - If a pet is **flying as cargo** because it exceeds the weight limit to fly via Government or Government procured transportation the **receipt must include the weight of the pet.**
- Non-Availability letter
 - If you are self-procuring tickets at a location that is serviced by the Patriot Express you must have a non-availability letter and the appropriate remarks on your orders or you will only receive reimbursement up to the cost of shipping the pet via the Patriot Express.
 - All documentation used to attain a non-availability letter when shipping a pet must be included in documentation (such as the mission impact statement).

For a PCS Within CONUS

- Reimbursement is limited to \$550 per PCS

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- Costs eligible for reimbursement include: mandatory microchipping, boarding fees, hotel service charges, licensing fees at the new primary duty station (PDS), and pet shipping fees if the member flies rather than drives or if the pet is shipped separately from the member.

For a PCS to or between OCONUS locations

- Reimbursement is limited to \$2,000 per PCS
- Costs eligible for reimbursement include: mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer level (antibodies) for entry, and pet shipping fees if the member flies rather than drives or if the pet is shipped separately from the member.

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FREQUENTLY ASKED QUESTIONS

1. What is the PCS Pet Expense Reimbursement Entitlement?
 - A. A Service member is eligible to be reimbursed the cost to ship one household pet. For moves within CONUS they may be reimbursed up to \$550 and for OCONUS they may be reimbursed up to \$2000.
2. I have multiple household pets can I use the reimbursement amount to ship all of them?
 - A. No, this reimbursement is for a singular household pet per PCS order, and any additional pets will need to be shipped at the member's expense.
3. I am shipping multiple household pets. I was able to fly with 1 on the Patriot Express (a Government-procured airline), but had to ship the others commercially. I have a non-availability letter stating the Patriot Express did not have space for the other pets. The commercially shipped pets were more expensive to ship. Can I choose which pet I reimburse?
 - A. Yes, the member is only allowed to reimburse 1 pet, but they are allowed to choose which pet they reimburse. **EXAMPLE:** If a member can fly with a pet for \$85 and had to ship the second for \$1,000 they can chose whether to reimburse either the \$85 or the \$1,000.
4. I am a mil-to-mil couple, are we both able to take advantage of this entitlement?
 - A. Yes, if a mil-to-mil couple are traveling on separate valid PCS orders both may seek reimbursement for a household pet, 2 household pets total. Each should claim a pet when they file their travel vouchers.
5. Can I reimburse the hotel pet fees using this entitlement?
 - A. Yes, hotel pet fees are a valid expense to be reimbursed.
6. What is classified as a household pet?
 - A. A household pet is defined by the JTR as a cat or dog.
7. What documents do I need for reimbursement?
 - A. The member must provide **all receipts, including those under \$75**. These receipts must be itemized, at all possible include the name of the pet, and if shipped via cargo because of the pet's weight they must include the weight of the animal.
 - B. Non-availability letter, if provided, and all documentation submitted to receive the non-availability letter, such as a mission impact statement.
8. What is not a non-availability letter?
 - A. Non-availability letters allow a member to book their own commercial travel. Members who have additional questions about non-availability letters should contact their local TMO office.
9. When can ship my pet?
 - A. A member can ship their pet as soon as their PCS orders become effective.
10. I incurred expenses prior to the effective date of this policy, 1 Jan 2024, can I seek reimbursement for those expenses.
 - A. No, all travel, expenses, and reimbursement must occur on or after 1 Jan 2024. The member must be on PCS order with an effective date of 1 Jan 2024 or later.