DD Mmm YY

MEMORANDUM FOR LOCAL ACCOUNTING AND FINANCE OFFICE

FROM: 52 LRS/LRGD

SUBJECT: Government Procured Transportation for Household Pet Not Available

1. This memorandum is to certify that government or government procured transportation was not available for movement of the below service member’s pet. The member may be authorized reimbursement for the costs related to relocating one household per pet during their Permanent Change of Station IAW the Joint Travel Regulation para. 050107

* **Rank/Name:**
* **Reason:**
* **Type of Pet:**
* **Pet Breed:**

1. Relocation within CONUS, reimbursement is limited to $550. Movements to/from OCONUS locations, reimbursement is limited to $2,000. A household pet is categorized as a cat or dog owned for personal companionship.
2. Service members are responsible for following rules for importing and exporting their pet to be eligible for reimbursement. Denial of entry could result in denial of reimbursement. In extenuating circumstances where both Patriot Express capacity and regularly commercial airlines sercives are not available for pets, the Secretarial Process may approve pet transportation expenses that exceed $2,000 for an OCONUS PCS, not to exceed $4,000.

4. If you have any questions please contact our office at [52lrs.lgrdap.passengertravel@us.af.mil](mailto:52lrs.lgrdap.passengertravel@us.af.mil) or 452-6661/6188.

SHAMIKA R. HARRELL, GS-12,USAF

Installation Transportation Officer