



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4601 North Fairfax Drive, Suite 800

Arlington, Virginia 22203-1546

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/vap

23 November 2011

MEMORANDUM FOR       SEE DISTRIBUTION

SUBJECT:                 CTD for CAP 122-11(I) -- Reduced Per Diem Rate Authority

1. **SYNOPSIS:** Delegate reduced per diem rate authority to the Secretary Concerned (PDTATAC Principal) to have the same level as for uniformed members in the JFTR, and still allow DoD Component heads, rather than Secretary of Defense, handle these for Defense agencies/activities.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by USAF.
4. These changes are scheduled to appear in JTR change 555, dated 1 January 2012.
5. Revisions in this information item are *effective 23 November 2011*.

*//approved//*

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Civilian E-Mail Distribution:**

CAP Members    T&T Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    CBCA Judges

## JTR REVISIONS

### C4550-D:

*\*Effective 23 November 2011*

\*D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD COMPONENT head or Secretary Concerned may authorize (in advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. *This authority may be delegated* to a chief of an appropriate bureau or staff agency of the headquarters of the DoD COMPONENT concerned *and may not be re-delegated*. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing a per diem rate different from those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> is without effect. See [CBCA 2291-RELO, 20 April 2011](#). Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.