



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

14 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 115-10(I)/CAP 87-10(I) -- FY11 Standard
CONUS Per Diem Rate Examples

1. **SYNOPSIS:** Updates examples using the standard CONUS per diem rate with FY11 rates - from \$116 (\$70/\$46) to \$123 (\$77/\$46) effective 1 October 2010.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by GSA.
4. These changes are scheduled to appear in printed JFTR change number 288, and JTR change number 542, dated 1 December 2010.
5. Revisions in this information item are *effective 1 October 2010*.

//approved//

WILLIAM B. TIRRELL, SR.
Chief, Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

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

JFTR REVISIONS

Par. U4141-Example:

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

| <u>*Example</u> |
|--|
| 1. A traveler member is TDY at a location at which the per diem is \$116-136 (\$7080/ \$4656). |
| 2. The member obtains lodgings (apartment & utilities) are obtained on a long-term basis for and is paying \$900/-a month for an apartment and utilities . |
| 3. The daily lodging cost per month is \$30 (\$900/30 days). |
| 4. In June the traveler member took leave for 10 days and is authorized per diem for only 20 days. |
| 5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70-80/day locality lodging ceiling, the traveler member is reimbursed \$45/day for 20 days of lodging in June. |

Par. U4173-D1 & 2:

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

| <u>*Example 1</u> | | | | | |
|---|---|---------------|--|---------------------|---------------------|
| <u>Per Diem Rate/POC TDY Mileage Computation</u> | | | | | |
| A traveler is ordered authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U3305-B). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4. | | | | | |
| Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE. | | | | | |
| The maximum per diem rate for the TDY location is \$116-131 (\$7085/ \$46); actual lodging cost is \$7290/night. <u>The maximum per diem rate for both the stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night.</u> The 12-hour rule does not apply because the TDY period is over 12 hours. | | | | | |
| <i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</i> | | | | | |
| <u>ITINERARY</u> | | | | | |
| <u>Date</u> | <u>Depart</u> | <u>Arrive</u> | <u>Per Diem Rate</u> | <u>Lodging Cost</u> | <u>POC Distance</u> |
| 10 May | Residence | 1st Stopover | \$116-141 (\$857077/ \$4656) | \$60 | 400 miles |
| 11 May | En Route | TDY Station | \$116-131 (\$7085/ \$46) | \$7290 | 15 miles |
| 12 May | TDY Station | TDY Station | \$116-131 (\$7085/ \$46) | \$7290 | |
| 13 May | TDY Station | 2nd Stopover | \$118-141 (\$7285/ \$4656) | \$60 | 365 miles |
| 14 May | En Route | Residence | Use 2 nd Stopover M&IE | | 50 miles |
| <u>REIMBURSEMENT</u> | | | | | |
| Day 1 | \$60 + ((\$46-56 x 75%)) = \$60 + \$42 = | | | | \$94.50 |
| Day 2 | \$972-80 = (\$72-90 limited to \$7085) + \$46 = | | | | \$116131.00 |
| Day 3 | \$972-80 = (\$72-90 limited to \$7085) + \$46 = | | | | \$116131.00 |
| Day 4 | \$60 + \$46-56 = | | | | \$106116.00 |
| Day 5 | \$46-56 x 75% = | | | | \$34.50 |

| | |
|--|--|
| 1 round trip of 830 miles (official distance) x \$0. 50 /mile = | \$ 415.00 |
| Total Reimbursement | <u>\$882.00</u>37.00 |

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

| *Example 2 | | | |
|--|--|----------------|------------------------|
| Per Diem Rate – GMR/PMR and POC TDY Mileage Computation | | | |
| A <u>traveler/member</u> is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess <u>are/is</u> available. The -GMR is directed in the order. The AO approves the PMR on the 17 th because breakfast was not available. | | | |
| POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U3305-B). | | | |
| The maximum per diem rate is <u>\$146.131</u> (<u>\$7985</u> / \$46). GMR (par. U4149-B) is \$10.80 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example. | | | |
| <i>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</i> | | | |
| ITINERARY | | | |
| Date | Depart | Arrive | POC Distance |
| 10 March | Residence | TDY Station | 325 miles |
| 16-18 March | | At TDY Station | |
| 19 March | TDY Station | Residence | 325 miles |
| REIMBURSEMENT | | | |
| 15 March | $\$6 + (\$46 \times 75\%) = \underline{\$6 + \$34.50} =$ | | <u>\$ 40.50</u> |
| 16 March | $\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$ | | <u>\$ 21.80</u> |
| 17 March | $\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$ | | <u>\$ 37.00</u> |
| 18 March | $\$6 + \$10.80 \text{ (GMR)} + \$5 \text{ (IE)} =$ | | <u>\$ 21.80</u> |
| 19 March | $\$46 \times 75\% =$ | | <u>\$ 34.50</u> |
| 1 round trip of 650 miles (official distance) x \$0.-50/mile = | | | <u>\$ 325.00</u> |
| Total Reimbursement | | | <u>\$480.60</u> |

Par. U4175-B:

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

NOTE: The GMR used in the following example(s) is for illustrative purposes only (APP A for -GMR).

1. Example 1

***Example 1
Per Diem and POC TDY Mileage Computation**

A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is ~~\$119-131~~ (~~\$7385~~/ \$46). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS (par. U4102-D).

POC use between ~~the~~ residence and TDY station is to the GOV'T's advantage and ~~is~~ authorized on the ~~order~~ for one round trip (par. U3305-B).

The traveler is due \$1,-458 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

ITINERARY

| Date | Depart | Arrive | POC Distance |
|----------------|-------------|------------------------|--------------|
| 23 June | PDS | TDY Station | 325 miles |
| 24-26 June | | At TDY Station | |
| 27 June | TDY Station | PDS (personal reasons) | 325 miles |
| 28 June | | PDS | |
| 29 June | PDS | TDY Station | 325 miles |
| 30 June-2 July | | At TDY Station | |
| 3 July | TDY Station | PDS | 325 miles |

REIMBURSEMENT (Actual and Constructed Cost Comparison)

| | | |
|--|---|--------------------|
| 23 June | \$65 + (\$46 x 75%) = | \$ 99.50 |
| 24 to 26 June | \$65 + \$46 = \$111/day x 3 days = | \$333.00 |
| 27 June | \$46 x 75% = | \$ 34.50 |
| 28 June | <i>Per diem is not payable at the PDS (par. U4102-D)</i> | \$ 0.00 |
| 29 June | \$65 + (\$46 x 75%) = | \$ 99.50 |
| 30 June-2 July | \$65 + \$46 = \$111/day x 3 days = | \$333.00 |
| 3 July | \$46 x 75% = | \$ 34.50 |
| 2 round trips of 650 miles (official distance) = 1,300 miles x \$0.50/mile = | | \$ 650.00 |
| Actual Cost Total | | \$1,584.00 |
| Constructed Cost | | |
| 23 June | \$65 + (4 \$46 x 75%) = \$65 + \$34.50 = | \$ 99.50 |
| 24 June-2 July | \$65 + \$46 = \$111/day x 9 days = | \$999.00 |
| 3 July | \$46 x 75% = | \$ 34.50 |
| 1 round trip of 650 miles (official distance) x \$0.50-/mile = | | \$ 325.00 |
| Constructed Cost Total | | \$1,-458.00 |

2. Example 2

***Example 2
Per Diem, GMR and POC TDY Mileage Computation**

A ~~traveler~~member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is ~~\$116.131~~ (~~\$7085~~/ \$46). The GMR (par. U4149-B) is \$10.80 plus \$5 IE for this example.

POC use between ~~the~~ residence and TDY station is to the GOV'T's advantage and ~~is~~ authorized on the order for one round trip (par. U3305-B).

The member is due \$391.30 (constructed cost since it is less than the actual cost for this example).

NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, ~~item 1-A~~). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.

ITINERARY

| Date | Depart | Arrive | POC Distance |
|------------|-------------|------------------------|--------------|
| 9 July | PDS | TDY Station | 185 miles |
| 10 July | | At TDY Station | |
| 11 July | TDY Station | PDS | 185 miles |
| 12 July | | PDS (personal reasons) | |
| 13 July | PDS | TDY Station | 185 miles |
| 14-15 July | | At TDY Station | |
| 16 July | TDY Station | PDS | 185 miles |

REIMBURSEMENT (Actual and Constructed Cost Comparison)

| | | |
|--|---|---------------------|
| 9 July | \$6 + (\$46 x 75%) = \$6 + \$34.50 = | \$ 40.50 |
| 10 July | \$6 + \$10.80 + \$5 (IE) = | \$ 21.80 |
| 11 July | \$46 x 75% = | \$ 34.50 |
| 12 July | <i>Per diem is not payable at the PDS (par. U4102-D)</i> | \$ 0.00 |
| 13 July | \$6 + (\$46 x 75%) = \$6 + \$34.50 = | \$ 40.50 |
| 14-15 July | \$6 + \$10.80 + \$5 (IE) = \$21.80/day x 2 days = | \$ 43.60 |
| 16 July | \$46 x 75% = | \$ 34.50 |
| 2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.50/mile = | | \$ 370.00 |
| Actual Cost Total | | \$585.40 |
| Constructed Cost | | |
| 9 July | \$6 + (\$46 x 75%) = \$6 + \$34.50 = | \$ 40.50 |
| 10-15 July | \$6 + \$10.80 + \$5 (IE) = \$21.80/days x times 6 days = | \$130.80 |
| 16 July | \$46 x 75% = | \$ 34.50 |
| 1 round trip of 370 miles (official distance) x \$0.50/mile = | | \$ 185.50 |
| Constructed Cost Total | | \$391.30 |

Par. U4275-C, Example 2:

EXAMPLE 2

AEA to multiple TDY locations A, B, and C

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$261/ \$71).
 Location B – Lodging and M&IE paid on a per diem basis, \$~~123~~131 (\$~~77~~85/ \$46).
 Location C – Lodging and M&IE paid on a per diem basis, \$~~128~~136 (\$~~77~~85/ \$51).

Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).

| <u>TDY Location ‘A’ Per Diem w/o AEA</u> | | <u>TDY Location ‘A’ Per Diem Rate w/AEA</u> | |
|--|--|--|-----------------|
| Maximum Per Diem - \$221 Lodging - \$150, M&IE - \$71 | | AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332) Lodging NTE \$261 (\$332 - \$71) M&IE - \$71 | |
| ITINERARY | | | |
| Date | Depart | Arrive | Lodging |
| 7 Sep | Residence | TDY, Location A | \$170.00 |
| 8 Sep | | TDY, Location A | \$170.00 |
| 9 Sep | TDY, Location A | TDY, Location B | \$ 70.00 |
| 10 Sep | | TDY, Location B | \$ 70.00 |
| 11 Sep | TDY, Location B | TDY, Location C | \$ 75.00 |
| 12 Sep | TDY, Location C | Residence | |
| Date | REIMBURSEMENT (denotes AEA computation) | | Amount |
| 7 Sep | \$170 (AEA lodging) + [\$71 x 75%] = \$170 + \$53.25, TDY Location A = | | \$223.25 |
| 8 Sep | \$170 (AEA lodging) + \$71 = | | \$241.00 |
| 9-10 Sep | \$70 + \$46 = \$116/day x 2 days, TDY Location B = | | \$232.00 |
| 11 Sep | \$75 + \$51 = TDY Location C = | | \$126.00 |
| 12 Sep | \$51 x 75% = | | \$ 38.25 |
| Total Reimbursement | | | \$860.50 |

Par. U5105-E3:

*3. PCS Mixed Modes Example

***PCS Mixed Modes**

NOTE: The rates used in this example may not be current ~~has~~ (Standard CONUS per diem - Par. U2025; ~~and~~ MALT rate - par. U2600).

| Date | Departure/Arrival | Location | Transportation |
|---|---|------------|-----------------|
| 01 Jun | Depart: | Old PDS | CP |
| 01 Jun | Arrive: | LV address | |
| 20 Jun | Depart: | LV address | POC |
| 30 Jun | Arrive: | New PDS | |
| DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.165/mile ‘MALT-Plus’ per diem rate is \$ 116 <u>123</u> /day Leave address M&IE is \$51 New PDS M&IE is \$71 | | | |
| *COST FOR ACTUAL TRAVEL: | | | |
| 1 Jun | Commercial air cost from old PDS to leave address (non city-pair airfare) | | \$250.00 |
| | Taxi to airport | | \$ 25.00 |
| | Per diem: 75% x \$51 = | | \$ 38.25 |
| 20 – 30 Jun | MALT: 838 miles x \$.165/mile = | | \$138.27 |
| | ‘MALT-Plus’ per diem: \$ 116 <u>123</u> /day x 3 days = | | \$ 348.36 |
| Total Actual Cost = | | | \$799.82 |
| *COST FOR POC TRAVEL FOR THE ORDERED DISTANCE: | | | |
| 1-9 Jun | MALT rate: 2,984 miles x \$.165/mile = | | \$492.36 |
| | ‘MALT-Plus’ per diem: \$ 116 <u>123</u> /day x 9 days = | | \$ 1,044.17 |

| | |
|--|-----------------------|
| Total Constructed Cost = | \$1,536,599.36 |
| Reimburse to the traveler the actual cost (\$799,820.52) NTE the constructed cost (\$1,536,599.36). The traveler is due \$799,820.52. | |

Par. U5106, Examples 2-4:

* * * * *

| *EXAMPLE 2 | | | | |
|--|--------------------------------------|-----------------|-----------------------|--------------------------------|
| The <u>Standard CONUS per diem rate</u> used in this example may not be current - (Standard CONUS per diem rate —par. U2025). | | | | |
| Date | Departure/Arrival | Location | Transportation | Distance |
| 1 Aug | Depart: | Old PDS | POC | |
| 3 Aug | Arrive: | POE | | 805 miles |
| 4 Aug | Depart: | POE | TP | |
| | Arrive: | POD | | |
| | Depart: | POD | CA | Taxi \$20 |
| | Arrive: | New PDS | | |
| Traveler spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$146 123. MALT rate per authorized POC is \$.165/mile. | | | | |
| REIMBURSEMENT: | | | | |
| 1-2 Aug | \$ 146 123/day x 2 days = | | | \$ 232 246.00 |
| 3 Aug | \$110 + \$42 = | | | \$152.00 |
| | 805 miles x \$.165/mile = | | | \$132.82 |
| 4 Aug | 75% x \$60 = | | | \$ 45.00 |
| | Taxi | | | \$ 20.00 |
| Total Reimbursement = | | | | \$ 581595.82 |
| <i>NOTE: Even-fThough there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</i> | | | | |

| *EXAMPLE 3 | | | | |
|--|--------------------------|---------------------------------|-----------------------|----------------------|
| The <u>Standard CONUS per diem rate</u> used in this example may not be current (Standard CONUS per diem rate par. U2025). | | | | |
| Date | Departure/Arrival | Location | Transportation | Distance |
| 1 Jun | Depart: | Old PDS | POC | |
| 4 Jun | Arrive: | TDY Site | | 1,200 miles |
| 10 Jun | Depart: | TDY Site | POC | |
| 10 Jun | Arrive: | New PDS | | 300 miles |
| Traveler spends \$7075/night for lodging 4-9 Jun while TDY. TDY per diem rate is \$116-123 (\$7077/ \$46). Standard CONUS per diem = \$116123. MALT rate per authorized POC is \$.165/mile. | | | | |
| REIMBURSEMENT: | | | | |
| 1-3 Jun | | \$116123/day x 3 days = | | \$ 348369.00 |
| 4 Jun | | \$70-75 + \$46 = | | \$116121.00 |
| | | 1,200 miles x \$.165/mile = | | \$198.00 |
| 5-9 Jun | | (\$70-75 + \$46)/day x 5 days = | | \$580605.00 |
| 10 Jun | | \$116123/day x 1 day = | | \$116123.00 |
| | | 300 miles x \$.165/mile = | | \$ 49.50 |
| Total Reimbursement = | | | | \$1,407465.50 |
| NOTE: Even though MALT is paid 4 June; pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day. | | | | |

| *EXAMPLE 4 | | | | |
|---|--------------------------|-----------------------------|-----------------------|--------------------|
| The <u>Standard CONUS per diem rate</u> used in this example may not be current (Standard CONUS per diem rate par. U2025). | | | | |
| Date | Departure/Arrival | Location | Transportation | Distance |
| 1 Jul | Depart: | Old PDS | POC | |
| 10 Jul | Arrive: | POE | | 1,080 miles |
| 11 Jul | Depart: | POE | TP | |
| | Arrive: | POD | | |
| | Depart: | POD | POC | 120 miles |
| | Arrive: | New PDS | | |
| Traveler spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$116123. MALT rate per authorized POC is \$.165/mile. | | | | |
| REIMBURSEMENT: | | | | |
| 1-9 Jul | | \$116123/day x 3 days = | | \$348369.00 |
| 10 Jul | | \$109 + \$46 = | | \$155.00 |
| | | 1,080 miles x \$.165/mile = | | \$178.20 |
| 11 Jul | | 75% x \$82 = | | \$ 61.50 |
| | | 120 miles x \$.165/mile = | | \$ 19.80 |
| Total Reimbursement = | | | | \$762783.50 |
| NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July. | | | | |

Par. U5210-D:

D. Examples

The Standard CONUS per diem rate used in this example may not be current - par. U2025). ~~Current Standard CONUS per diem rate~~ par. U2025.

***EXAMPLE 1**

CONUS TO OCONUS PCS

Member, spouse, and 4-year old child perform PCS travel.
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.
 POE per diem rate is \$152 (\$110/ \$42).
 New PDS M&IE is \$60.
 Standard CONUS per diem = ~~\$116~~123.

| Date | Depart | Arrived | Transportation Mode | Travel Distance/Cost |
|----------------------------|---|----------------|----------------------------|---------------------------------------|
| 1-3 Aug | Old PDS | POE | POC | 600 miles |
| 4 Aug | POE | POD | TP | |
| 4 Aug | POD | New PDS | CA | Taxi - \$20.00 |
| REIMBURSEMENT | | | | |
| 1-2 Aug | \$261-276.75 (\$116-123 member + 87-92.25 spouse + 58-61.50 child)/day x 2 days= | | | \$ -522.00 <u>553.50</u> |
| 3 Aug | \$110 + \$42 (member) = (\$152 x 75% spouse) + (\$152 x 50% child) = | | | \$152.00 \$190.00 |
| 4 Aug | \$60 x 75% = (member) | | | \$ 45.00 |
| | \$33.75 (\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) = | | | \$ 56.25 |
| MALT | 600 miles x \$.165/mile = | | | \$ 99.00 |
| Taxi | | | | \$ 20.00 |
| Total Reimbursement | | | | \$1,084.25 <u>1,115.75</u> |

***EXAMPLE 2**

~~PO~~CONUS TO CONUS PCS

Member, spouse, 14 year-old child and 10 year old child perform PCS travel.

Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.

POE per diem rate is \$188 (\$126/ \$62).

New PDS M&IE is \$46.

Standard CONUS per diem = ~~\$116~~123.

| <u>Date</u> | <u>Depart</u> | <u>Arrived</u> | <u>Transportation Mode</u> | <u>Travel Distance/Cost</u> |
|----------------------------|--|----------------|----------------------------|-----------------------------|
| 15 July | Old PDS | POE | POC | 600 miles |
| 16 July | POE | POD | TP | |
| 16 July | POD | New PDS | CA | Taxi - \$25.00 |
| REIMBURSEMENT | | | | |
| 15 July | \$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) (member) = | | | \$146.50 |
| | \$219.75 (\$146.50 x 75%/dependent x 2 dependents ≥ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) = | | | \$293.00 |
| 16 July | \$46 x 75% = (member) | | | \$ 34.50 |
| | \$51.75 (\$46 x 75% x 75%/dependent x 2 dependents ≥ age 12) + \$17.25 (\$46 x 75% x 50%/dependent < age 12) = | | | \$ 69.00 |
| | MALT: 300 miles x \$.165/mile = | | | \$ 49.50 |
| | Taxi | | | \$ 25.00 |
| Total Reimbursement | | | | \$617.50 |

NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.

Par. U5417-D:

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

| *Step 1 | | | | |
|---|---|---|--|---------------------------------|
| <i>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</i> | | | | |
| | <u>Per Diem</u> | | <u>MALT</u> | <u>Total</u> |
| Member | \$ 116 123/day x 8 days (\$ 928 984) | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1, 367 423.89 |
| Spouse | \$ 879 2.25/day x 8 days (\$ 696 738) = (75% of the member's per diem) | | | \$ 696 738.00 |
| 1st Child | \$ 879 2.25/day x 8 days (\$ 696 738) = (75% of the member's per diem) | | | \$ 696 738.00 |
| 2nd Child | \$ 879 2.25/day x 8 days (\$ 696 738) = (75% of the member's per diem) | | | \$ 696 738.00 |
| Total | | | | \$3,455637.89 |

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

| *Step 2 | | | | |
|--|---|---|--|---------------------------------|
| Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs | | | | |
| | Per Diem | | MALT | Total |
| Member | \$ 116123 /day x 8 days = \$ 928984 | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1, 367423 .89 |
| Spouse | \$ 116123 /day x 8 days = \$ 928984 | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1, 367423 .89 |
| 1st Child | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738 .00 |
| 2nd Child | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738 .00 |
| Total | | | | \$4,127323.78 |

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| *Step 3 | |
|--|-------------------------------|
| Reimbursement Limitation to Drive One POC and Transport One POV | |
| Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4, 1274,323 .78) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3, 4553,637 .89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. | |
| 1. Cost to transport POV = (<i>The \$1,500 amount shown is for illustration purposes only.</i>) | \$1,500.00 |
| 2. Reimbursement limitation is \$4, 127323 .78 (Step 2) - \$3, 455637 .89 (Step 1) = | \$ 674685 .89 |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 – \$ 674685 .89 = | \$828814.11 |

Par. U5417-E:

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

| *Step 1 | | | | |
|---|---|---|--|-----------------------------------|
| Member, Member, and 2 Children, Perform Concurrent Travel in One POC | | | | |
| (Par. U5105-B) | | | | |
| | Per Diem | | MALT | Total |
| Member 1 | \$ 116123 /day x 8 days (\$ 928984) | + | 2,666 miles x \$.165/mile (\$439.89) = | \$1, 3671,423 .89 |
| Member 2 | \$ 116123 /day x 8 days (\$ 928984) | | | \$ 928984 .00 |
| 1st Child 75% of Mbr 1 Per Diem | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738 .00 |
| 2nd Child 75% of Mbr 2 Per Diem | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738 .00 |
| Total | | | | \$3,6873,883.89 |

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (*not* traveling on the same route at the same time) travel in two POCs.

| *Step 2 | | | | |
|--|--|---|--|-----------------------------------|
| Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs | | | | |
| | Per Diem | | MALT | Total |
| Member 1 | \$ 116,123 /day x 8 days = \$ 928,984 | + | 2,666 miles x \$.165/mile (\$439.89) = | \$ 1,367,142.3 89 |
| Member 2 | \$ 116,123 /day x 8 days = \$ 928,984 | + | 2,666 miles x \$.165/mile (\$439.89) = | \$ 1,367,142.3 89 |
| 1st Child 75% of Mbr 1 Per Diem | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738.00 |
| 2nd Child 75% of Mbr 2 Per Diem | \$ 8792.25 /day x 8 days (\$ 696738) = | | | \$ 696738.00 |
| Total | | | | \$4,1274,323.78 |

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| *Step 3 | |
|--|-------------------|
| Reimbursement Limitation to Drive One POC and Transport One POC | |
| Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$ 4,1274,323.78) <i>minus</i> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$ 3,6873,883.89). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2. | |
| 1. Cost to transport POV = (<i>The \$1,500 amount shown is for illustration purposes only.</i>) | \$1,500.00 |
| 2. Reimbursement limitation is \$ 4,1274,323.78 (Step 2) - \$ 3,6873,883.89 (Step 1) = | \$ 439.89 |
| 3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500-\$439.89 = | \$1,060.11 |

Par. U5720-E, Examples 2, 3, 4 and 5:

E. Reimbursement Computation

| *Example 2 -- TLE ALLOWANCE | |
|---|---|
| Member with 3 dependents | |
| A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$ 116,123 (\$ 7077 / \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows: | |
| 1. Determine maximum rates (Given percent x locality rate). | |
| M&IE | 160% x \$46 = \$73.60 |
| Lodging | 160% x \$ 70-77 = \$ 112,00123.20 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$80 vs. \$ 112,123.20 \$80 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$73.60 + \$80.00 = \$153.60 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60. | \$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80 |

***Example 3 -- TLE ALLOWANCE
Two Members with other dependents**

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$~~116-123~~ (\$~~7077~~/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:

| Member #1 (with 1 dependent) | |
|---|---|
| 1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging | 100% x \$46 = \$46 100% x \$ 70-77 = \$ 7077 |
| 2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser. | \$50 vs. \$ 7077 \$50 |
| 3. Add the Step 1 M&IE to the Step 2 lodging cost. | \$46 + \$50 = \$ 96 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96. | \$290 vs. \$96 \$96/day x 6 days = \$576 |
| Member #2 (with 1 dependent) | |
| 1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging | 100% x \$46 = \$46 100% x \$ 70-77 = \$ 7077 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$50 vs. \$ 7077 \$50 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$46 + \$50 = \$ 96 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96. | \$290 vs. \$96 \$96/day x 6 days = \$576 |
| The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576). | |

***Example 4 -- TLE ALLOWANCE**

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is ~~\$115-149~~ (~~\$6993~~/ ~~\$4656~~). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at ~~\$100-120~~/night (~~\$90-110~~ plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The ~~\$100-120~~ lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

| Member #1 (with 2 dependents) | |
|---|---|
| 1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging | 125% x \$4656.00 = \$ 57-5070.00 125% x \$6993.00 = \$ 86116.25 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$100-120.00 vs. \$86116.25 \$86116.25 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$57-5070.00 + \$86116.25 = \$143-75186.25 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75. | \$290.00 vs. \$143-75186.25 \$143-75186.25 /day x 10 days = \$1-437-501-862.50 |
| Member #2 (with 2 dependents) | |
| 1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging | 125% x \$4656.00 = \$57-5070.00 125% x \$6993.00 = \$ 86116.25 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser. | \$100-120.00 vs. \$86116.25 \$86116.25 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$57-5070.00 + \$86116.25 = \$143-75186.25 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75. | \$290.00 vs. \$143-75186.25 \$143-75186.25 /day x 10 days = \$1-437-501-862.50 |
| The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$2-8753-725 (\$1-4371-862.50 + \$1-4371-862.50). | |

***Example 5 -- TLE ALLOWANCE**

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/\$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is ~~\$115-136.00~~ (~~\$7090~~/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

| OLD PDS | |
|---|---|
| 1. Determine maximum rate (Given percent x locality rate). M&IE Lodging | 160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$195 vs. \$257.60 \$195 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$113.60 + \$195 = \$308.60 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290. | \$290 vs. \$308.60 \$290/day x 2 days = \$580 |
| NEW PDS | |
| 1. Determine maximum rate (Given percent x locality rate). M&IE Lodging | 160% x \$46.00 = \$73.60 160% x \$7090.00 = \$112-144.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$85 vs. \$112-144 \$85 |

| | |
|---|--|
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$73.60 + \$85.00 = \$158.60 |
| 4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60. | \$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60 |
| The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE. | |

*_*_*_*_*

Par. U7200-C1c:

c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5105-B and/or U5201. If the Service does not authorize/-approve POC use, reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE (~~see APP A+ for POLICY-CONSTRUCTED AIRFARE definition~~).

| | |
|--|----------------------------|
| *Example 3 | |
| NOTE: Costs in this example are not actual transportation costs and are used for illustration only. | |
| A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows: | |
| 1. COT/HOR travel from OCONUS PDS to the HOR. | |
| 2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence. | |
| 3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46). | |
| 4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) = | \$ 34.50 |
| 5. Per diem payable for spouse is 75% of the \$34.50 due to the member = | \$ 25.88 |
| 6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount = | \$ 17.25 |
| 7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers = | \$ 1,797.00 |
| 8. Ground transportation from OCONUS residence to airport = | \$ 50.00 |
| Total constructed GOV'T city-pair airfare cost = | \$-1,924.63 |
| Actual 'MALT-Plus' is computed as follows: | |
| Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way. | |
| POC MALT: 3,063 miles x \$.165/mile = | \$ 505.40 |
| Per Diem for Actual Travel using 'MALT-Plus' Method | |
| Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$116.123 = | |
| Member's per diem authorization = 9 days x \$116.123/day = | \$ 1,044.107.00 |
| Per diem for the accompanying spouse @ 75% of the member's amount = | \$ 783.00830.25 |
| Per diem for the accompanying child (under age 12) at 50% of the member's amount = | \$ 522.00553.50 |
| Total actual amount = | \$ 2,854.402,996.15 |
| In this example, the city-pair airfare cost to the HOR is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the POLICY-CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use. The member is financially responsible for the additional cost (\$2,854.392,996.15 - \$1,924.63) of \$929.771,071.52. | |
| If When the Service concerned authorizes/approves POC use through the Secretarial p Process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. Par. U7200-C1c. | |

| | |
|---|----------|
| *Example 4 | |
| NOTE: Costs in this example are not actual transportation costs and are used for illustration only. | |
| A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows: | |
| 1. COT/HOR travel from OCONUS PDS to the HOR. | |
| 2. 9/1: Depart OCONUS PDS. Arrive @ CONUS residence. | |
| 3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46). | |
| 4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) = | \$ 34.50 |
| 5. Per diem payable for spouse is 75% of the \$34.50 due to the member = | \$ 25.88 |
| 6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child | \$ 34.50 |

| | | |
|---|--|---------------------------|
| x 2 children = | | |
| 7. City-pair airfare cost (one way for member and 3 eligible travelers: \$869/traveler x 4 travelers = | | \$ 3,476.00 |
| 8. Ground transportation from OCONUS residence to airport = | | \$ 50.00 |
| Total constructed GOV'T city-pair airfare cost = | | \$3,620.88 |
| Actual 'MALT-Plus' is computed as follows: | | |
| Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way. | | |
| POC MALT: 3,063 miles x \$.165/mile = | | \$ 505.40 |
| Per Diem for Actual Travel using 'MALT-Plus' Method | | |
| Days 1-9 | Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$461.23/day = \$4,141.107 | |
| Member's per diem authorization = | | \$ 4,141.107.00 |
| Per diem for the accompanying spouse at 75% of the member's amount = | | \$ 783.00830.25 |
| Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$2,2553.50/child x 2 children = | | \$ 4,141.107.00 |
| Total actual amount = | | \$3,376.403,549.65 |
| In this example, the city-pair airfare cost to the HOR is more expensive than POC 'MALT-Plus' travel to the HOR. Since the POLICY-CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (par. U7200-C1c). | | |

Par. U7225-D2c:

c. Example

| <u>*Example</u> |
|--|
| <p>1. A member is on a contingency TDY. Member is paid 55% per diem (IAW par. U4105-I) and renting an apartment (\$1,000<u>1,200</u>/month).</p> |
| <p>2. The authorized per diem rate is \$63.80<u>78.10</u> (i.e., 55% of the locality rate of \$116<u>142</u>). 55% x \$70.91 (Lodging) = \$38.50<u>50.05</u> 55% x \$46.51 (M&IE) = \$25.39<u>28.05</u> Total = \$63.80 or 55% of \$116 = \$63.80<u>78.10</u></p> |
| <p>3. The member is reimbursed \$38.50<u>50.05</u>/day x 30 days = \$1,155<u>1,501.50</u> per 30-day month for lodging.</p> |
| <u>*Scenario 1</u> |
| <p>1. The member returns to the PDS once during the first month. The member is not paid per diem for the 2 days/nights spent at the PDS.</p> |
| <p>2. The member is authorized \$1,078<u>1,401.40</u> (\$38.50<u>50.05</u>/day x 28 days) for the first month's lodging.</p> |
| <p>3. Since the member is authorized \$78.20<u>1.40</u> more than the actual lodging cost (\$1,078<u>1,401.40</u> vs. \$1,000<u>1,200</u>), the member is not out-of-pocket for lodging costs and is not authorized additional reimbursement.</p> |
| <u>*Scenario 2</u> |
| <p>1. The member takes 7 days leave during the third month. The member is not paid lodging per diem for 7 days/nights of leave.</p> |
| <p>2. The member is authorized \$38.50<u>50.05</u>/day x 23 days = \$885.50<u>1,151.15</u> for lodging for the third month.</p> |
| <p>3. The member is out-of-pocket \$144.50<u>48.50</u> for lodging costs (\$1,000<u>1,200</u> vs. \$885.50<u>1,151.50</u>).</p> |
| <p>4. The member would have been reimbursed \$269.50<u>350.35</u> (\$38.50<u>50.05</u>/night x 7 nights) for those 7 nights had the member not been on leave.</p> |
| <p>5. The \$144.50<u>48.50</u> out-of-pocket cost is less than what the member would have been paid had the member not been on leave (\$269.50<u>350.35</u>).</p> |
| <p>6. The member is authorized \$144.50<u>48.50</u> as a reimbursable expense to cover out-of-pocket lodging costs.</p> |

JTR REVISIONS

Par. C2198-D:

Corrected in UTD/CTD for MAP 114-10(I)/CAP 86-10(I) -- POC TDY Cost Comparison, dated and effective 09-09-10, in 12-1-10 change.

Par. C4555-G, Example:

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).

This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased. Par. C4555-E.**

| <u>*Example</u> |
|---|
| 1. A traveler is TDY at a location at which the per diem is \$116.13631 (\$70805 / \$546). |
| 2. The traveler obtains 11 lodgings (apartment & utilities) are obtained on a long-term basis for and is paying \$900/ a month for an apartment and utilities. |
| 3. The daily lodging cost per month is \$30 (\$900/30 days). |
| 4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days. |
| 5. The daily lodging rate cost for the traveler during June is computed to be \$45/day (\$900/ month /20 eligible days / month). Since the \$45/day lodging cost does not exceed the authorized \$70805 /day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June. |

Par. C4565-D1:

1. Example 1-TDY Travel

| <u>*Example 1 TDY Travel</u> | | |
|---|---|----------------------|
| An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodgings were obtained for 9 nights, two of which were spent in GOV'T QTRS with charge, and one night at a friend's house at no cost. The employee paid \$40/ <u>night</u> for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the night of lodging night at <u>obtained in</u> a friend's home at the TDY location. Per diem is computed as follows: | | |
| Day 1 (departure day) | \$40 (lodging) + 75% x \$46 (M&IE) = | \$ - 74.50 |
| Day 2 to 6 | (\$40 (lodging) + \$46 (M&IE))/day x 5 days = | \$ 430.00 |
| Day 7 to 8 | (\$4 (lodging) + \$46 (M&IE))/day x 2 days = | \$ 100.00 |
| Day 9 | \$0 (lodging) + \$46 (M&IE) = | \$ 46.00 |
| Day 10 (return day) | 75% x \$46 (preceding calendar day M&IE rate) = | \$ 34.50 |
| Amount due employee | | \$685.00 |

Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum per diem rate for the locality concerned. This example uses the Standard CONUS per diem rate of ~~\$116-123~~ (~~\$7077/~~ \$46).

Day 1 (departure day) - the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50.

Days 2 - 6 - the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) ~~x times~~ the number of days (5); pay \$430.

Days 7 - 8 - the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) ~~x times~~ the number of days (2); pay \$100.

Day 9 - the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46.

Day 10 (return day) - the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50.

The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.

Par. C4567-C:

C. Per Diem Computations. The following example illustrates the method used for computing per diem incident to evacuation:

| *Example | | | |
|--|---|--|--------------------------------|
| The <u>per diem rates</u> used in the following example are for illustrative purposes only and do not necessarily reflect current rates. Lodging tax paid while at a safe haven or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to per diem. Lodging tax paid while at a safe haven or traveling in a foreign OCONUS area is not a reimbursable expense. Tax is part of the lodging cost. The cost of a value added tax (VAT) relief certificate is a reimbursable expense (APP G) if the certificate is used to avoid paying the lodging tax. CONUS per diem rates do not include laundry/dry-cleaning/pressing of clothing. OCONUS per diem rates include laundry/dry-cleaning/pressing of clothing. | | | |
| An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was \$95 plus \$7.60/day for lodging tax (8%). The maximum per diem applicable at that location was \$116-146 (\$7085/ \$4661). | | | |
| (a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)): | | | |
| The employee and each dependent age 12 or older is authorized per diem NTE the full rate (\$116-146) (\$7085/ \$4661). Each dependent under age 12 is authorized per diem NTE 50% of the rate. | | | |
| | M&IE | Max Lodging | Total |
| Employee: | \$4661 | \$7085 | \$1161 <u>46</u> |
| Employee's spouse | \$4661 | \$7085 | \$1161 <u>46</u> |
| Child (age 12 or older) | \$4661 | \$7085 | \$1161 <u>46</u> |
| Child (under age 12) | \$23-30.50 (\$46-61 x 50%) | \$35-42.50 (\$70-85 x 50%) | \$ <u>5873</u> |
| Max daily amt that may be paid for costs incurred by employee & 3 dependents | \$464 <u>213.50</u> | \$245 <u>297.50</u> | \$4065 <u>11</u> |
| (b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$161-213.50 for M&IE and NTE \$245-297.50 for lodging), as follows: | | | |
| M&IE: | \$161-213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.) | | |
| Lodging: | \$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$245-297.50) that may be reimbursed. A lodging receipt is required for this amount.) | | |
| Daily amount: | \$256-308.50 (Daily amount that is payable to the employee and dependents (within the maximum \$406-511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)). | | |
| Lodging Tax: | \$7.60/day | | |
| Total: | \$263-603 <u>16.10</u> (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days). | | |
| (c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable <u>per diem rate</u> , unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31 st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows: | | | |
| | M&IE | Max Lodging | Total |

| | | | |
|--|---|---|--------------------------------------|
| Employee | \$2736.60 (\$46-61 x 60%) | \$42-51 (\$70-85 x 60%) | \$69.608 <u>7.60</u> |
| Employee's spouse | \$2736.60 (\$46-61 x 60%) | \$42-51 (\$70-85 x 60%) | \$69.608 <u>7.60</u> |
| Child (age 12 or older) | \$2736.60 (\$46-61 x 60%) | \$42-51 (\$70-85 x 60%) | \$69.608 <u>7.60</u> |
| Child (under age 12) | \$13.80 18.30 (\$46-61 x 30%) | \$21-25.50 (\$70-85 x 30%) | \$34.804 <u>3.80</u> |
| Max daily amount that may be paid for costs incurred by the employee & 3 dependents | \$96.60 <u>128.10</u> | \$147 <u>178.50</u> | \$243.60 <u>306.60</u> |
| (d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$95.60 <u>128.10</u> for M&IE and NTE \$147-178.50 for lodging), as follows: | | | |
| M&IE: | \$95.60 <u>128.10</u> (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.) | | |
| Lodging: | \$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum (\$147) that may be reimbursed. A lodging receipt is required for this amount.) | | |
| Daily amount: | \$190.60 <u>223.10</u> (Daily amount payable to the employee and dependents within the maximum \$242.60 <u>306.60</u> established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days). | | |
| Lodging Tax: | \$7.60/day | | |
| Total: | \$198.20 <u>230.70</u> (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days). | | |

Par. C4622-C3:

*3. Example

- a. A traveler is authorized/approved an AEA NTE 150% for lodging.
- b. The traveler is paid M&IE on a per diem basis, and, M&IE itemization is not required.
- c. The locality per diem rate is ~~\$70-90~~ (lodging) + \$51 (M&IE) = ~~\$121-141~~ (Total).
- d. The AEA must not exceed 150% of the **total** (~~\$121-141~~) locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

(1) ~~\$121-141~~ (Total Per Diem) x 150% = ~~\$181-211.50~~ = ~~\$182-212~~

(2) ~~\$182-212~~ - \$51 (M&IE) = ~~\$131-161~~ maximum allowed for lodging

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

Par. C4677-B1 Examples 1, 2, & 3:

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

1. Example 1

***Example 1**

- The **per diem/TDY mileage** rates used in this example are for illustrative purposes and may not reflect current rates.
- **Par. C2500** for the current TDY mileage rate; ~~and~~ **par. C2505** for the current MALT rate.

‘Lodgings-Plus’ Per Diem Computation

| | | |
|-----|-------|------------|
| Wed | 10/20 | Depart PDS |
| Wed | 10/20 | Arrive TDY |
| Fri | 10/22 | Depart TDY |
| Fri | 10/22 | Arrive PDS |
| Sun | 10/24 | Depart PDS |
| Sun | 10/24 | Arrive TDY |
| Wed | 10/27 | Depart TDY |
| Wed | 10/27 | Arrive PDS |

The traveler's daily TDY lodging cost was \$61, which, when added to the applicable M&IE rate of \$46 equals \$107 (does not exceed the TDY location ~~\$116-139~~ (-\$93/ \$46) maximum per diem rate).

Actual Cost

| | | |
|-------------|---|-----------------|
| Wed 10/20 | Per diem for the travel day to the TDY location (75% x \$46) + \$61 = | \$ 95.50 |
| Thurs 10/21 | \$46 + \$61 = | \$107.00 |
| Fri 10/22 | Per diem for the return day to the PDS 75% x \$46 = | \$ 34.50 |
| Sat 10/23 | At PDS | 0 |
| | Round-trip Transportation Cost | \$100.00 |
| Sun 10/24 | Per diem for the travel day to the TDY location (75% x \$46) + \$61 = | \$ 95.50 |
| Mon 10/25 | \$46 + \$61 = | \$107.00 |
| Tue 10/26 | \$46 + \$61 = | \$107.00 |
| Wed 10/27 | Per diem for the return day to the PDS 75% x \$46 = | \$ 34.50 |
| | Total Actual Cost | \$681.00 |

Constructed Cost

| | | |
|-------------|---|-----------------|
| Wed 10/20 | Per diem for the travel day to the TDY location (75% x \$46) + \$61 = | \$ 95.50 |
| Thurs 10/21 | \$46 + \$61 = | \$107.00 |
| Fri 10/22 | \$46 + \$61 = | \$107.00 |
| Sat 10/23 | \$46 + \$61 = | \$107.00 |
| Sun 10/24 | \$46 + \$61 = | \$107.00 |
| Mon 10/25 | \$46 + \$61 = | \$107.00 |
| Tue 10/26 | \$46 + \$61 = | \$107.00 |
| Wed 10/27 | Per diem for the return day to the PDS 75% x \$46 = | \$ 34.50 |
| | Total Constructed Cost | \$772.00 |

In this example the traveler is due \$681 (actual cost) since it is less than the constructed cost (\$772).

2. Example 2

| *Example 2 | | |
|---|------|-----------------|
| <ul style="list-style-type: none"> • The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. • <i>Par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate.</i> | | |
| Lodging-Plus Per Diem Computation | | |
| Mon | 3/5 | Depart PDS |
| Mon | 3/5 | Arrive TDY |
| Fri | 3/9 | Depart TDY |
| Fri | 3/9 | Arrive PDS |
| Sun | 3/11 | Depart PDS |
| Sun | 3/11 | Arrive TDY |
| Fri | 3/16 | Depart TDY |
| Fri | 3/16 | Arrive PDS |
| The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$46-135 <u>(\$89/ \$46)</u> maximum per diem rate. | | |
| Constructed Cost: | | |
| Applying the \$101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303). | | |
| Actual Cost: | | |
| Per diem for the return day to the PDS on Friday 75% x \$46 = | | \$ 34.50 |
| Cost of round-trip transportation = | | \$180.00 |
| Per diem for the travel day to the TDY location (75% x \$46) + \$55 = | | <u>\$ 89.50</u> |
| Total | | \$304.00 |
| <p>Since the actual cost of per diem and the transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location, the traveler is reimbursed \$303.</p> | | |
| <p>Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round-trip mileage and per diem in the amount of \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.</p> | | |
| <p>NOTE: TDY mileage is not paid to the passenger. Par. C2198-B5.</p> | | |
| If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/traveler x 3 days = \$303/traveler x 2 travelers). | | |
| If the round-trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round-trip mileage for the driver traveler and per diem for the passenger traveler equal to \$428). \$34.50 per diem for Friday + \$89.50 per diem for Sunday = \$124.00 \$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem \$248 (per diem) + \$180 (transportation for 2 travelers) = \$428 The driver receives \$304. The passenger receives \$124. There is a \$178 savings to the GOV'T (\$606 - \$428). | | |

3. Example 3

| *Example 3 | | | | |
|--|----------------|--|------------|----------------------------------|
| TDY Per Diem & POC TDY Mileage Computation | | | | |
| <ul style="list-style-type: none"> The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. Par. C2500 for the current TDY mileage rate; and par. C2505 for the current MALT rate. | | | | |
| <p>A traveler is assigned to a TDY location. The travel authorization/order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.</p> <p>NTE the maximum TDY location per diem rate \$108.144 (\$6283/ \$4661) may be reimbursed for the round-trip between the TDY and PDS locations. The traveler's lodging cost is \$60 per day if the traveler remained at the TDY location.</p> <p>The traveler is due \$423.50483 (constructed-actual cost) which is less than the actual-constructed cost.</p> | | | | |
| ITINERARY | | | | |
| Day | Date | Depart PDS | Return PDS | POC Distance |
| Mon | 10/15 | 0600 | 1830 | 75 miles one-way |
| Tue | 10/16 | 0600 | 1830 | 75 miles one-way |
| Wed | 10/17 | 0600 | 1830 | 75 miles one-way |
| Thu | 10/18 | 0600 | 1830 | 75 miles one-way |
| REIMBURSEMENT | | | | |
| PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED | | | | |
| Mon | 10/15 | 75% x \$ 46.61 (par. C4553-D) = | | \$ 34.5045.75 |
| Tue | 10/16 | 75% x \$ 46.61 = | | \$ 34.5045.75 |
| Wed | 10/17 | 75% x \$ 46.61 = | | \$ 34.5045.75 |
| Thurs | 10/18 | 75% x \$ 46.61 = | | \$ 34.5045.75 |
| Four round trips of 150 miles each = 600 miles x \$0. 5550 /mile = | | | | \$ 330300.00 |
| Per Diem & POC TDY Mileage for Actual Travel Total = | | | | \$468483.00 |
| GOV'T'S CONSTRUCTED COST | | | | |
| Mon | 10/15 | \$ 60.83 + (75% x \$ 4661) = | | \$ 94.50128.75 |
| Tue to Wed | 10/16 to 10/17 | \$ 60.83 + \$ 46.61 = \$ 106144 /day x 2 days = | | \$ 212288.00 |
| Thurs | 10/18 | 75% x \$ 46.61 = | | \$ 34.5045.75 |
| One round trip of 150 miles x \$0. 5550 /mile = | | | | \$ 82.575.00 |
| Per Diem & POC TDY Mileage for Constructed Cost Total | | | | \$423.50537.50 |

4. Example 4

*_*_*_*_*

Par. C5060-I:

I. Per Diem Computation Examples

1. Example 1

| *PCS Travel | |
|---|--|
| NOTE: Par. C5060-D3 for the current <u>Standard CONUS per diem rate.</u> | |
| <p>An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by <u>POAPOC</u>, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).</p> <p>The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day. Par. C5060. The standard CONUS per diem rate is \$46.123 (\$7077/ \$46).</p> <p>Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:</p> | |

| Per Diem for Actual Travel Under the Lodgings-Plus' Method | | |
|---|--|---------------------|
| Maximum allowable per diem for 8 days x \$116 123/day (Standard CONUS per diem rate) = | | <u>\$928</u> 984.00 |
| Day 1 (departure day) | \$58 (lodging) + (\$46 x 75%) = | \$ 92.50 |
| Day 2 | \$46 = | \$ 46.00 |
| Day 3 to 8 | Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) = | \$622.00 |
| Day 9 | \$0 (lodging) + \$46 (M&IE) = | \$ 46.00 |
| Day 10 (arrival day) | \$46 x 75% (M&IE) = | \$ 34.50 |
| Employee's per diem authorization = | | \$841.00 |
| Per diem for accompanying spouse at 75% of the amount due the employee (\$841.00) = | | \$630.75 |
| Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841.00) = | | \$ 420.50 |
| Total amount payable to employee = | | \$1,892.25 |
| Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060. | | |
| The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$116-123 (\$7077/ \$46), par. C5060-E3. | | |
| Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50. | | |
| Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46. | | |
| Day 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$70-77 +plus the M&IE rate (\$46) x times 6 days for a total of \$622. | | |
| Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46. | | |
| Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50. | | |
| The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (<u>\$928984</u>) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for dependents is 75% and 50% respectively of the \$841 due the employee. | | |

2. Example 2

| *PCS Travel | | |
|---|------------------------------|--------------------|
| NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate</u>. | | |
| An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by <u>POAPOC</u> , accompanied by spouse and 7-year old child. They departed the residence at 0800 on Day 1 and arrived at the new PDS at 2100 on Day 6. | | |
| The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles. Par. C5060. The standard CONUS per diem rate is \$146-123 (\$7077 / \$46). | | |
| Lodgings were occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows: | | |
| Per Diem for Actual Travel Under the Lodgings-Plus' Method | | |
| Maximum allowable per diem for 4 days x \$146-123 day (Standard CONUS per diem rate) = | | \$464492.00 |
| Day 1 (departure day) | \$0 (lodging) + \$46 x 75% = | \$34.50 |
| Day 2 | \$59 (lodging) + \$46 = | \$105.00 |
| Day 3 | \$0 (lodging) + \$46 = | \$46.00 |
| Day 4 | \$53 (lodging) + \$46 = | \$99.00 |
| Day 5 | \$0 (lodging) + \$46 = | \$46.00 |
| Day 6 (arrival day) | 75% x \$46 = | \$34.50 |
| Employee's per diem authorization = | | \$365.00 |
| Per diem for accompanying spouse at 75% of the amount due the employee (\$365) = | | \$273.75 |
| Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) = | | \$182.50 |
| Total amount payable to employee = | | \$821.25 |
| Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 - 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060. | | |
| The maximum allowable per diem for PCS travel within CONUS is the <u>Standard CONUS per diem rate</u> of \$146-123 (\$7077 / \$46), par. C5060-E3. | | |
| Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50. | | |
| Day 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$70-77 for each day plus the M&IE rate (\$46) for each day. | | |
| Day 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92. | | |
| Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46). | | |
| The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$464492.00), therefore the employee is authorized the lesser amount and the authorization for dependents is 75% and 50% respectively of the \$365 due the employee. | | |

3. Example 3

| *PCS Travel, Actual Costs Exceed the GOV'T Cost | | |
|--|--|-------------------------------|
| <i>NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate.</u></i> | | |
| An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by <u>POAPOC</u> . They departed the residence on Day 1 and arrived at the new PDS on Day 15. | | |
| The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. Par. C5060. The standard CONUS per diem rate is <u>\$116-123</u> (<u>\$7077</u> / \$46). | | |
| Lodgings were occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows: | | |
| Per Diem for Actual Travel Under the Lodgings-Plus' Method | | |
| Maximum allowable per diem for 8 days @ <u>\$116123/day</u> (Standard CONUS per diem rate) = | | <u>\$928984.00</u> |
| Day 1 | \$70 (lodging) + (\$46 x 75% = \$34.50) = | \$104.50 |
| Day 2 to 10 | \$70 (lodging) + \$46 = \$116/day x 9 days = | \$1044.00 |
| Day 11-14 | \$46/day x 4 days = | \$184.00 |
| Day 15 | \$46 x 75% = | \$34.50 |
| Total | | <u>\$1,367.00</u> |
| Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) = | | \$1025.25 |
| Employee total travel costs (\$1,367.00 + \$1,025.25) = | | <u>\$2,392.25</u> |
| Total amount payable to employee (\$928-984 + dependent per diem \$696738, 75% of \$928984) = | | <u>\$1,6241,722.00</u> |
| Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days. | | |

4. Example 4

*_*_*_*_*

5. Example 5

| *PCS/Separation Travel | |
|--|---|
| <i>NOTE: Par. C5060-E3 for the current <u>Standard CONUS per diem rate.</u></i> | |
| 1. | PCS/separation travel from OCONUS Location J to CONUS Location K. |
| 2. | 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000. |
| 3. | The employee is authorized per diem since actual travel time exceeds 12 hours. Par. C5060-G. |
| 4. | Since travel begins and ends on the same day, pars. C5060-G1a and C5060-G1c apply. Also par. C5060-H4. |
| 5. | The maximum per diem rate at the time of travel was <u>\$116-123</u> (<u>\$7077</u> / \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate. |
| 6. | Reimbursement for 9/1 is \$34.50 (\$46 x 75%). |
| 7. | Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel. |

6. Example 6

*_*_*_*_*

Par. C5065-B:

B. Reimbursement Computation Example for One CarAutomobile

| |
|--|
| <u>*Reimbursement Computation for Employee, Spouse, and 1 Child in One <u>CarAutomobile</u></u> |
|--|

| | |
|--|-------------------|
| An employee performs PCS travel from Location A, to Location B, in 9 days, by <u>carautomobile</u> , accompanied by the spouse and 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. After consideration of the lodging expenses, the employee is authorized \$650 in per diem. | |
| 1. <u>CarAutomobile</u> travel reimbursement is based on 2,826 miles x <u>\$.16524/mile</u> (par. C2505-B). 2,826 miles x \$.165/mile = \$466.29. | \$466.29 |
| 2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ <u>\$\$16123/day</u> (Standard CONUS per diem rate). <u>\$\$16123/day x 8 days = \$928984</u> | |
| 3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (<u>\$928984</u>) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650). | \$650.00 |
| 4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% = | \$487.50 |
| 5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% = | \$325.00 |
| 6. Amount spent on tolls | + <u>10.00</u> |
| 7. TOTAL REIMBURSEMENT TO EMPLOYEE | \$1,938.79 |

| | |
|---|-------------------|
| *Reimbursement Computation for Two Employees (married to each other) and 1 Child in One <u>CarAutomobile</u> | |
| Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by <u>carautomobile</u> , accompanied by a 2-year old child. The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C5060. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720. | |
| 1. <u>CarAutomobile</u> travel reimbursement for one employee is based on 2,826 miles @ \$.165/mile. Par. C2505-B. 2,826 miles x \$.165/mile = \$466.29 | \$466.29 |
| 2. Allowable per diem for an employee based on 'Lodgings-Plus' for 8 days maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ <u>\$\$16123</u> (Standard CONUS per diem rate). <u>\$\$16123/day x 8 days = \$928984</u> | |
| 3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (<u>\$928984</u> /traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 = | \$1,370.00 |
| 4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% = | \$360.00 |
| 5. Amount spent on tolls | + <u>\$10.00</u> |
| 6. TOTAL REIMBURSEMENT | \$2,206.29 |
| Total reimbursement to employee 1 is \$466.29 + \$650 + \$10 = \$1,126.29 | |
| Total reimbursement to employee 2 is \$720 + \$360.00 = \$1,080.00 | |

Par. C5065-C:

C. Reimbursement Computation Example for Two CarAutomobiles

| | |
|--|----------|
| *Reimbursement Computation for Two <u>CarsAutomobiles</u> | |
| An employee performs PCS travel from Location A to Location B using two <u>carsautomobiles</u> . The official distance from Location A to Location B = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C5060. | |
| 1. <u>CarAutomobile</u> travel reimbursement for the first <u>carautomobile</u> , driven by the employee only, is based on 2,826 miles x \$.165/mile, par. C2505-B. 2,826 miles x \$.165/mile = | \$466.29 |
| 2. <u>CarAutomobile</u> travel reimbursement for the second <u>carautomobile</u> , driven by spouse is based on 2,826 miles x \$.165/mile, par. C2505-B. 2,826 miles x \$.165/mile = | \$466.29 |
| 3. Allowable per diem for employee based on 'Lodgings-Plus' for 8 day maximum is the actual amount the traveler pays for lodgings plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ <u>\$\$16123</u> (Standard CONUS per diem rate). <u>\$\$16123/day x 8 days = \$928984</u> | |
| 4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (<u>\$928984</u>) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650). | \$650.00 |
| 5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% = | \$487.50 |

| | |
|---|-------------------|
| 6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times 50\% =$ | \$325.00 |
| 7. Amount spent on tolls | + \$10.00 |
| 8. TOTAL REIMBURSEMENT TO EMPLOYEE | \$2,405.08 |

Par. C5125-B:

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to spouse traveling independently:

| *Dependent PCS Travel | | |
|---|--|-------------------|
| NOTE: See par. C5060-E3 for the current <u>Standard CONUS per diem rate</u> . | | |
| A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse elected to travel ed by POC, accompanied by the couple's 2-year old child. They departed the + residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). | | |
| The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. C5060. The standard CONUS per diem rate is + <u>\$46</u> (\$70 \$46). | | |
| Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows: | | |
| Per Diem for Actual Travel Under the Lodgings-Plus' Method | | |
| Maximum allowable per diem for 8 days x + <u>\$46</u> /day (Standard CONUS per diem rate) = | | \$ <u>928</u> .00 |
| Day 1 (departure day) | \$58 (lodging) + [75% x \$46] = | \$ 92.50 |
| Day 2 | \$46 = | \$ 46.00 |
| Day 3 to 8 | Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + \$46/day x 6 days = \$276 = | \$ 622.00 |
| Day 9 | \$0 (lodging) + \$46 = | \$ 46.00 |
| Day 10 (arrival day) | 75% x \$46 = | \$ 34.50 |
| Employee's (Spouse) per diem authorization = | | \$ 841.00 |
| Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) = | | \$ 420.50 |
| Total amount payable to employee = | | \$1,261.50 |
| Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,826 \div 350 = 8$ days with a remaining distance of 26 miles ($2,826 - 2,800$). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060. | | |
| The maximum allowable per diem for PCS travel within CONUS is the <u>Standard CONUS per diem rate</u> of + <u>\$46</u> (\$70 \$46) par. C5060-E3. | | |
| Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50. | | |
| Day 2 the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46. | | |
| Day 3 to 8 , the applicable per diem rate is the cost of lodging <u>cost</u> (\$346) NTE \$70/day + <u>plus</u> the M&IE rate (\$46) x <u>times</u> 6 days for a total of \$622. | | |
| Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46. | | |
| Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50. | | |
| The per diem for actual travel by the spouse is \$841. Since the per diem for actual travel does not exceed the maximum allowable (<u>\$928</u>) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the \$841 due the employee. | | |

Par. C5372-A2:

2. Per Diem Rates. The per diem rates used for computation are:

*a. CONUS. ~~\$116~~123, Standard CONUS per diem rate (*effective 1 October 2009*~~2010~~).

b. OCONUS (non-foreign OCONUS and foreign areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from the employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

****NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of ~~\$116~~123) in pars. C5372-A2a through C5372-A2d are ~~\$116~~123, \$8792.25, \$8792.25, and \$5861.50, respectively, if the temporary lodging is occupied in CONUS.***

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary lodging in a location separate from employee's).

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

****NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. C5372-A2a through C5372-A2d are \$8792.25, \$5861.50, \$5861.50, and ~~\$46.40~~49.20 respectively.***

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*), the additional days must be computed at the same rates allowed for the second 30-day period in par. C5372-A2d above. ***The total time period for which TQSE(AE) may be paid may never exceed 120 days.***

Par. C5372-B:

B. Computation Examples

*1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$~~116~~123) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. *AEA (Ch 5, Part M) may not be authorized/approved for TQSE(AE).*

| Standard CONUS Per Diem Rate | First 30 Days | | After 30 Days | |
|--|-----------------------------|------------------------|-----------------------------|---------------------------|
| | Formula | Maximum Reimbursement | Formula | Maximum Reimbursement |
| \$ 116 123 (Eff 1 October 2009 2010) | | | | |
| Employee or Unaccompanied Spouse | \$ 116 123 | \$ 116 123 | \$ 116 123 x 75% | \$ 87.00 92.25 |
| Accompanying Spouse | \$ 116 123 x 75% | \$ 87 92.25 | \$ 116 123 x 50% | \$ 58.00 61.50 |
| Dependent 12 and older | \$ 116 123 x 75% | \$ 87 92.25 | \$ 116 123 x 50% | \$ 58.00 61.50 |
| Dependent under 12 | \$ 116 123 x 50% | \$ 58 61.50 | \$ 116 123 x 40% | \$ 46.40 49.20 |

*2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$~~116~~123 x times 5 days (\$~~580~~615). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. *-***-*

4. *-*****

5. *-*****

6. *-*****

*7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary lodgings were not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$~~116~~123 (~~70~~77/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 x times 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodgings would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days (GSBCA 16430-RELO, 13 October 2004).

Par. C 5392-D:

***D. TQSE(F) Computation Chart**

| Authorized Traveler | Locality Per Diem Rate (for new PDS) | Percentage Rate Authorized | Days Authorized | Number of Travelers | Formula | Total Payment |
|---------------------|--------------------------------------|----------------------------|-----------------|---------------------|---|---------------------------------------|
| Employee | \$ 120 <u>136</u> | .75 | 30 | 1 | ((\$120 <u>136</u> /day x .75) x 30 days) x 1 = | \$ 2,700 <u>3,060</u> |
| Dependent | \$ 120 <u>136</u> | .25 | 30 | 4 | ((\$120 <u>136</u> /day x .25) x 30 days) x 4 = | \$ 3,600 <u>4,080</u> |
| | | | | | Total TQSE(F) Pmt | \$6,300<u>7,140</u> |

Par. C5530-B:

B. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

| *Renewal Agreement Travel | | | |
|--|-------------|---|-----------------|
| NOTE: See the <u>Standard CONUS per diem rate</u> or par. C5060-E3 for the current Standard CONUS per diem rate. | | | |
| 1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS. | | | |
| 2. Itinerary | 9/1 | Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230 | |
| | 9/2 – 9/30 | Leave | |
| | 10/1 | Depart CONUS residence at 1400 | |
| | 10/2 | Arrive OCONUS at 1015 | |
| 3. The employee is authorized per diem since actual time exceeds 12 hours. Par. C5060-G1. | | | |
| 4. Maximum per diem rate at time of travel \$116-123 (\$7077 / \$46) and OCONUS PDS per diem rate is \$239 (\$131/ \$108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.) | | | |
| 5. Reimbursement: | 9/1 | 75% x \$46 (M&IE) = | \$ 34.50 |
| | 9/2- 9/30 | No per diem | 0.00 |
| | 10/1 | 75% x \$108 = | \$ 81.00 |
| | 10/1 – 10/2 | 75% x \$108 (M&IE) = | \$ 81.00 |
| Total Reimbursement | | | \$196.50 |
| 6. Par. C5060-G1a applies and the destination M&IE rate (\$46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day. | | | |
| 7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. Par. C5060-G1a & C5060-G1c. | | | |
| 8. <i>Per diem for dependents is not authorized for RAT.</i> | | | |

C6200 DSSR, Part C, Section 4, Question & Answer 4:

***4. Q: What benefits are available for dependents going to an authorized alternate safe haven?**

*A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the AGENCY head/designee authorizes the alternate safe haven as being in the GOV'T's best

interest (DSSR, Sec 614c). Within DoD, PDUSD (P&R) may authorize an alternate safe haven (phone (703) 697-2086 or DSN (312) 227-2086). **The employee cannot choose an alternate safe haven.** The employee must travel to the official safe haven (DSSR, Sec 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rates - ~~\$116-123~~ as of 10-1-~~09~~10). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, Secs 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

C6200 DSSR, Part C, Section 5 , CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD) EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600):

~~*_*_*_*_*~~

Basic rules for determining SEA payments:

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

- (a) Official safe haven;
- (b) Approved alternate safe haven; or
- ~~*(c) Continental U.S. (CONUS) [as of 1 October ~~2009~~2010, that is ~~\$116-123~~ (~~\$7077~~/ \$46)]~~

~~*_*_*_*_*~~