



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE  
HOFFMAN BUILDING 1, ROOM 836  
2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

PDTATAC/vap

1 December 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 122-08 -- Temporary Lodging Expense Maximum Daily  
Payment

1. SYNOPSIS: Increase the maximum authorized amount for Temporary Lodging Expense (TLE) from \$180 to \$290 per day effective 26 November 2008
2. The Committee Chair has approved the attached changes to the Joint Federal Travel Regulations, Volume 1 (JFTR), made in MAP 122-08.
3. This determination is an advance notice of the changes to the JFTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JFTR change number 266, dated 1 February 2008.
5. This determination is *effective on 26 November 2008*, when it was approved by the Chairman.

//approved by W.B. Tirrell, Sr. for//  
S. W. Westbrook  
Director

Attachment:  
Rev 1

**Uniformed E-Mail Distribution:**

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

## JTFR REVISION

### U5720:

*Effective 26 November 2008*

### **U5720 REIMBURSEMENT**

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$290 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE *may be paid*, in addition to TQSE for civilian employees, (see JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate. The *locality* per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s); and
3. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use available GOV'T quarters (see par. U1045).

***NOTE: When GOV'T quarters are available and other lodgings are used, lodging reimbursement is limited to the GOV'T quarters' cost or locality lodging rate, whichever is lower. See par. U1045.***

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290 per day.

E. Reimbursement Computation

**Step 1: Determine the daily ceiling for lodging and M&IE rate.** Multiply the percentage in the following table by the applicable locality per diem rate lodging and M&IE rates prescribed in

**<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>**.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

**Step 2:** Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3:** Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

**Step 4:** Determine the applicable daily rate. Compare \$290.00 with the Step 3 amount. Pay the lesser of these two amounts for that day.

#### EXAMPLE 1 -- TLE ALLOWANCE

**NOTE:** The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$117 (\$78/ \$39). The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

Member with no dependents	
1. Determine maximum rates (given percent x locality rate).	
M&IE	65% x \$39 = \$25.35
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$25.35 + \$47.50 = \$72.85
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$72.85.	\$290.00 vs. \$72.85; \$72.85/day x 4 days = \$291.40

#### EXAMPLE 2 – TLE ALLOWANCE

**NOTE:** The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

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 \$109 (\$70/\$39) applies to both PDSs. After reporting to the

new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

<b>Member with 3 dependents</b>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$39 = \$62.40 160% x \$70 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$112 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$80.00 = \$142.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40.	\$290 vs. \$ 142.40; \$142.40/day x 8 days = \$1,139.20

### EXAMPLE 3 – TLE ALLOWANCE

**NOTE:** The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

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 \$109 (\$70/\$39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T quarters are not available. The members are authorized TLE, computed as follows:

<b>Member #1 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39 + \$50 = \$89
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$290 vs. \$89; \$89/day x 6 days = \$534

<b>Member #2 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39 + \$50 = \$89
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$290 vs. \$89; \$89/day x 6 days = \$534

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89 + \$89). The combined amount paid to both members for 6 days is \$1,068.00 (\$178 x 6 or \$534 + \$534).

**EXAMPLE 4 – TLE ALLOWANCE**

***NOTE: The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.***

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 \$110 (\$71/ \$39). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$290/day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T quarters 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:

<b>Member #1 with 2 dependents</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$48.75 125% x \$71.00 = \$88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$290.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00
<b>Member #2 with 2 dependents</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$48.75 125% x \$71.00 = \$ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$290.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00

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 quarters. 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 \$2,750 (\$1,375 + \$1,375).

**EXAMPLE 5 – TLE ALLOWANCE**

***NOTE: The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.***

A member with a spouse (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 quarters off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$225 (\$161/ \$64). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$109.00 (\$70/ \$39). The member certifies that GOV'T quarters are not available at either PDS. The member is authorized TLE computed as follows:

<b>OLD PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$64.00 = \$102.40 160% 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.	\$102.40 + \$195 = \$297.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$297.40; \$290/day x 2 days = \$580
<b>NEW PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$62.40 160% x \$70.00 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$112 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$85.00 = \$147.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$147.40.	\$290 vs. \$147.40; \$147.40/day x 6 days = \$884.40

The member is authorized a total of \$1,464.40 (\$580.00 + \$884.40) for TLE.

#### **EXAMPLE 6 – TLE ALLOWANCE**

**NOTE:** The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$52.00/night (\$47.00 per night plus \$5.00 tax). The new PDS locality per diem rate is \$116.00 (\$77/ \$39). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60/night (\$54.00 plus \$6.00 tax). The old PDS locality per diem rate is \$120.00 (\$81/ \$39). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T quarters were not available at either location. The member is authorized TLE, computed as follows:

	<b>Member (New PDS)</b>	<b>Dependent(s) (Old PDS)</b>
1. Determine max rate (given percent x locality rate) M&IE Lodging	65% x \$39.00 = \$25.35 65% x \$77.00 = \$50.05	100% x \$39.00 = \$39.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$50.05 \$50.05	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$25.35 + \$50.05 = \$75.40	\$39.00 + \$60.00 = 99.00
Combined Total:		\$75.40 + \$99.00 = \$174.40
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$174.40.		\$290.00 vs. \$174.40; \$174.40/day x 10 days = \$1,744.00

#### **EXAMPLE 7 – TLE ALLOWANCE Two Rooms Occupied**

**NOTE:** The locality per diem rate(s) used in this example may not be the rate(s) currently in effect and is/are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.

A member (with a spouse (not entitled to basic pay) and three children (ages 14, 12 and 9)) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$159 (\$115/ \$44). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary quarters off-post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T quarters are not available. The member is authorized TLE, computed as follows:

<b>Member with 4 dependents-two rooms occupied</b>	
1. Determine maximum rates (given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$44 = \$85.80 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$85.80 + \$224.25 = 310.05
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$310.05 \$290/day x 8 days = \$2,320.00