



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

17 February 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 015-11(I)/CAP 012-11(I) -- Update DTMO
and Associated URLs

1. **SYNOPSIS:** Updates DTMO and other URLs associated with the redesign and launch of the DTMO website.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in JFTR change number 292, and JTR change number 546, dated 1 April 2011.
5. Revisions in this information item are *effective 17 February 2011*.

//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

JFTR Introduction:

CHANGES

Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. The change in a UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

Published JFTR changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations memoranda included in a published change are shown on the cover sheet of the published change.

New or revised provisions appearing on a change page are indicated by a symbol placed next to the new or revised portion.

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS [per diem rates](#).

HOW TO GET THE JFTR

[JFTR](#) material may be downloaded and printed from the following website:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>.

HOW TO OBTAIN LOCALITY PER DIEM RATES

For current per diem rates, please see the Defense Travel Management Office website at:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>.

U1007-A1:

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and [PMR computations](#) are rounded to the next highest dollar with the par. U1007-A2 provisions in force.

U2025-A:

- A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).

U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT

U4151-D2:

2. For USCG members and other members traveling on USCG funds, the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (par. U4151-E) on that U.S. INSTALLATION. Two exceptions are noted below. The AO may determine that \$3.50 is:

- a. Adequate when the member *is not lodged* on a U.S. INSTALLATION. *The OCONUS \$3.50 IE rate may be authorized and must be stated in the order.*
- b. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) may be authorized and must be stated in the order.*

U4177 NO PER DIEM OR A PER DIEM RATE IN A LESSER AMOUNT

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) when the circumstances of the travel or duty to be performed so warrant *and are peculiar to that particular Service* (par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate Service, but may not be further re-delegated. *The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order modification was issued). In the absence of such authority, an order prescribing a different per diem rate is without effect and the applicable locality per diem rate is used.* The reduced or zero per diem rate does not apply to any day the member is traveling. Reduced per diem rate establishment should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4200:

An AEA allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the applicable per diem rate.

U4205:

An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment because:

U4265:

A. CONUS/Non-Foreign OCONUS. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA.

B. OCONUS. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax

in a foreign OCONUS area is part of per diem/AEA and is not a reimbursable expense.

U4800-E2b.(1)(b):

(b) The applicable [locality IE rate](#) or \$3.50 OCONUS when the Combatant Commander/JTF commander determines \$3.50 to be adequate.

U4510-B1a:

a. The amount allowed is the member's QTRS cost NTE the maximum lodging amount within the [per diem rate](#) for the TDY locality.

U6005-D1:

1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. U6005-G examples, in an amount NTE the locality [per diem rate](#) for the area concerned. A dependent age 12 and older is authorized the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality [per diem rate](#) for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. U6005-B2) at:

a. 60% of the locality [per diem rate](#) for the area for a dependent age 12 and older, and

b. 30% of the locality [per diem rate](#) for the area for a dependent under age 12.

U6005-F3:

3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a DESIGNATED PLACE;

is authorized safe haven evacuation allowances based on the locality [per diem rate](#) for the area concerned, computed as shown in par. U6005-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authorization to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to

the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6005-C and U6005-D apply.

U6005-G:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

EXAMPLE 1			
A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was \$70 plus \$5.60 for lodging tax (8%). The maximum locality per diem rate was \$127 (\$66/ \$61).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. U6005-D1:			
Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate (\$127), which in this case is \$61 for M&IE and NTE \$66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.			
	M&IE	Max Lodging	Total
Member's spouse:	\$61.00	\$66	\$127.00
Child (age 12 or older)	\$61.00	\$66	\$127.00
Child (under age 12)	\$30.50 ($\$61.00 \times 50\%$)	\$33 ($\$66 \times 50\%$)	\$63.50
Max daily amount payable for the 3 dependents' costs:	\$152.50	\$165	\$317.50
(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), (\$152.50 for M&IE and NTE \$165 for lodging), as follows:			
M&IE:	\$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	\$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum (\$165) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	\$222.50 (Daily amount that is payable to dependents (within the maximum \$317.50 established in (a) for the three dependents' costs incurred for the first 30 days)		
Lodging Tax:	\$5.60		
Total:	\$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)		
(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:			

EXAMPLE 2	
A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was \$52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also \$52 (including lodging tax). Max locality <u>per diem rate</u> for the safe haven location was \$84 (\$44/ \$40).	
(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):	
Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50 percent of the rate.	
Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50 percent of the rate.	

	M&IE	Max Lodging	Total
Member's spouse:	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child (under age 12)	\$40	\$44	\$84
Child (under age 12):	20 (\$40 x 50%)	\$22 (\$44 x 50%)	\$42
Max daily amount payable for the 4 dependents' costs:	\$140	\$154	\$294
(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). (\$140 for M&IE and \$154 for lodging), as follows:			
M&IE:	\$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)		
Lodging:	\$104 (This is the actual daily amount (\$52 + \$52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum (\$154) that may be reimbursed. A lodging receipt is required for this amount.)		
Total:	\$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)		
(c) Beginning on the 31 st day safe haven allowances are computed at 60 percent (for a dependent age 12 or older) and 30 percent (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 st day to the 180 th day is determined as follows:			
	M&IE	Max Lodging	Total
Member's spouse:	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$44 x 30%)	\$25.20
Max daily amount payable for the 4 dependents' costs:	\$84	\$92.40	\$176.40
(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$84 for M&IE and up to \$92.40 for lodging), as follows:			
M&IE:	\$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)		
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See NOTE.)		
Total:	\$176.40 (The actual daily amount paid for the four dependents on the 31 st to the 180 th days)		
NOTE: Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60 per day is payable to cover the lodging costs.			

EXAMPLE 3			
A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6005-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality <u>per diem rate</u> for the CONUS location at that time was \$192 (136/ \$56).			
(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. U6005-D1):			
Each dependent age 12 years or older is authorized safe haven evacuation allowances NTE the full per diem rate (\$192), which in this case is \$56 for M&IE and NTE \$136 for lodging.			
	M&IE	Max Lodging	Total
Member's spouse:	\$56	\$136	\$192
Child (over age 12)	\$56	\$136	\$192
Max daily amount payable for the 2 dependents' costs:	\$112	\$272	\$384

(b) The actual total daily amount, within the maximum amounts shown in (a) (\$112 for M&IE and NTE \$272 for lodging), that may be paid for first 30 days is determined as follows:			
M&IE:	\$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. U6005-B1)).		
Total:	\$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)		
(c) Beginning on the 31 st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31 st day to the 180 th day as follows:			
	M&IE	Max Lodging	Total
Member's spouse:	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Child (over age 12)	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Max daily amount payable for the 2 dependents' costs:	\$67.20	\$163.20	\$230.40
(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$67.20 for M&IE and NTE \$163.20 for lodging), as follows:			
M&IE:	\$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).		
Total:	\$67.20 (The actual daily amount paid for the two dependents' costs on the 31 st to the 180 th days)		

U6054-D1:

1. **Safe Haven Evacuation Allowances Payable.** A safe haven evacuation allowance rate is based on the locality [per diem rate](#) for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality [per diem rate](#) for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. U6052-D) at:

U6054-F3:

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a DESIGNATED PLACE

is authorized safe haven evacuation allowances at the applicable [per diem rate](#) for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6054-C and U6054-E apply.

U6054-G:

NOTES:

1. The locality [per diem rates/mileage allowances](#) used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

U7160-C2b:

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem [lodging](#) ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

(3) The locality per diem [lodging](#) ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

U7752:

When travel is authorized under 31 USC §1108(g), transportation service class, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified [per diem rate](#), or an AEA without regard to any established per diem schedule.

U7960-D:

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality [per diem rate](#) for the location concerned is authorized for the actual cost of the patient's:

a. Lodging (including tax, tips, and service charges), and

b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (APP A). Lodging tax is:

(1) Not included in the locality per diem [lodging](#) ceiling.

(2) A reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

b. Foreign OCONUS Locations (APP A). Lodging tax is:

(1) Included in the locality per diem lodging ceiling.

(2) Not a reimbursable expense (APP G).

U9185-B:

B. Temporary Lodging Not Available at PDS. When GOV'T/commercial temporary lodgings are not available at the PDS and the member must obtain GOV'T/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. U9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

U9185-E:

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

U9185-H:

EXAMPLE 1
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>
A member, with command-sponsored spouse, is assigned to an OCONUS location. The locality <u>per diem rate</u> is \$150 (\$76/ \$74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day. The temporary accommodations do not have facilities for preparing and eating meals. The actual lodging expense is \$114/night, including lodging tax.
4/2 – The member is advised upon reporting to aggressively seek permanent GOV'T QTRS/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.
4/11 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent QTRS/housing is reviewed, and the member complied with the JFTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period.
4/21 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent QTRS on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.
<u>TLA Computation for 1 April</u> . Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April IAW par. U9185-A3.

EXAMPLE 2
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>
A member, with spouse, is assigned to a ship with an OCONUS home port. The locality <u>per diem rate</u> is \$132 (\$66/ \$66). The

MAP 015-11(I)/CAP 012-11(I)

Rev 1 (2/17/11)

member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary GOV'T QTRS. The temporary accommodation does not have facilities for preparing and eating meals. The actual lodging expense is \$98 per night, including lodging tax. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent QTRS on 10/11.

10/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.

10/6 – The member submits a lodging expense report of \$490 (\$98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

EXAMPLE 3	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals. The locality per diem rate is \$150 (\$76/ \$74). The lodging expense is \$138 per night, including lodging tax.	
TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (applicable percentage x locality rate).	
M&IE	150% x \$74 = \$111
Lodging	150% x \$76 = \$114
2. Reduce the Step 1 M&IE by one-half due to cooking facilities.	\$111 x 50% = \$55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$138 vs. \$114 \$114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day.	\$55.50 + \$114 = \$169.50 Pay \$169.50 for each day

EXAMPLE 4	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
Member-married-to-member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is \$150 (\$76/ \$74). The actual lodging expense is \$114/night, including lodging tax.	
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2/day, including tax = \$57) for shared temporary lodging. Moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	

EXAMPLE 5	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate is \$160 (\$86/ \$74).	
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging tax divided in half, \$85) for shared temporary lodging. They moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	

EXAMPLE 6	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality	

per diem rate is \$200 (\$125/ \$75).
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.
4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120/day including tax) for shared temporary lodging. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

EXAMPLE 7	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is \$200 (\$125/ \$75). The actual lodging expense is \$120 per room per night, including lodging tax.	
4/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – The member submits a lodging expense report of \$2,400 (\$120/room per day including tax) for two rooms. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	

EXAMPLE 8	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is \$377 (\$250/ \$127).	
The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
The member submits a lodging expense report of \$2,250 (\$225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent QTRS on Day 11.	

EXAMPLE 9	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is \$268 (\$152/ \$116). The lodging expense is \$145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is \$25.	
TLA Computation with Currency Conversion Fees Included	
1. Determine the maximum rates (applicable percentage x locality rate).	
M&IE	100% x \$116= \$116
Lodging	100% x \$152 = \$152
International Transaction (currency conversion) Fee	\$25 ÷ 5 = \$5
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) (\$145 + \$5 = \$150) to the Step 1 maximum lodging rate. Use the lesser.	\$150 vs. \$152 \$150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount.	\$116 + \$150 = \$266
Pay \$266 each day.	\$266/day x 5 days = \$1,330

U9195-E:

TLA-SPECIAL EXAMPLE 1

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary QTRS 1-20 September before

MAP 015-11(I)/CAP 012-11(I)

Rev 1 (2/17/11)

moving into a permanent dwelling 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

The lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September. The locality [per diem rate](#) is \$269 (\$186/ \$83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL EXAMPLE 2

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. The member uses 2 temporary commercial lodging rooms to accommodate the family size.

The commercial lodging rate is \$200/night (including tax) for each room which does not contain facilities for preparing and consuming meals. The locality [per diem rate](#) is \$269 (\$186/ \$83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL EXAMPLE 3

A member married to member couple, each under a PCS authorization/order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is \$200/night (including tax) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is \$100, half the room rate. The locality [per diem rate](#) is \$180 (\$125/ \$55).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL EXAMPLE 4

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

The temporary commercial lodging rate is \$225/night (including tax) which does not contain facilities for preparing and consuming meals. The locality [per diem rate](#) is \$270 (\$195/ \$75).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-Special lodging per diem reimbursement is limited to \$146.25/night for five days based on 65% of the temporary ceiling lodging rate of \$225.

U10010-A:

A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial

<http://www.defensetravel.dod.mil/site/bah.cfm> <http://www.defensetravel.dod.mil/site/bah.cfm>.

JTR REVISIONS

JTR Introduction:

HOW TO GET THE JTR

JTR materials may be downloaded and printed from the following website:
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

HOW TO OBTAIN LOCALITY PER DIEM RATES

For current per diem rates, please see the Defense Travel Management Office website at:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>.

C2198-D:

D. Example. The [per diem/TDY mileage rates](#) used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current [TDY mileage rate](#); and par. C2505 prescribes the current MALT rate.

C4550-A:

NOTE 3: If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for all cities and towns in the county. If neither the city/town nor the county is listed, that area is a [Standard CONUS](#) per diem rate location (par. C4550-F3).

C4550-C:

C. Authorizing a Reduced Per Diem Rate. When it can be determined factually that a per diem rate prescribed in this Part is in excess of need for a particular duty assignment because of known lodging and/or meal costs reductions resulting from pre-arrangement, special discounts, or other reasons (par. C4550-B), the AO should seek authority to prescribe a reduced per diem lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized prior to the travel.*** The rate must be less than the locality [per diem rate](#). The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-E. Include the name and telephone number for a PoC who may be contacted concerning the request. If the request is approved, the appropriate office listed in par. C4550-E authorizes a lower per diem rate to the requesting official. The reduced per diem rate does not apply to any day the employee is traveling. ***The authorized reduced per diem rate must be stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order was issued). Except as indicated in pars. C4554-D and C4558-C, a DoD COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.***

C4550-D:

D. Offices Designated to Authorize Decreased Per Diem Rate. A DoD COMPONENT head may authorize (in

advance) zero per diem or per diem rates in lesser amounts than those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD COMPONENT concerned and may not be re-delegated. In the absence of a reduced or no per diem authority on the order before travel begins (or part of an order amendment covering a prospective period after the order modification), an order, modified after the fact prescribing per diem different from those in <http://www.defensetravel.dod.mil/site/perdiem.cfm> are without effect. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

C4550-F1:

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).

C4553-B:

1. Rates. The General Services Administration, Department of Defense, and Department of State are responsible for travel [per diem rates](#). The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#) (par. C4550-F3). Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
2. Per Diem when the TDY Location Is a Reservation, Station, Other Established Area, or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the [per diem rate](#) is the locality rate specified for the reservation, station or other established area. When the location (reservation, station or other established area) is not specified, the [per diem rate](#) is the rate applicable to the front gate location for the reservation, station or other established area.

C4553-C1:

NOTE: The locality per diem [lodging](#) ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense

C4554-A:

1. Full Day
 - a. CONUS. The
 - (1) Applicable locality [per diem rate](#),
 - (2) Standard [GMR](#), plus \$5 for IE on any day the GMR rate is prescribed IAW par. C4554-A1c NOTE, or

(3) [PMR](#), plus \$5 for IE on any day the AO specifies the PMR rate.

b. OCONUS. The

(1) Applicable locality [per diem rate](#), (plus the locality IE rate or \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses (**NOTE** below on IE));

(2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (**NOTE** below) on any day the GMR rate is prescribed IAW par. C4554-A1c NOTE, or;

(3) PMR plus the IE rate (**NOTE** below) on any day the AO specifies the PMR rate.

NOTE: The [IE](#) rate OCONUS is the applicable locality [per diem rate](#), or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. Regardless of the location at which the traveler is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the employee is traveling.

C4554-B3g:

NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the IE for that day (\$5 in CONUS; or the locality [IE](#) or \$3.50 OCONUS) are payable.

C4556:

2. The [IE](#) rate for the locality concerned unless the AO determines \$3.50 to be adequate for anticipated expenses. The OCONUS IE of \$3.50 must be stated in the order.

However, the applicable amount, plus the cost of meals - and lodging furnished without cost to the traveler - may not exceed the applicable maximum [per diem rate](#). Par. C4554-C for per diem when TDY is performed in support of a field training exercise with a military unit.

C4558-B:

1. General. No per diem is payable when TDY aboard a GOV'T ship when QTRS are provided without charge and meals with/without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GOV'T meal rate is paid unless otherwise indicated in par. C4558. In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum [lodging](#) amount for the TDY locality concerned.** When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4554-A1a and C4554-A1b, as applicable. The total per diem may not exceed the applicable maximum [per diem rate](#) for the TDY locality concerned.

3. Corps of Engineers Floating Plant. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost. If the employee is not furnished any meals with or without charge, the [Standard](#)

[CONUS M&IE rate](#) (par. C4550-F3 for the current [Standard CONUS per diem rate](#)) is paid. The AO should have stated in the order the circumstances and rate. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

C4565-C:

C. Per Diem Rates. The [per diem rates](#) used in the examples below are for illustrative purposes only and may not reflect current rates. Par. C4550-F3 for the current Standard CONUS per diem rate.

C4565-D1:

Example 1: TDY Travel		
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. Lodging was 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/night for 6 nights of lodging in a hotel, \$4 for 2 nights spent in GOV'T QTRS, but no cost for the lodging night at 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) =	<u>\$ 34.50</u>
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 \$123 (\$77/ \$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 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 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.		

C4566:

Footnotes

- 1/ A reduced per diem rate IAW par. C4550-C and the \$3.50 IE rate do not apply on departure day from, or return day to the PDS, or any day the employee is traveling. The PMR for deductible meals can apply on an interim travel day.
- 2/ Lodging tax is separately reimbursable expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.
- 3/ The TDY locality IE rate. OCONUS, the AO can determine that an IE of \$3.50, in lieu of the prescribed TDY locality IE, is adequate for the anticipated incidental expenses. Regardless of at what location the traveler is lodged, the \$3.50 IE rate may be authorized and must be stated in the order for travel beginning on or after 1 July 2009.
- 4/ Lodging tax *is not* a separately reimbursable expense in a foreign OCONUS area because an amount is included in the applicable foreign maximum lodging amount for tax.
- 5/ Cost of laundry/dry-cleaning/pressing of clothing when travel *within CONUS* is reimbursable under the conditions in par. C4553-C2. The laundry/dry-cleaning/pressing of clothing cost *is not* separately reimbursable when travel is *OCONUS* because an amount is provided in the OCONUS per diem IE for laundry.
- 6/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.
- 7/ When a reduced per diem rate is authorized in the traveler's order IAW par. C4550-C, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.
- 8/ The GMR applies if the *schoolhouse or COCOM/JTF commander (not an AO)* specifies the GMR based on available GOV'T dining facility/mess during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 9/ The PMR applies if the AO specifies PMR based 1-2 GOV'T meals available during training or deployments (pars. C4554-A3 when schoolhouse training is involved and C4900 for deployments).
- 10/ The PMR applies if the AO specifies the PMR for deductible meals (par. C4554-B).
- 11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging rate.

C4567-C:

Example			
The per diem rates 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 \$146 (\$85/ \$61).			
(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 (\$146) (\$85/ \$61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	M&IE	Max Lodging	Total
Employee:	\$61	\$85	\$146
Employee's spouse	\$61	\$85	\$146
Child (age 12 or older)	\$61	\$85	\$146
Child (under age 12)	\$30.50 (\$61 x 50%)	\$42.50 (\$85 x 50%)	\$ 73
Max daily amt that may be paid for costs incurred by empl & 3 depts	\$213.50	\$297.50	\$511
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) (\$213.50 for M&IE and NTE \$297.50 for lodging), as follows:			
M&IE:	\$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 (\$297.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	\$308.50 (Daily amount that is payable to the employee and dependents (within the maximum \$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:	\$316.10 (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 31st 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	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Employee's spouse	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Child (age 12 or older)	\$36.60 (\$61 x 60%)	\$51 (\$85 x 60%)	\$87.60
Child (under age 12)	\$18.30 (\$61 x 30%)	\$25.50 (\$85 x 30%)	\$43.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	\$128.10	\$178.50	\$306.60
(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$128.10 for M&IE and NTE \$178.50 for lodging), as follows:			
M&IE:	\$128.10 (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:	\$223.10 (Daily amount payable to the employee and dependents within the maximum \$306.60 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:	\$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).		

C4600:

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of Ch 4, Part B per diem, or the per diem rates. *An AEA may not be authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.*

C4602-A:

A. Authorization/Approval. An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment.

C4626:

Following are examples of computing allowances when travel is authorized on an AEA basis and on an actual expense and per diem basis on the same trip:

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to AEA. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area (APP A) is part of per diem/AEA and is not a reimbursable expense.

C4677-B:

1. Example 1

Example 1		
The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2500 for the current TDY mileage rate; par. C2505 for the current MALT rate.</i>		
'Lodging-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 \$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		
<p>The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2500 for the current TDY mileage rate; par. C2505 for the current MALT rate.</i></p>		
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
<p>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 \$135 (\$89/ \$46) maximum per diem rate.</p>		
Constructed Cost:		
<p>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).</p>		
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		<u>\$304.00</u>
<p>The actual cost of per diem and 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>		
<u>NOTE: TDY mileage is not paid to the passenger. Par. C2198-B5.</u>		
<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).</p>		
<p>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</p>		
<p>\$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem</p>		
<p>\$248 (per diem) + \$180 (transportation for 2 travelers) = \$428</p>		
<p>The driver receives \$304. The passenger receives \$124.</p>		
<p>There is a \$178 savings to the GOV'T (\$606 - \$428).</p>		

3. Example 3

Example 3				
TDY Per Diem & POC TDY Mileage Computation				
<p>The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2500 for the current TDY mileage rate; par. C2505 for the current MALT rate.</i></p>				
<p>A traveler is assigned to a TDY location. The travel 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 \$144 (\$83/ \$61) 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 \$489 (actual cost) which is less than the 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 \$61 (par. C4553-D) =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thurs	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$0.51/mile =				<u>\$ 306.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				\$489.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thurs	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$0.51/mile =				\$ 76.50
Per Diem & POC TDY Mileage for Constructed Cost Total				\$539.00

4. Example 4

Example 4			
<p>The <u>per diem/TDY mileage</u> rates used in this example are for illustrative purposes and may not reflect current rates. <i>See par. C2500 for the current TDY mileage rate; par. C2505 for the current MALT rate.</i></p>			
AEA Comparison			
Sun	10/07	Arrive TDY location. AEA Authorized NTE \$90	
Fri	10/12	Depart TDY location (voluntary return to PDS)	
Fri	10/12	Arrive PDS	
Sun	10/14	Depart PDS	
Sun	10/14	Arrive TDY location (same TDY location)	
Fri	10/19	Depart TDY location (TDY completed)	
Fri	10/19	Arrive PDS	
<p>The maximum AEA payable at the traveler's TDY location is \$90/day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the traveler remained at the TDY location.</p> <p>If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>			

C4710:

Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, a traveler may incur expenses for occasional meals and/or lodgings. The travel approving/directing official may authorize/approve the actual amount paid up to the [PMR](#) (no IE) in par. C4554-A for meals and/or payment for [lodging](#) up to the maximum lodging per diem rate when the traveler is required to purchase these items when not authorized per diem. See Ch 4, Part C if the lodging/meal costs exceed the [maximum rates](#).

C5060-E:

1. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the [CONUS per diem rates](#).
2. *The [Standard CONUS per diem rate](#) is used for all CONUS locations when PDT is involved.*
 - a. Travel to a first duty station for a newly recruited employee or appointee;
 - b. Travel incident to a PCS;
 - c. RAT;
 - d. Separation travel; and
 - e. While occupying temporary lodging (except when TQSE(F) is authorized under Ch 5, Part H3).

The locality [per diem rate](#) applies for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

4. [OCONUS Travel](#). The maximum [per diem rate](#) applies to OCONUS travel. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.

C5060-F:

1. [Maximum Lodging Expense](#). [Per diem rates](#) include a maximum lodging expense *reimbursement amount*. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. ***Lodging receipts are required IAW par. C1310.***

NOTE: The CONUS and non-foreign OCONUS area locality per diem [lodging](#) ceiling does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The foreign OCONUS area (APP A) locality per diem lodging ceiling includes lodging tax. Lodging tax in a foreign OCONUS area is part of per diem and is not a reimbursable expense.

C5060-H:

2. [En Route Travel to the New PDS](#). Except for determining the applicable rate (***NOTE*** above), par. C5060-H applies when computing en route travel per diem to a new PDS. The [Standard CONUS M&IE rate](#) or [OCONUS M&IE locality rate](#), as appropriate, applies to the arrival day at the new PDS. When travel begins and ends on the same day, pars. C5060- G1a and C5060-G1c apply. Par. C5060-E3 for the current [Standard CONUS per diem rate](#).

4. Separation Travel. Except for determining the applicable rate (NOTE above), pars. C5060- G1b(1) and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation. The Standard CONUS M&IE rate is applicable on the arrival day at that location. When travel begins and ends on the same day, the rules in pars. C5060- G1a and C5060-G1c apply. Par. C5060-E3 for the current Standard CONUS per diem rate.

C5060-I:

1. Example 1

PCS Travel		
<i><u>NOTE: See par. C5060-D3 for the current <u>Standard CONUS per diem rate</u>.</u></i>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, 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).		
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 \$123 (\$77/ \$46).		
Lodging was 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:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days x \$123/day (Standard CONUS per diem rate) =		\$984.00
<hr/>		
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) =	<u>\$ 34.50</u>
EMPLOYEE'S PER DIEM =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
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 <u>Standard CONUS per diem rate</u> of \$123 (\$77/ \$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 \$77 + the M&IE rate (\$46) x 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 (\$984) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<i><u>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate.</u></i>		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7-year old child. They departed the residence on Day 1 and arrived at the new PDS 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 \$123 (\$77/ \$46).		
Lodging was 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 Lodging-Plus' Method		
Maximum allowable per diem for 4 days x \$123/day (Standard CONUS per diem rate) =		\$492.00
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 =		\$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 Standard CONUS per diem rate of \$123 (\$77/ \$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 \$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 (\$492), therefore the employee is authorized the lesser amount and the per diem 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><u>NOTE: See par. C5060-D3 for the current 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 POC. 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 \$123 (\$77/ \$46). Lodging was 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 Lodging-Plus' Method		
Maximum allowable per diem for 8 days @ \$123/day (Standard CONUS per diem rate) =		\$984.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Day 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Day 11-14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
TOTAL TRAVEL COSTS (\$1,367 + \$1,025.25) =		\$2,392.25
TOTAL AMOUNT PAYABLE TO EMPLOYEE (\$984 + dependent per diem \$738, 75% of \$984) =		\$1,722.00
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

PCS Travel OCONUS to OCONUS		
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate.</i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day. Par. C5060. Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodging-Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
EMPLOYEE'S PER DIEM =		\$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		\$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 = 75% OF \$492 X 2) =		\$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is ¾ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel	
<i>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate.</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 \$123 (\$77/ \$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.	

C5065-A:

2. The [per diem](#)/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rates.
3. Par. C4550-F3 for the current [Standard CONUS per diem rate](#).

C5120-C:

Example			
Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280.			
See pars. C4553-D, C5120 and C5125-D.			
NOTE: Dependent student travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-D1a and C4553-D1b.			
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.			
2. Itinerary:	8/14	Depart OCONUS residence at 0730	
	8/14	Arrive at CONUS lodging at 2130	
	8/15-5/15	Per diem is not authorized.	
	5/16	Depart CONUS lodging at 1300	
	5/17	Arrive OCONUS residence at 0915	
3. The dependent student is authorized per diem while traveling to/from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.			
4. The locality per diem rate for the CONUS destination at the time of travel was \$158 (\$107/ \$51).			
5. Reimbursement:	8/14	75% x \$51 (M&IE) =	\$38.25
	8/15 – 5/15	no per diem	\$ 0.00
	5/16	75% x \$51 (M&IE) =	\$38.25
	5/17	75% x \$51 (M&IE) =	\$38.25
Total Reimbursement			\$114.75
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate (\$51) is used to compute per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours.			
7. Dependent student travel per diem is computed with the same rates that are used for an employee’s TDY travel.			

C5125-B:

Dependent PCS Travel		
NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate .		
A spouse performed PCS travel from Location A, to Location B, in 10 days. The spouse traveled 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 \$123 (\$77 \$46).		
Lodging was 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, \$567, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus’ Method		
Maximum allowable per diem for 8 days x \$123/day (Standard CONUS per diem rate) =		\$ 984.00
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 [Standard CONUS per diem rate](#) of \$123 (\$77/ \$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/day + the M&IE rate (\$46) x 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 (\$984) 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.

C5360-A2:

2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

C5372-A2b:

- 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.

C5372-B1:

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$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).*

C5392-C:

- C. TQSE(F) Per Diem Rates/Percentages. *The [per diem rates](#) used in the following example(s) are for illustrative purposes only.*

C5530-B:

Renewal Agreement Travel		
<i>NOTE: See the Standard CONUS per diem rate or par. C5060-E3 for the current Standard CONUS per diem rate.</i>		
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. See par. C5060-G1.			
4. Maximum per diem rate at time of travel \$123 (\$77/ \$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. See par. C5060-G1a & C5060-G1c.			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

C5586-H:

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT**

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current MALT rate.

C5624-B2:

- a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or
- b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

C5372-A2b:

- 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.

C5372-B1:

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$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).*

SECTION 3: DSSR, CHAPTER 600, SUBPARS. 611-639

C6200

631.1(b)(1):

- (1) The daily amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality [per diem rate](#) (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality [per diem rate](#). If the first evacuee cannot get an exemption from paying commercial lodging tax in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

631.1(b)(1)(e):

***NOTE:** For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate [Civilian Advisory Panel \(CAP\) member](#) to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.*

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality [per diem rate](#).

631.1(b)(3)(c)(1):

- (1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven locality [per diem rate](#) (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality [per diem rate](#).

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality [per diem rate](#).

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality [per diem rate](#).

SECTION 5: DSSR, CHAPTER 600, EVACUATION PAYMENTS

C6200:

Internet Sources for All Per Diem Rates

--48 states and DC (continental U.S.) = [GSA](#) (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate)

<http://www.gsa.gov/portal/category/21287>

--Non-Foreign, outside continental U.S. = [DoD](#) <http://www.defensetravel.dod.mil/site/perdiem.cfm>

--All Foreign Locations = [STATE](#) http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

C7330-D2a:

- a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation is determined by the DoD COMPONENT head NTE the applicable maximum [per diem rate](#) for the temporary living accommodations location.

C7370-A:

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a TDY per diem allowance, as appropriate. The per diem must not exceed the maximum [per diem rate](#) for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily NTE 14 calendar days (including fractional days) for any one absence. However, the DoD component may authorize/approve a longer period if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one to which the employee would have been admitted to if the illness or injury had occurred while at the PDS.

JFTR/JTR REVISIONS

APP A1:

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

PROPORTIONAL MEAL RATE. The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), and

APP E2:

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JFTR/JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality [per diem rate](#) prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable locality [per diem rate](#) prescribed, only the [per diem rate](#) amount prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum [per diem rate](#) prescribed, only the maximum [per diem rate](#) is payable. JTR, Chapter 4, Part B, for applicable rules.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry-cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There is no separate reimbursement for laundry/dry-cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and DC.

The [JTR](#) is available on the [Defense Travel Management Office website](#) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:

APP J3:

A. **General.** For current geographic [COLA information](#), and the following tables, please see the DTMO website at: <http://www.defensetravel.dod.mil/site/travelreg.cfm/>.

APP K1:

PART 1: GENERAL INFORMATION

For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the DTMO website at: <http://www.defensetravel.dod.mil/site/oha.cfm>

APP K1-A:

1. **Purpose.** OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

- a. [Rent](#),
- b. Utility/recurring maintenance expenses, and <http://www.defensetravel.dod.mil/site/oha.cfm>
- c. [Move-in housing allowance \(MIHA\)](#).

3. **OHA Locality/Rate Tables.** [OHA rates](#) are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the DTMO website at <http://www.defensetravel.dod.mil/site/oha.cfm>. The following information applies to all OHA tables:

APP K1-B:

B. Rental Allowance. Maximum [OHA rental allowances](http://www.defensetravel.dod.mil/site/oha.cfm) for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing(see DTMO website at <http://www.defensetravel.dod.mil/site/oha.cfm>). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

APP K1-C:

C. Utility/Recurring Maintenance Allowance Expense. The [utility/recurring maintenance allowance](http://www.defensetravel.dod.mil/site/oha.cfm) found in the OHA locality tables at <http://www.defensetravel.dod.mil/site/oha.cfm> is based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

APP K1-D:

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The [MIHA/Miscellaneous amount](http://www.defensetravel.dod.mil/site/oha.cfm) indicated on the locality tables (see DTMO website <http://www.defensetravel.dod.mil/site/oha.cfm>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See APP N for specific MIHA information. APP K, Part III includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

APP K1-F:

Example 1

Situation: A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5.

Computation:

Step 1: The member's monthly rent is \$450.

Step 2: Determine the maximum rental allowance for the member from the [OHA locality table](http://www.defensetravel.dod.mil/site/oha.cfm) <http://www.defensetravel.dod.mil/site/oha.cfm>. For this example the rental allowance is \$425.

APP K 2A:

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an [OHA payment](http://www.defensetravel.dod.mil/site/oha.cfm) adjustment. OHA locality tables with current rate information are on the DTMO website at <http://www.defensetravel.dod.mil/site/oha.cfm>.

APP M:

APP M: See

http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/COLA/Appendix_M/appm.pdf

Appendix M

APPENDIX M

STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES

AND

COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

See http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/COLA/Appendix_M/appm.pdf

APP O:

T4010:

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. [Per diem rates](#) by location showing the lodging, meals and IE components are provided by the DTMO(<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

T4040-A3:

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a [per diem rate](#) (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

f. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a [different per diem rate](#) is without effect and the locality [per diem rates](#) are used.

T4040-A4c:

***NOTE 1:** The locality per diem [lodging ceiling](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.*

***NOTE 2:** The locality per diem [lodging ceiling](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable*

MAP 015-11(I)/CAP 012-11(I)

Rev 1 (2/17/11)

expense.

T4040-C4c:

c. *Civilian Employee Only.* In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

T4045-Gb:

b. **Lodging and Meals.** The actual cost of the member's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality **per diem rate** (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

NOTE 1: *The locality per diem **lodging** ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.*

NOTE 2: *The locality per diem **lodging** ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.*

T4060-B:

22. **Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision.** When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the [per diem tables](#), the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

APP R2:

E. Registration Fees and Reimbursable Expenses

1. **When Travel Is Involved.** Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates

on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable [PMR](#) or TDY locality [M&IE rate](#) is paid.

J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. [PMR](#) is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, [APP A](#), for the current [GMR](#).

1. The [PMR](#) example uses the Standard CONUS M&IE rate of \$46 and the Standard [GMR](#) of \$10.80 to compute the PMR amount. The \$46 consists of \$41 for meals and \$5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

Example computation rules: the [PMR](#) is an average of two rates – (1) the locality [meal rate](#) and the [GMR](#) which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional [M&IE rate](#), (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	Add the locality meal rate and GMR	$\$41 + \$10.80 = \$51.80$
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	$\$51.80 \div 2 = \25.90 (Rounded up to \$26)
Step 3	Add Step 2 total to the CONUS incidental expense rate	$\$26 + \$5 = \$31$
Step 4	Proportional Meal and Incidental Expense Rate	\$31

APP S-D:

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.