



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

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PDTATAC/vap

18 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 91-09(E)/CAP 77-09(E) -- Clarify Per Diem
for Departure & Return Days and Quick Reference
Tables

1. **SYNOPSIS:** Clearly state that the \$3.50 IE or a reduced per diem rate does not apply on departure and return days or any other travel day. These rates only apply to full stationary days at the TDY location. The Quick Reference Tables are clarified by including references. Also the term 'fixed' is deleted and changed to 'reduced per diem' and remaining references to 55% in the JTR are deleted.
2. These changes are scheduled to appear in JFTR change number 278, and JTR change number 532, dated 1 February 2010.
3. This determination is *effective on 18 November 2009*.

//approved by W.B. Tirrell, Sr. for//

DANE SWENSON

Director, Strategic Planning and Policy Division

Attachment:

Rev 3

Uniformed E-Mail Distribution:

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

Civilian E-Mail Distribution:

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

JFTR PROPOSED REVISIONS:

U4129-C:

C. GOV'T QTRS. A fee/service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the member for GOV'T QTRS use may not exceed the maximum locality per diem lodging ceiling.

U4147-A:

A. Rate. 75% of the appropriate locality M&IE rate is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. ***On these days, the GMR, PMR, \$3.50 OCONUS IE, or reduced per diem rate do not apply.***

U4151:

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus IE Rate. The GMR plus IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR plus IE. The PMR plus IE rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and
3. The member is not traveling.

D. OCONUS IE

1. Except for Coast Guard members, the OCONUS locality IE rate is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 must be stated on the authorization/order for it to be paid. The \$3.50 IE rate does not apply on any day the member is traveling.***

2. For Coast Guard the OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (see <http://www.defensetravel.dod.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (see NOTE)

below) on that U.S. INSTALLATION. Two exceptions are noted below. The AOs can determine that \$3.50 is:

- a. Adequate when the member *is not lodged* on a U.S. INSTALLATION. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel authorization/order.*
- b. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality incidental expense rate (see <http://www.defensetravel.dod.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.*

NOTE: *In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot use the technical QTRS 'availability' to reduce the locality incidental rate to \$3.50 while sending a member into private sector lodgings off the U.S. INSTALLATION.*

U4177:

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*. Also see 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 travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/order modification was issued). In the absence of such authority, a travel authorization/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.

U4183:

U4183 QUICK REFERENCE TABLES - PER DIEM

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

| <u>Quick Reference - Per Diem</u> | | | | | | |
|--|----------|----------|----------|----------|----------|----------|
| <u>TDY Travel of More Than 12 Hours</u> | | | | | | |
| Footnotes: See table # 4 | | | | | | |
| (1) Departure Day from PDS | | | | | | |
| | A | B | C | D | E | F |

| | | | | | | |
|---|--|---|--|---|--|---|
| | Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS. | Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The member occupied GOV'T QTRS. | Arrived at the TDY location (on a U.S. INSTALLATION – GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available directed GOV'T QTRS. | Traveled overnight – no lodging required. | Overnight lodging required at a stopover en route to the TDY location. | Arrived on the same day as departed from the PDS at the TDY location at which per diem at a lesser amount than the rate prescribed for the TDY location was authorized under par. U4105-I or U4177. |
| Per Diem for the Departure Day from the PDS 5/ | 75% of the M&IE rate for the TDY locality 1/, plus the lodging cost NTE the TDY locality maximum lodging ceiling. 2/, 4/ | 75% of M&IE rate for the TDY locality 1/, plus the GOV'T QTRS cost ^{11/} . | 75% of the M&IE rate for the TDY locality 1/, plus the cost of lodgings occupied NTE the available GOV'T QTRS cost ^{11/} . No lodging tax reimbursement. | 75% of the M&IE rate for the next destination (TDY/stopover point) locality 1/ for the departure day. | 75% of the M&IE rate for the en route stopover locality, plus lodging cost NTE the stopover locality maximum lodging ceiling. 2/, 4/ | 75 % of the M&IE rate for TDY locality ^{11/} , plus lodging ^{2/, 4/} cost NTE the TDY locality maximum lodging ceiling. |

| (2) Whole Travel Days – CONUS | | | | | | |
|--|--|---|---|--|--|---|
| | A | B | C | D | E | F |
| | Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. GOV'T QTRS are occupied. | Each whole day at a CONUS TDY locality (not on a U.S. INSTALLATION). | Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) –GOV'T QTRS are occupied. | Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS. | Each whole day at a CONUS TDY locality at which per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4105-I or U4177. |
| Per Diem for Whole Travel Days 5/ | M&IE applicable to the CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the maximum TDY locality lodging ceiling. 2/6/ | M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at the TDY locality, or PMR plus \$5 if the AO specifies the PMR based on 1 or 2 deductible meals. 1/6/ | M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the maximum TDY locality lodging ceiling 2/ (unless the AO specifies the PMR plus \$5 when 1 or 2 deductible meals are provided 6/ – par. U4165) | M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, (3) PMR ^{6/,9/,10/} plus \$5, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. See pars. U4102-L, U4105-D & U4800 for field duty. | M&IE, plus the lodging cost NTE the GOV'T QTRS cost ^{11/} . Lodging tax is not reimbursable. M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, (3) PMR ^{6/,9/,10/} plus \$5, or (4) \$5 IE only when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. See pars. U4102-L, U4105-D & U4800 for field duty. | Per diem at the rate authorized under par. U4105-I or U4177. |

| (3) Whole Travel Days – OCONUS | | | | | | |
|---|--|--|--|--|---|---|
| | A | B | C | D | E | F |
| | Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. GOV'T QTRS are occupied. | Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION) | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) - GOV'T QTRS are occupied. | Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) at which a member elects not to occupy available directed GOV'T QTRS. | Each whole day at an OCONUS TDY locality at which per diem in a lesser amount than the prescribed rate for the TDY location was authorized under par. U4105-I or U4177. |
| Per Diem for Whole Travel Days ^{5/} | M&IE applicable to the OCONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost ^{4/} NTE the maximum TDY locality lodging ceiling. | M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided. ^{1/6/)} | M&IE ^{3/} applicable to the OCONUS TDY locality plus the lodging cost ^{4/} NTE the maximum TDY locality lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR ^{6/9/10/} plus locality or \$3.50 IE ^{6/} – par. U4165-1. | M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} , or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE ^{3/} . See pars. U4102-L, U4105-D & U4800 for field duty. | M&IE, plus the lodging cost NTE the GOV'T QTRS cost ^{4/11/} . M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} , or (4) no amount for meals when the AO directs EUM (pars. U4163 & U4800) or 3 deductible meals. Add the locality or \$3.50 IE ^{3/} . | Per diem at the rate authorized under par. U4105-I or U4177. |

| (4) Day of Return to PDS | | | | | |
|--|--|---|---|---|--|
| | A | B | C | D | E |
| | Arrived at the PDS on same day as departed the TDY location. | Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location. | On the departure day from the TDY location overnight lodging was required at a stopover en route to the PDS. | On the day travel ended lodging was required en route to the PDS. | Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4105-I or U4177. |
| Per Diem for the Return Day to the PDS <i>5/</i> | 75% of the last TDY locality M&IE rate. <i>1/</i> | For the departure day from the TDY location M&IE at the TDY locality rate. For the arrival day at the PDS, 75% of the TDY locality M&IE rate. <i>1/</i> | For the departure day from the TDY location, M&IE plus lodging <i>2,4</i> cost NTE the stopover locality lodging ceiling. For the arrival day at the PDS, 75% of stopover locality M&IE rate. | 75% of the M&IE rate plus the lodging cost based on the locality rate where lodging was obtained if authorized/ approved by the AO. See par. U4169. | 75% of the TDY locality M&IE rate. |

Footnotes

1/ GMR/PMR, a reduced per diem rate IAW pars. U4105-I and U4177 and the \$3.50 incidental rate do not apply on the departure day from, or return day to the PDS, or any day the member is traveling. The PMR for deductible meals can apply on an interim travel day.

2/ Lodging tax is a separate miscellaneous reimbursable expense in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ For OCONUS travel the AO can determine that an incidental expense (IE) of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the authorization/order.

4/ Lodging tax *is not* a separate miscellaneous reimbursable expense in a foreign area because a tax amount is included in the applicable foreign area maximum lodging amount.

5/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a miscellaneous reimbursable expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a miscellaneous reimbursable expense for *OCONUS* travel and is part of the incidental expense (IE) included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

6/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

7/ When a reduced per diem rate is authorized in the traveler's travel authorization/order IAW par. U4105-I or U4177, the per diem authorized in the travel authorization/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 AO specifies the GMR based on available GOV'T dining facility/mess at the installation to which the member is TDY. See pars. U4149-B, U4151-B, and U4400.

9/ The PMR applies if the AO specifies PMR based on 1-2 GOV'T meals available in a GOV'T dining facility/mess at the installation to which the member is sent TDY. See pars. U4149-B, U4151-B, and U4400.

10/ The PMR applies if the AO specifies the PMR for deductible meals. See par. U4165.

11/ Reimbursement for GOV'T QTRS cost may not exceed the maximum locality lodging ceiling.

U4255-B2b:

b. \$3.50 OCONUS for all full TDY days (except interim travel days) when the AO determines the \$3.50 rate is adequate to meet anticipated incidental expenses, or for a Coast Guard member TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION.

JTR PROPOSED REVISIONS:

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 (see also 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 sends a reduced per diem rate authorization 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 travel authorization/order before travel begins (or as part of an authorization/order amendment/modification covering a prospective period after the original authorization/ 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.***

C4553-A:

A. General. Per diem for all official travel, including PCS, must be computed under the 'Lodgings-Plus' method except when:

1. A reduced per diem rate is authorized for the TDY under par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4558 for travel by ship applies;
4. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
5. Per diem is not payable as indicated in par. C4554-C when TDY is performed in support of a military unit while on field duty;
6. A per diem prescribed in par. C4562 for a consultant, expert, and private individual (including an ROTC member) applies; or
7. An AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-Plus' computation method, the per diem for each travel day is the actual amount the traveler pays for lodgings NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

C4553-D2d:

d. Departure Day from and Return Day to the PDS. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY. For student dependent travel, the school location M&IE applies. ***The GMR, PMR, \$3.50 IE, or reduced per***

diem rate do not apply on days of departure or return to PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.

C4554-A1b:

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 (see NOTE below on IE));
- (2) Standard GMR for meals in a GOV'T dining facility/mess plus the IE rate (see NOTE below) on any day the AO specifies the GMR rate, or;
- (3) PMR plus the IE rate (see 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. The \$3.50 must be stated on the authorization/order for it to be paid. The \$3.50 IE rate does not apply on any day the employee is traveling.*

C4554-A2:

2. Partial Days. *On the days of departure from and return to the PDS, the GMR, PMR, \$3.50 IE, or reduced per diem rate do not apply.*

C4555-B2:

2. GOV'T QTRS. A fee/service charge paid for GOV'T QTRS use is an allowable lodging expense. Reimbursement to the traveler for GOV'T QTRS use may not exceed the maximum locality lodging ceiling.

C4566:

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORITY

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See Ch 4, Part I for meal allowances when JTF operations are involved.

| Quick Reference - Per Diem | | | | | | |
|--|---|---|---|---|---|---|
| TDY Travel of More Than 12 Hours | | | | | | |
| Footnotes: See table # 4 | | | | | | |
| (1) Departure Day from PDS | | | | | | |
| | A | B | C | D | E | F |
| | Arrived at a TDY location (not a U.S. INSTALLATION) on the same day as departed the PDS. | Arrived at a TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The traveler occupied GOV'T QTRS. | Arrived at a TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on same day as departed the PDS. Traveler elected not to occupy available GOV'T QTRS. | Traveled overnight - no lodging required. | Overnight lodging required at a stopover en route to a TDY location. | Arrived at a the TDY location at which per diem at a lesser amount than rate prescribed for the TDY location as authorized under par. C4550-C on same day as departed the PDS. |
| Per Diem for the Departure Day from the PDS ^{5/} | 75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the maximum TDY locality lodging ceiling. ^{2/, 4/} | 75% of the TDY locality M&IE rate ^{1/} , plus the GOV'T QTRS cost ^{11/} ceiling. | 75% of the TDY locality M&IE rate ^{1/} , plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{8/} | 75% of the next destination locality M&IE rate (TDY/ stopover point) ^{1/} for the departure day. | 75% of the en route stopover locality M&IE rate, plus the lodging cost NTE the stopover locality maximum lodging ceiling. ^{2/, 4/} | 75% of the TDY locality M&IE rate, plus the lodging cost NTE that location's maximum lodging ceiling rate. A reduced per diem rate does not apply on the travel day to that location. |

| (2) Whole Days of Travel in CONUS | | | | | | |
|--|--|---|--|--|---|---|
| | A | B | C | D | E | F |
| | Traveled overnight & arrived at a CONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on day after departing PDS. Traveler occupied GOV'T QTRS. | Each whole day at a CONUS TDY locality (not a U.S. INSTALLATION). | Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when traveler occupies GOV'T QTRS. | Each whole day at a CONUS TDY locality (a U.S. INSTALLATION) when the traveler elects not to occupy available GOV'T QTRS. | Each whole day at which the employee is authorized a reduced per diem rate. |
| Per Diem for Whole Days of Travel ^{5/} | M&IE applicable to CONUS TDY locality (unless the AO specifies the PMR for deductible meals), plus the lodging cost NTE the TDY locality maximum lodging ceiling. ^{26/} | M&IE plus the GOV'T QTRS cost ^{11/} . M&IE may be at the TDY locality rate, or PMR plus \$5 if the AO specifies the PMR for deductible meals ^{6/} . See par. C4554-A for M&IE rate determination. | M&IE applicable to the CONUS TDY locality, plus the lodging cost NTE the TDY locality maximum lodging ceiling ^{2/} . If one or two deductible meals are provided, M&IE is PMR plus \$5 ^{26/} . See par. C4554-B. | M&IE, plus the GOV'T QTRS cost ^{11/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, or, (3) PMR ^{6/9/10/} plus \$5. There is no per diem for field duty (pars. C4554-C and C4900). See par. C4554-A for M&IE rate determination. | M&IE, plus the occupied lodging cost NTE the TDY locality maximum lodging ceiling ^{2/} . M&IE may be at (1) the TDY locality rate, (2) Standard GMR ^{8/} plus \$5, (3) PMR ^{6/9/10/} plus \$5. There is no per diem when field duty is involved (pars. C4554-C and C4900). See par. C4554-A for M&IE rate determination. | Per diem at the rate authorized under par. C4550-C. ^{2/ 5/7/} |

(3) Whole Days of Travel – OCONUS

| | A | B | C | D | E | F |
|---|---|--|--|--|--|---|
| | Traveled overnight & arrived at an OCONUS TDY location (not a U.S. INSTALLATION) on the day after departing the PDS. | Traveled overnight & arrived at OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. Traveler occupied GOV'T QTRS. | Each whole day at an OCONUS TDY locality (not a U.S. INSTALLATION). | Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION). Traveler occupied GOV'T QTRS. | Each whole day at an OCONUS TDY locality (on U.S. INSTALLATION) when traveler elects not to occupy available GOV'T QTRS. | Each whole day at an OCONUS location at which the employee is authorized a reduced per diem rate. |
| Per Diem for Whole Travel Days ^{5/} | The OCONUS TDY locality M&IE ^{3/} (unless the AO specifies the PMR based on deductible meals), plus the lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling. | M&IE plus the GOV'T QTRS cost ^{1/} . M&IE may be at the meal rate prescribed for the TDY locality plus locality IE, or PMR plus locality IE if one or two deductible meals are provided ^{1/6/} . See par. C4554-A for M&IE rate determination. | The OCONUS TDY locality M&IE ^{3/} , plus lodging ^{4/} cost NTE the TDY locality maximum lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE or \$3.50 IE ^{3/} if one or two deductible meals are provided ^{6/ 2/6/} . See par. C4554-B. | M&IE plus GOV'T QTRS cost ^{1/} . M&IE may be at (1) TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} . There is no per diem for field duty (pars. C4554-C and C4900). See par. C4554-A for M&IE rate determination. | M&IE plus occupied lodging cost NTE the TDY locality maximum lodging ceiling. ^{4/7/} M&IE may be at (1) The TDY locality meal rate, (2) Standard GMR ^{8/} , (3) PMR ^{6/9/10/} . Add the locality IE or \$3.50 IE ^{3/} . There is no per diem for field duty (pars. C4554-C and C4900). See par. C4554-A for M&IE rate determination. | Per diem at the rate authorized under par. C4550-C. ^{4/ 5/7/} |

(4) Day(s) of Return to PDS

| | A | B | C | D | E |
|---|--|--|---|--|---|
| | Arrived at the PDS on same day as departed the TDY location. | Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location. | On the departure day from the TDY location, overnight lodging was required at a stopover en route to the PDS. | On the day travel ended lodging was required en route to the PDS. | Arrived at the PDS on the same day as departed the TDY location at which reduced per diem was authorized. |
| Per Diem for the Return Day to the PDS ^{5/} | 75% of the last TDY locality M&IE rate. ^{1/} | For departure day from the TDY location, the last TDO locality M&IE. Arrival day at the PDS is 75% of the last TDY locality M&IE rate. ^{1/} | For departure day from the TDY location, M&IE, plus lodging ^{2/ 5/} cost NTE the stopover locality maximum lodging ceiling. For the PDS arrival day, 75% of the stopover locality M&IE rate. ^{1/} | The lodging cost NTE the locality maximum lodging ceiling for the location at which lodging was obtained if authorized/ approved by the AO, plus 75% of that same locality M&IE rate. See par. C4553-D2c(4). | 75% of the TDY locality M&IE rate. The reduced rate does not apply on the return day to the PDS. |

Footnotes

- 1/ GMR/PMR, 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 miscellaneous expense in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for tax.
- 3/ The IE rate for the TDY locality. 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. The \$3.50 IE rate may be authorized and must be stated in the travel authorization/order.
- 4/ Lodging tax **is not** a separately reimbursable miscellaneous 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 is **within CONUS is reimbursable** under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning/pressing of clothing **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 travel authorization/order IAW par. C4550-C, the per diem authorized in the travel authorization/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 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.

C4622-B:

B. IE. The maximum reimbursement for IE is:

1. CONUS. \$5 in CONUS, and
2. OCONUS
 - a. The locality incidental expense, or
 - b. \$3.50 OCONUS for all full TDY days (except interim travel days between TDY locations) when the AO determines the \$3.50 rate is adequate to meet anticipated expenses.

APP I, Part IV, par. A2, item 13:

Item 13. Per Diem--When per diem using the 'Lodgings-Plus' computation method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*)"

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-B, C and D) for the rate shown.

b. If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*) \$200 Total (Conference Lodging Rate \$150; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (APP R, Part I, par. M).

NOTE: *For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.*

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

JFTR/JTR PROPOSED REVISIONS

APP O, T4040-A2e:

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5.00 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

APP O, T4040-A3:

3. IE. The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. *The \$3.50 IE rate does not apply on any day the traveler is traveling.*