



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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Amended to correct calculations and grammatical errors in the examples.

PDTATAC/tgh

1 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 118-13/CAP 118-13 – Flat Rate Per Diem for Long Term TDY

1. SYNOPSIS: Establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a flat rate per diem allowance for TDY in excess of 180 days to be set at 55% of the locality per diem rate.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations (JTR), made in MAP 118-13/CAP 118-13.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR release dated 1 November 2014.
5. This determination is *effective for all travel beginning or amendments issued on or after 1 November 2014*, as approved by the Chairman.

//Approved//

TONIA Y. BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

Civilian E-Mail Distribution:

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

JTR REVISIONS

2000-C2:

C. Receipts. *****

1. *****

* 2. All lodging costs (except when authorized a long-term TDY flat-rate per diem, see par. 4250-A).

Each non DoD Service must establish its own criteria for records/receipts maintenance by travelers.

TOC, Chapter 4, Part B:

***SECTION B4: LONG TERM TDY FLAT RATE PER DIEM**

4250 LONG TERM TDY FLAT RATE PER DIEM
 A. General
 B. Exceptions and Additional Factors
 C. Computation Example

***Section B5: Computation Examples**

***Section B6: Quick Reference Tables**

4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. Uniformed Members Only

1. – 3. *****

*4. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

B. Civilian Employees Only

1. – 7. *****

*8. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. – 5. *****

6. Extensions (more than 7 consecutive days) must be approved (after travel) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

B. *****

4155 LONG TERM TDY LODGING

*A. General. If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.

B. *****

C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging</u>
1. A traveler is TDY at a location at which the per diem is \$75 (\$44/ \$31).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
*4. Traveler is paid a flat rate of \$44 per day for lodging
*5. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
*6. The flat rate lodging paid during June is \$880 (\$44 x 20 days). Since the \$880 is less than the actual lodging cost of \$900, but does not exceed the flat rate per diem of \$1320 (\$44 x 30 days) that would have been paid if leave had not been taken, the traveler is reimbursed \$20 as a miscellaneous reimbursable expense.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation **(Uniformed Members Only)**.

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven **(Uniformed Members Only)**.

*F. Flat-Rate Per Diem for Long-Term TDY. See par. 4250.

*CHAPTER 4: TDY

*PART B: PER DIEM

*SECTION 4: LONG-TERM TDY FLAT RATE PER DIEM

Effective for travel beginning or orders amended on or after 1 November 2014

* 4250 LONG TERM TDY FLAT RATE PER DIEM

A. General

1. A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.
 - a. Long-Term TDY for a duration of 31 -180 days at a single location is authorized at a flat rate of 75% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location.
 - b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.
 - c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If the CTO determines that lodging is not available at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.
2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.
3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat-rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed-rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1. The lodging portion of flat-rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.
2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, or when otherwise incurring no lodging cost. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW par. 4250-A1&2. See 4250-B1 for proper payment of M&IE if any meals are provided.
3. Long-term TDY flat-rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.
4. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4145.
5. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed-rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.
6. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

C. Retained lodging expenses during a member's authorized absence may be reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

1. The traveler is authorized out of pocket expense reimbursement. (See App G)
2. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.
3. Example
 - a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).
 - b. The authorized per diem rate is \$79 (i.e., 55% of the locality rate of \$142 rounded up to the next dollar). The lodging portion of per diem is \$50.05 (55% x \$91)
 - c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 5: COMPUTATION EXAMPLES

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 6: QUICK REFERENCE TABLES

CHAPTER 4: TDY

*** PART J: RESERVED**

4435-C (New):

*4. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

4440-D:

D. Lodging Retained at TDY Location.

1. General. All costs for lodging retained at the TDY location during a voluntary return are the traveler's financial responsibility, except IAW par. 4250.
2. Exception (Uniformed Members Only). IAW pars. 7050 or 7055.

7050-D3:

*3. Flat Rate Per Diem Allowance. If the traveler is paid a long term flat rate per diem allowance (55% or 75%) IAW par. 4155:

- a. The traveler is authorized out of pocket expense reimbursement.
- b. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.
- c. Example

<p>1. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).</p> <p>2. The authorized per diem rate is \$79 (i.e., 55% of the locality rate of \$142 rounded up to the next dollar).The lodging portion of per diem is \$50.05 (55% x \$91)</p> <p>3. The traveler is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.</p>
<p style="text-align: center;">Scenario 1</p> <p>1. The traveler returns to the PDS once during the first month. The traveler is not paid per diem for the 2 days/nights spent at the PDS.</p> <p>2. The traveler incurs \$40 (i.e., \$1,200/30 days) per night lodging expenses.</p> <p>3. Since the traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$80 for retained lodging expense incurred during an authorized absence.</p>
<p style="text-align: center;">Scenario 2</p> <p>1. The traveler takes 7 days leave during the third month. The traveler is not paid lodging per diem for 7 days/nights of leave.</p> <p>2. The traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$280 for retained lodging expense incurred during the authorized absence.</p>

*** T4040-A4d: (New)**

- d. Long-Term TDY Flat-Rate Per Diem – See JTR par. 4250.

***T4040-A6:**

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible (for long term TDY (over 30 days) see JTR,

par. 4250). When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

***T4040-C5:**

5. Long Term TDY (over 30 days) see JTR, par. 4250.

The following pages are the same policy preceding this page but showing tracked changes.



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Amended to correct calculations and grammatical errors in the examples.

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PDTATAC/tgh

1 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 118-13/CAP 118-13 – Flat Rate Per Diem for Long Term TDY

1. **SYNOPSIS:** Establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a flat rate per diem allowance for TDY in excess of 180 days to be set at 55% of the locality per diem rate.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations (JTR), made in MAP 118-13/CAP 118-13.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR release dated 1 November 2014.
5. This determination is *effective for all travel beginning or amendments issued on or after 1 November 2014*, as approved by the Chairman.

//Approved//

TONIA Y. BOCK

Chief, Strategic Planning and Policy Division

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MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

Civilian E-Mail Distribution:

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

JTR REVISIONS

2000-C2:

C. Receipts. *****

1. *****

* 2. All lodging costs (~~except when authorized a long-term TDY flat-rate per diem, see par. 4250-A~~~~except when authorized a flat-rate 55% contingency per diem, par. U4950-E~~).

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Each non DoD Service must establish its own criteria for records/receipts maintenance by travelers.

TOC, Chapter 4, Part B:

*SECTION B4: LONG TERM TDY FLAT RATE PER DIEM

4250 LONG TERM TDY FLAT RATE PER DIEM

- A. General
- B. Exceptions and Additional Factors
- C. Computation Example

*Section B54: Computation Examples

*Section B65: Quick Reference Tables

4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. **Uniformed Members Only**

1. - 3. *****

*4. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

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B. **Civilian Employees Only**

1. - 7. *****

*8. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

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4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. – 5. *****

6. Extensions (more than 7 consecutive days) must be approved (after travel) by the Secretarial Process. [See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.](#)

B. *****

4155 LONG TERM TDY LODGING

*A. General. If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. [If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.](#)

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B. *****

C. Computation Example

Leave Taken While TDY with Long Term Lodging
1. A traveler is TDY at a location at which the per diem is \$75436 (\$8044 / \$5631).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
*4. Traveler is paid a flat rate of \$44 per day for lodging
*45. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
*65. The flat rate lodging paid during June is \$880 (\$44 x 20 days). Since the \$880 is less than the actual lodging cost of \$900, but does not exceed the flat rate per diem of \$1320 (\$44 x 30 days) that would have been paid if leave had not been taken, the traveler is reimbursed \$20 as a miscellaneous reimbursable expense. daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation (**Uniformed Members Only**).

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven (**Uniformed Members Only**).

*F. Flat-Rate Per Diem for Long-Term TDY. See par. 4250.

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*CHAPTER 4: TDY

*PART B: PER DIEM

*SECTION 4: LONG-TERM TDY FLAT RATE PER DIEM

Effective for travel beginning or orders issued/amended on or after 1 November 2014

*** 4250: LONG TERM TDY FLAT RATE PER DIEM**

A. General

1. A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.

a. Long-Term TDY for a duration of 31 -180 days at a single location is authorized at a flat rate of 75% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location.

b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.

c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If the CTO determines that lodging is not available at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.

2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.

3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat-rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed-rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1. The lodging portion of flat-rate per diem does not apply when GOV'T OTRS Gov't Otrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.

2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, or when otherwise incurring no lodging cost. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW par. 4250-A1&2. See 4250-B1 for proper payment of M&IE if any meals are provided.

3. Long-term TDY flat-rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

4. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4145.

5. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed-rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.

6. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (APPp G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem

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rate.

C. Retained lodging expenses during a member's authorized absence may be reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

1. The traveler is authorized out of pocket expense reimbursement. (See APPpp G)

2. Reimbursable lodging expenses (APPpp G) may not be more than what the traveler would have received if the authorized absence had not been taken.

3. Example

a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).

b. The authorized per diem rate is \$79 (i.e., 55% of the locality rate of \$142 rounded up to the next dollar). The lodging portion of per diem is \$50.054 (55% x \$91)

c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 54: COMPUTATION EXAMPLES

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 65: QUICK REFERENCE TABLES

CHAPTER 4: TDY

* PART J: RESERVEDCONTINGENCY OPERATION

U4950 CONTINGENCY OPERATION FLAT PER DIEM RATE

A. General

1. ~~The Secretary Concerned may authorize a CONTINGENCY OPERATION flat per diem rate for a member assigned TDY to a CONTINGENCY OPERATION for more than 180 consecutive days at one location.~~

2. ~~The CONTINGENCY OPERATION flat per diem rate is 55% of the locality per diem rate.~~

3. ~~Retroactive application of this authority, to an existing order dated prior to 1 February 2008, violates par. U2205.~~

4. ~~An order must not be revoked or modified retroactively to create, deny, or change an allowance *except* to correct/complete an order to show the original intent. See APP A and 24 Comp. Gen. 439 (1944).~~

B. Limitations. The following circumstances may affect per diem reimbursement:

1. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).

~~2. CONTINGENCY OPERATION flat per diem rate applies to TDY at the specified location. If a member is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies.~~

~~3. Dual lodging (par. U4145).~~

~~C. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat per diem rate, via the Secretarial Process, to an official at the O-6 or GS-15 level with no further delegation authorized.~~

~~D. CONTINGENCY OPERATION Per Diem Exception~~

~~1. The Secretary Concerned/delegated authority may adjust the CONTINGENCY OPERATION flat per diem rate when the 55% rate is determined to be insufficient or overly generous.~~

~~2. Per diem rate adjustment must be authorized before travel.~~

~~3. Example: Before travel begins, the Secretary Concerned/delegated authority may authorize the following per diem rate adjustments:~~

~~a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or~~

~~b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or~~

~~c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient; or~~

~~d. Full locality per diem and 'Lodging Plus' computation continuation when reduced cost long term rental/lease facilities are not available at the specified location.~~

~~E. Flat Per Diem Rate. The CONTINGENCY OPERATION flat per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable TDY locality per diem rate, plus lodging tax (par. U4950 H3).~~

~~F. Lodging Receipt. A lodging receipt is not required (par. U2710); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by a Service issuance.~~

~~G. Tax Exemptions. Ensure the member has asked about and taken advantage of any tax exemption that may exist.~~

~~H. Per Diem Computation~~

~~1. General. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% (or appropriate percentage) except for the days of departure from and/or return to the PDS.~~

~~2. Arrival/Return Day~~

~~a. Arrival Day. Pay 75% of the M&IE rate plus lodging (if applicable) for the TDY location.~~

~~b. Return Day. Pay 75% of the M&IE for the TDY location.~~

~~3. Lodging Tax~~

~~a. CONUS/Non Foreign OCONUS Area. Lodging tax is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem.~~

~~b. OCONUS Foreign Area. Lodging tax is part of the per diem lodging ceiling and is not a reimbursable expense.~~

~~4. Stopover Locality Per Diem Rate~~

~~a. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location per diem at the stopover point is the stopover locality per diem rate and is not at the 55% rate (par. U4070).~~

~~b. The CONTINGENCY OPERATION flat per diem rate is effective the day after the member reports to the TDY location (pars. U4200 B and U4200 C).~~

~~5. Multiple TDY Assignments. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR, PMR or similar deductible meals are available (par. U4205) or commercial lodging, the locality per diem applies for the official travel days.~~

~~6. Dual Lodging. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4950 B).~~

~~7. Effective Date. The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4200 B and U4200 C).~~

~~I. Computation Example~~

A member is ordered TDY to a CONUS location for two years ICW a CONTINGENCY OPERATION. The Secretary Concerned authorizes 55% CONTINGENCY OPERATION flat rate per diem in the TDY order, at the onset. The locality per diem rate for the location is \$250 (\$198/ \$61). The actual long term lodging cost is anticipated to be \$95/night (on a monthly/yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G).

The CONTINGENCY OPERATION flat rate per diem is set at 55% or \$143 ($\$259 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of \$15/night.
Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night. <i>NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $\\$198 \times .5 = \\99) plus the appropriate lodging tax.</i>
Pay the first TDY day – \$140.75 (Lodging – \$95 + M&IE – \$45.75 ($\$61 \times 75\% = \45.75)) plus lodging tax of \$15.
Pay the second TDY day up to the day before departure from the TDY location – \$143/day plus \$15 lodging tax.
Pay the departure TDY day to the PDS – \$45.75 ($\$61 \times 75\% = \45.75).

4435-C (New):

*4. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

4440-D:

D. Lodging Retained at TDY Location.

- General. All costs for lodging retained at the TDY location during a voluntary- return are the traveler’s financial responsibility, except IAW par. 4250.
- Exception (**Uniformed Members Only**). IAW pars. 7050 or 7055.

7050-D3:

*3. Fixed (Flat) Rate Per Diem Allowance. If the member-traveler is paid a contingency operation fixed long term flat rate per diem allowance (e.g., 55% or 75%) IAW par. U4155950-A:

- The member-traveler is authorized out of pocket expense reimbursement.
- Reimbursable lodging expenses (APP App G) may not be more than what the member-traveler would have received if the authorized absence had not been taken.
- Example

<ol style="list-style-type: none"> A <u>member-traveler</u> is on a <u>contingency-long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51)</u>. <u>Member-Traveler</u> is paid 55% per diem (IAW par. <u>U4155950-A</u>) and renting an apartment (\$1,200/month). The authorized per diem rate is <u>\$798.10</u> (i.e., 55% of the locality rate of \$142 <u>rounded up to the next dollar</u>). <u>The lodging portion of per diem is \$50.054 (55% x \$91) (Lodging) = \$50.05</u> <u>55% x \$51 (M&IE) = \$28.05</u> <u>Total = \$63.80 or 55% of \$116 = \$78.10</u> The <u>member-traveler</u> is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.
Scenario 1
<ol style="list-style-type: none"> The <u>member-traveler</u> returns to the PDS once during the first month. The <u>member-traveler</u> is not paid

per diem for the 2 days/nights spent at the PDS.

2. The ~~member is authorized \$1,401.40 (\$50.05/day x 28 days) for the first month's lodging~~traveler incurs \$40 (i.e., \$1,200/30 days) per night lodging expenses.

3. Since the ~~member-traveler is authorized \$201.40 more than the actual lodging cost (\$1,401.40 vs. \$1,200), the member is not out of pocket for lodging costs and is not authorized additional reimbursement~~\$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$80 for retained lodging expense incurred during an authorized absence.

Scenario 2

1. The ~~member-traveler~~ takes 7 days leave during the third month. The ~~member-traveler~~ is not paid lodging per diem for 7 days/nights of leave.

2. The ~~member-traveler~~ is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$280 for retained lodging expense incurred during the authorized absence, \$50.05/day x 23 days = \$1,151.15 for lodging for the third month.

3. The member is out of pocket \$48.50 for lodging costs (\$1,200 vs. \$1,151.50).

4. The member would have been reimbursed \$350.35 (\$50.05/night x 7 nights) for those 7 nights had the member not been on leave.

5. The \$48.50 out of pocket cost is less than what the member would have been paid had the member not been on leave (\$350.35).

6. The member is authorized \$48.50 as a reimbursable expense to cover out of pocket lodging costs.

* T4040-A4d: (New)

d. Long-Term TDY Flat-Rate Per Diem – See JTR par. 4250.

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*T4040-A6:

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible, ~~-(for long term TDY (over 30 days) see JTR, par. 4250).~~ When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

*T4040-C5:

5. Long Term TDY (over 30 days) see JTR, par. 4250. Contingency-Operation Flat Rate Per Diem (uniformed member only). See par. U4950

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