



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tgh

2 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 153-14(I)/CAP 153-14(I) – Add Example to Flat Rate Per Diem for Long Term TDY

1. SYNOPSIS: Adds an example to JTR, par. 4250 to explain how to calculate flat rate per diem for long term TDY.
2. These changes are scheduled to appear in the JTR published on 1 November 2014.
3. Revisions in this information item are *effective 1 November 2014*.

//Approved//

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

Attachment:

Rev 3

Uniformed E-Mail Distribution:

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JTR REVISIONS

*** 4250:**

A-C *****

*D. Flat Rate Per Diem for Long Term TDY – Example

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order, at the onset. The locality per diem rate for the location is \$259 (\$198/ \$61). The actual long term lodging cost is anticipated to be \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G). On the date of arrival, the traveler is authorized the full locality rate and incurred \$180 for lodging.

The flat rate per diem for each full day of TDY 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 for each full day of TDY.

	<u>Lodging</u>	<u>Meals</u>	<u>Total</u>
<u>Pay the first TDY day - \$140.75 (Lodging - \$180 + M&IE - \$45.75 ($61 \times 75\% = 45.75$)) plus lodging tax of \$15.</u>	<u>\$180.00</u>	<u>\$45.75</u>	<u>\$225.75</u>
<u>Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.</u>	<u>N/A</u>	<u>N/A</u>	<u>\$143.00</u>
<u>Pay the departure TDY day to the PDS - \$45.75 ($61 \times 75\% = 45.75$).</u>	<u>\$0.00</u>	<u>\$45.75</u>	<u>\$45.75</u>