Guidance for Updating a DTS Authorization or Voucher When Flat-Rate and Lodging Plus are Computed

This document is intended to provide general guidance for implementing the repeal of Flat-Rate Per Diem for long term TDY in the Defense Travel System (DTS). The following are suggested steps for updating an authorization when the flat-rate and lodging plus computations apply during the same TDY. Always follow the Joint Travel Regulations (JTR) and local business rules. These instructions assume a basic understanding of DTS, flat-rate per diem, and lodging plus.

**Scenario:** The traveler is on a TDY from June 1 through September 30 (122 days) from Alexandria, VA to Kansas City, KS. The locality per diem rate for Kansas City, KS is $121 for lodging, $59 for meals and $5 for incidental expenses, for a total daily locality rate of $185. The TDY is between 31 and 180 days at one location, so the per diem was reduced in accordance with the flat-rate per diem policy. The flat-rate per diem was computed at 75 percent of the locality per diem rate ($185), for a daily flat rate per diem amount of $138.75. The traveler rents an efficiency hotel room for lodging at a cost of $70 per day. No lodging receipts are required for flat-rate per diem.

Effective August 13, 2018, the National Defense Authorization Act (NDAA) of 2019 repealed the flat-rate per diem policy. The last day the traveler is paid flat-rate per diem is August 12, 2018. Beginning August 13, the traveler’s per diem transitions to the lodging plus computation method and the DTS authorization or voucher must be amended to prevent an improper payment. The lodging plus method reimburses the actual cost of lodging up to the locality lodging rate plus an amount equal to the locality meal and incidental expenses (M&IE) rate. Receipts are required for all lodging under the lodging plus computation method.

1. Determine the flat-rate per diem value for the portion of the trip where flat-rate per diem is applicable. Lookup the rate by using the Per Diem Rate Query tool. Select the checkbox for “TDY for 31-180 (75%)/over 180 days (55%)” and select calculate (Figure 1). Users may also calculate a flat rate per diem by referencing the JTR and multiplying the per diem rate by the percentage applicable to the trip duration (75% for trips 31 to 180 days; 55% for trips 181 days or more).
2. For this example, the TDY location is Kansas City, KS. The full per diem rate for Kansas, KS is $121 for lodging and $64 for M&IE. From June 1- August 12, Flat-Rate per diem would apply. At 75% of the full rate, the lodging rate is $90.75 and $48 for M&IE (Figure 2).
3. Adjust the per diem rates in DTS. On the Per Diem screen (Figure 3), scroll over the three horizontal dots select the “Edit” option next to the date range where flat-rate is applicable.

![Figure 3](image)

4. 
   A. Adjust the “Date Range” for the period of TDY where flat-rate applied (June 1 – August 12)
   B. Select “Special Meal Rate” and enter $48 for your M&IE
   C. Enter $90.75 for your lodging. Select “Save Adjustments” (Figure 4).

![Figure 4](image)
5. **A.** Validate that the lodging and M&IE values and dates are accurate for the portion of TDY where Flat-Rate is applicable. Again, from June 1- August 12, flat-rate per diem applies.  
**B.** Adjust the rates for the dates where the lodging plus computation method applies (Figure 5).

![Figure 5](image)

6. **A.** Ensure that “Receive Full Meal Rate” is checked. For this period, you will receive $64 for M&IE.  
**B.** Enter your actual expense of $70 for your lodging. Select “Save Adjustments” (Figure 6).

![Figure 6](image)
7. Validate that the correct rates are entered for the portion of TDY where flat-rate applied and the portion where the lodging plus computation method applied (Figure 7). Remember, for August 13 - September 29, a lodging receipt is required to be submitted with your voucher.

Figure 7