



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

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PDTATAC/hm

24 June 2009

Revision: JFTR printed change number

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 56-09(I)/CAP 52-09(I) – Proportional Meal Rate (PMR) Computation

1. **SYNOPSIS:** Updates the PMR computation example found in JFTR/JTR, APP R2, par. J.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Coast Guard.
4. These changes are scheduled to appear in printed change number 273 of the JFTR and JTR printed change number 527 dated 1 September 2009.
5. Revisions in this information item are ***effective 24 June 2009.***

//approved//

W. B. Tirrell, Sr.

Chief, Travel and Transportation Branch

Attachment:

Rev 4

Uniformed E-Mail Distribution:

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JFTR/JTR REVISIONS

APP R2, Part J revised:

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.

- The PMR example uses the Standard CONUS M&IE rate of \$39.00 and the Standard GMR of \$10.80 to compute the PMR amount. The \$39.00 consists of \$36.00 for meals and \$3.00 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 <u>meal rate</u> and <u>GMR</u>	$\$36.00 + \$10.80 = \$46.80$
Step 2	Divide Step 1 total in half (rounded up to the dollar)	$\$46.80 \div 2 = \23.40 (Rounded to \$24.00)
Step 3	Add Step 2 total to the CONUS incidental expense rate	$\$24.00 + \$3.00 = \$27.00$
Step 4	Proportional Meal and Incidental Expense Rate	\$27.00

- PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate rate applies). Lodging is \$55/night and GMR is \$10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of \$27.00 for the second day. **NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JTR, par. C4553-C2 and JFTR, par. U4147).**

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
<u>Date</u>	<u>Computation</u>	<u>Total</u>
Day 1	$\$55 + [(\$39 \text{ (M\&IE)} \times 75 \%) = \$29.25] =$	\$ 84.25
Day 2	$\$55 + \$27 \text{ (PMR)} =$	82.00
Day 3	$\$39 \times 75\% =$	29.25
TOTAL		\$ 195.50