



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

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PDTATAC/dlw

17 August 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 67-18 (R)-- Termination of Flat-Rate Per Diem

1. **SYNOPSIS:** This item implements Section 603 of the John S. McCain Fiscal Year (FY) 2019 National Defense Authorization Act (NDAA), which eliminates the use of flat-rate per diem when a traveler is on a TDY assignment at one location for more than 30 days and removes the references from the Joint Travel Regulations (JTR). The President signed the 2019 NDAA on 13 August 2018 repealing the existing policy and any regulations issued pursuant to such policy, implemented by the Secretary of Defense on 1 November 2014, with respect to reductions in per diem allowances based on duration of temporary duty assignment or civilian travel. As such, flat rate per diem for long term TDY (+30 days) shall only apply for travel through midnight on August 12, 2018. Effective 13 August 2018 normal per diem rules apply. The actual cost of lodging not to exceed the full locality lodging per diem rate is paid and lodging receipts are required for all lodging payments. Flat Rate Per Diem policy as cited in the JTR during the process of removing existing language no longer applies. An official change to the JTR is forthcoming and will be posted to the DTMO website under "Immediate JTR Changes". Computation examples for the transition from the flat rate to the locality per diem rate are on the DTMO website.

2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP/CAP 67-18 (R) -- Termination of Flat-Rate Per Diem.

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, dated 1 September 2018.

5. This determination *is effective 13 August 2018*.

6. Action Officer: Ms. Debbie Wells (debbie.l.wells.civ@mail.mil).

//approved//

**JOEL T. RIDENOUR**

Chief, Policy, Regulations and Allowance Division

Attachment:  
Rev1

**Uniformed E-Mail Distribution:**

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

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**JTR REVISIONS:**

**020303:**

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate ([see computation example](#)). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
<b>If...</b>	<b>Then...</b>	
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
3	the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. <a href="#">See computation example</a> .
5	the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
6	a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal convenience,	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.
7	the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
8	dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
9	lodging is required on the day of	the AO may authorize or approve reimbursement for

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
<b>If...</b>	<b>Then...</b>	
	departure from the TDY site,	the lodging based on the TDY locality rate or stopover point as appropriate.
10	advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.
11	taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS,	reimbursement is not authorized.
12	a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,	reimbursement is not authorized.
13	a TMC is not available and the traveler incurs a transaction fee for arranging lodging,	the transaction fee is a reimbursable expense.

**Note:** For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

**020307:**

<b>Table 2-19. Considerations Impacting AEA</b>		
<b>If...</b>	<b>Then...</b>	
1	traveling with a dignitary and it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
2	traveling to an area where costs have escalated for a short period of time and it is during a special function or event, such as the following: <ul style="list-style-type: none"> <li>a. A missile launch,</li> <li>b. A summit meeting,</li> <li>c. A sports competition,</li> <li>d. The World's Fair,</li> <li>e. A convention,</li> <li>f. National or natural disaster, and its aftermath,</li> </ul>	
3	affordable lodging is not available within reasonable commuting distance of the TDY point and the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
4	the traveler must incur much higher expenses than normal during similar travel situations and the traveler must procure superior or	

<b>Table 2-19. Considerations Impacting AEA</b>	
<b>If...</b>	<b>Then...</b>
extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	

**020309:**

<b>Table 2-20. Per Diem Reimbursement</b>				
<b>When Travel is...</b>		<b>For the...</b>	<b>The Per Diem Rate is Based on...</b>	<b>Computation</b>
1	12 hours or less,	Not applicable.		Per diem is not authorized.
2	more than 12 hours but less than 24 hours and no lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
3	more than 12 hours but less than 24 hours and lodging is required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
4	24 hours or more and no lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	a. 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for the subsequent days of travel.
		en route travel days from the TDY location to the PDS,	the rate for the last official destination.	c. 100% of the applicable M&IE rate for the day of departure from the TDY location. d. 75% of the locality M&IE rate for the day of arrival at the PDS.
5	24 hours or more and lodging is required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	a. Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for the subsequent days of travel.
		en route travel days from the TDY location to the PDS,		100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.

<b>Table 2-20. Per Diem Reimbursement</b>			
<b>When Travel is...</b>	<b>For the...</b>	<b>The Per Diem Rate is Based on...</b>	<b>Computation</b>
<p>**Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.</p>			

**Note:** Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized delay point whether or not overnight lodging was required.

**020312:**

A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.
2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.
3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate.

**Note:** Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

**032902:**

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member's PDS or home. If the Service member was receiving per diem under the "lodging plus" method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.

**033007:**

C. Attendant. If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient's travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension.

a. Travel authorizations for attendants must cite this paragraph as authority.

b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

**033202:**

B. Allowances

1. A Service member, civilian employee, or other authorized traveler serving as a patient's non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant's home and the medical facility.

2. If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS. Per diem is not authorized while in the local area.

3. A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant is only authorized the mileage from the old treatment location to the new treatment location. It is not the non-medical attendant's location used to calculate mileage; it is the location of the patient.

4. Per diem may not be authorized for 31 or more days unless an extension is approved.

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

**033301:**

C. Effect of Leave or Administrative Absence on Per Diem

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence ([DoDI 1327.06 \(Leave and Liberty\)](#)).

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**Note:** For long-term TDY, see also pars. 032902 and 033501.

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**033302. Leave Taken while on a TDY**

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- 020301. Daily Allowances
- 020302. Allowable Travel Time As It Affects Per Diem
- 020303. Lodging
- 020304. M&IE Portion of Per Diem
- 020305. Occasional Meals or Occasional Lodging
- 020306. Meal Ticket Maximum Rates
- 020307. AEA (Instead of Per Diem)
- 020308. Reduced Per Diem
- 020309. Trip Length As It Affects Per Diem
- 020310. Lodging and M&IE Per Diem Calculation Rules
  
- 020312. Return to Permanent Duty Station (PDS) During Long-Term TDY
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- 033301. Leave or Personal Travel Combined with Official Travel
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- 033303. Ship Relocated During Authorized Absence

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



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**JTR REVISIONS:**

**020303:**

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler ~~is not on flat rate per diem and~~ procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate ([see computation example](#)). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
<b>If...</b>	<b>Then...</b>	
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
3	the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. <a href="#">See computation example</a> .
5	the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
6	<del>a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,</del>	
76	a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal convenience,	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.
78	the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
98	dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>		
<b>If...</b>	<b>Then...</b>	
10 9	lodging is required on the day of departure from the TDY site,	the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
11 10	advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.
12 11	taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS,	reimbursement is not authorized.
13 12	a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,	reimbursement is not authorized.
14 13	a TMC is not available and the traveler incurs a transaction fee for arranging lodging,	the transaction fee is a reimbursable expense.

**Note:** For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

**020307:**

<b>Table 2-19. Considerations Impacting AEA</b>		
<b>If...</b>	<b>Then...</b>	
1	traveling with a dignitary and it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
2	traveling to an area where costs have escalated for a short period of time and it is during a special function or event, such as the following: <ul style="list-style-type: none"> <li>a. A missile launch,</li> <li>b. A summit meeting,</li> <li>c. A sports competition,</li> <li>d. The World's Fair,</li> <li>e. A convention,</li> <li>f. National or natural disaster, and its aftermath,</li> </ul>	
3	affordable lodging is not available within reasonable commuting distance of the TDY point and the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
4	the traveler must incur much higher expenses than normal during	

Table 2-19. Considerations Impacting AEA	
If...	Then...
similar travel situations and the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	
5 <del>TDY is scheduled for 31 days or more and the traveler is at one location for 31 consecutive days or more,</del>	<del>AEA cannot be authorized or approved, except when the TDY is to a presidentially declared disaster or pandemic area.</del>

**020309:**

Table 2-20. Per Diem Reimbursement <del>for Trips of 30 or Fewer Days*</del>			
When Travel is...	For the...	The Per Diem Rate is Based on...	Computation
1 12 hours or less,	Not applicable.		Per diem is not authorized.
2 more than 12 hours but less than 24 hours and no lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
3 more than 12 hours but less than 24 hours and lodging is required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
4 24 hours or more and no lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	a. 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	c. 100% of the applicable M&IE rate for the day of departure from the TDY location. d. 75% of the locality M&IE rate for the day of arrival at the PDS.
5 24 hours or more and lodging is required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	a. Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE

<b>Table 2-20. Per Diem Reimbursement <del>for Trips of 30 or Fewer Days*</del></b>			
<b>When Travel is...</b>	<b>For the...</b>	<b>The Per Diem Rate is Based on...</b>	<b>Computation</b>
			rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,		100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.
<p><del>*See par. 020311 for trips of 31 or more days.</del></p> <p><del>**Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.</del></p>			

**Note:** Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized delay point whether or not overnight lodging was required.

### **~~020311. Flat-Rate Per Diem Reimbursement during a TDY~~**

~~Flat rate per diem applies when a traveler is assigned on a long-term TDY at one location for more than 30 days. It is a percentage of the locality per diem rate and the percentage amount depends on the length of the TDY specified in the travel authorization. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging. The reduced flat rate applies to the day of arrival through the day prior to departure. This applies to both lodging and M&IE. However, if the traveler departs from the PDS and arrives at the TDY location on the same day the 75% will apply to the M&IE. This rate may not be further reduced. The provisions of par. 020303-G do not apply under flat rate per diem because they are part of the lodging portion of the flat rate.~~

~~A. Compute the Flat Rate. Apply the appropriate percentage rate to the local per diem rate in accordance with the rules listed in Table 2-21. Compute flat rate per diem beginning on the day of arrival at the TDY point unless otherwise indicated in Table 2-21. Flat rate per diem ends at 2400 on the day before the day of departure from the TDY location.~~

~~B. Lodging Reservations. A traveler ordered on a long-term TDY who is authorized a flat rate per diem, but who cannot personally arrange suitable commercial lodging through the electronic travel system must contact the TMC for assistance.~~

~~C. Retain Proof of Lodging. Lodging receipts are not required for reimbursement of flat rate per diem, but proof that lodging costs were incurred may be required to be shown to the AO. Documents that are not receipts, (e.g., a signed lease, GTCC statements, or canceled checks) can substitute as proof of lodging costs. Expenses for retained lodging (actual cost) during an authorized absence may be reimbursed as a miscellaneous expense, limited to the lodging portion of the flat rate per diem allowance, and receipts are required.~~

~~D. Lodging Taxes. Lodging taxes may be separately reimbursed in the CONUS and non-foreign locations OCONUS unless the combined cost of the lodging and taxes is less than the lodging portion of~~

the flat rate per diem. In that case, the total combined cost is reimbursed. Lodging receipts are required when reimbursing lodging taxes separately. See [computation example 1](#) and [computation example 2](#).

E. Flat Rate Per Diem not Reducible. The flat rate may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the flat rate per diem, unless Government quarters and meals are available or the Secretary concerned reduces it to a lower rate.

<b>Table 2-21. Flat Rate Per Diem Rules for TDY Travel</b>		
<b>If...</b>		
<b>Then...</b>		
1	TDY is 31-180 days at a single location;	a flat rate of 75% of the per diem allowance is payable for each full day.
2	TDY is 181 days or more at a single location;	a flat rate of 55% of the per diem allowance is payable for each full day.
3	the per diem rate changes during the travel period;	the flat rate per diem is increased or decreased accordingly, unless the fixed rate no longer covers the cost of long-term leased lodging.
<b>The above rules apply unless...</b>		<b>Then...</b>
4	the traveler departs the PDS and arrives at the TDY location on the same day;	the traveler is paid 75% of the M&IE portion of the locality per diem rate for that day.
5	the traveler cannot occupy long-term lodging on the day of arrival at the TDY location;	the actual cost of lodging not to exceed the lodging portion of the locality per diem rate, applies on the day of arrival at the TDY location. A lodging receipt is required.
6	neither the traveler nor the TMC can find suitable lodging within the reduced rate;	the AO may authorize, in advance, the actual cost of lodging not to exceed the locality per diem rate. However, the M&IE rate is still paid at the applicable flat per diem percentage rate.
7	Government quarters are available or provided or commercial lodgings are provided at no cost to the traveler;	the lodging portion of the flat rate per diem does not apply.
8	one or more meals or all meals at no cost or meals available and directed at a Government dining facility;	the GMR, PMR, or incidental expenses only applies and flat rate per diem is not applicable.
9	Government quarters and one or two meals in a Government dining facility are available;	the PMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat rate per diem does not apply.
10	Government quarters and all three meals are available in a Government dining facility;	the GMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat rate per diem does not apply.
11	all three meals are provided at Government expense and at no cost to the traveler;	the incidental portion of per diem applies and flat rate per diem does not.
12	a travel authorization is later amended and the TDY travel will end 31 (or 181) days or more from the amendment date;	the reduced flat rate per diem applies beginning on the day after the amendment is issued.
13	flat rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days;	dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.

**Table 2-21. Flat Rate Per Diem Rules for TDY Travel**

14	actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat rate per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
15	a traveler is assigned additional TDY travel to another location for more than 30 days,	the flat rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.
16	no lodging costs are incurred for any reason,	the lodging portion of flat rate per diem does not apply.
17	a traveler is staying with friends and relatives,	
18	a traveler is staying in a home that the traveler owns or is purchasing,	
19	a traveler is staying in Government quarters, and meals are not available in the dining facility,	actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&IE portion of per diem.
20	the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&IE were reduced,	the M&IE portion of flat rate per diem may be waived in advance.*
21	the reduced flat rate M&IE is insufficient based on the circumstances of the TDY,	the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize, in advance, or approve payment of actual expenses after travel is performed for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**
22	TDY is to a presidentially declared disaster or pandemic area,	the AO may authorize in advance or approve the locality per diem rate or AEA up to 300%, see par. 020307 C.
<p>*Authority may not be delegated below the three star flag officer at a deputy or vice commander level. Full M&amp;IE per diem may be authorized through the Secretarial Process, in advance, for a traveler not located in the CCMD or JTF commander's area of responsibility.</p> <p>**Authority may not be delegated below the three star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests reimbursement in excess of the authorized flat rate M&amp;IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used in accordance with <a href="#">P.L. 105-264 (Travel and Transportation Reform Act of 1998)</a>. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&amp;IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.</p>		

F. Advance Authorization for Full M&IE Not Possible. There are times when conditions necessitating full locality M&IE are not known in advance, and advance authorization is not possible. In such cases, the authorization for payment of full M&IE may include approval for payment of the actual expenses for meals and incidentals expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

G. Flat Rate Per Diem and TDY Days Reduced. A traveler on long term TDY receiving flat rate per diem normally makes long term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the

length of the stay. When such an increase occurs, the flat rate per diem still applies. However, any excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs (the flat rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense) is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat rate per diem amount.

H. Required Report to PDTATAC, Chief. All authorized payments of full M&IE for 31 days or more must be reported to the PDTATAC, Chief. The authorizing CCMD or Service must report each occurrence, to include the TDY dates for which the M&IE portion of the locality per diem rate is required, any unclassified site locations, the average cost of M&IE, and the number of personnel affected. Reports go to the PDTATAC, Chief at the mailing address or fax number on the title page of this publication, or at [dodhra.mc\\_alex.dtmo.mbx.pdtatac\\_staff@mail.mil](mailto:dodhra.mc_alex.dtmo.mbx.pdtatac_staff@mail.mil).

I. M&IE Portion of Flat Rate Per Diem is Exempt. The locations in Table 2-22 are deemed so remote that the traveler has very limited access to a food source for meals. The cost of meals exceeds the meals portion of the flat rate per diem.

<b>Table 2-22. Locations Exempt from M&amp;IE Portion of Flat Rate Per Diem</b>		
<b>Location</b>	<b>Effective Date</b>	<b>Recertification Date</b>
Wake Island	May 17, 2016	May 18, 2018
Johnston Island	May 17, 2016	May 18, 2018
Midway Island	May 17, 2016	May 18, 2018
Palau (Civic Action Team)	Feb 26, 2016	Feb 26, 2018

**020312:**

A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.
2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.
3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. ~~When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat rate, is paid as a reimbursable expense.~~

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**Note:** Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

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**032902:**

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member's PDS or home. If the Service member was receiving per diem under the "lodging plus" method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.

~~1. If the Service member was receiving per diem under the “lodging plus” method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.~~

~~2. If the Service member was receiving a long term, flat rate per diem allowance, then reimbursement of the actual cost of lodging at the TDY location is limited to what the Service member would have received if the authorized absence had not been taken.~~

**033007:**

C. Attendant. If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient’s travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension. ~~Extensions are limited to 30 days beyond the date of the amended travel authorization so that long term TDY flat rate per diem does not apply.~~

a. Travel authorizations for attendants must cite this paragraph as authority.

b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

**033202:**

B. Allowances

1. A Service member, civilian employee, or other authorized traveler serving as a patient’s non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant’s home and the medical facility.

2. If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member’s PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS. Per diem is not authorized while in the local area.

3. A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member’s PDS, then the non-medical attendant is only authorized the mileage from the old treatment location to the new treatment location. It is not the non-medical attendant’s location used to calculate mileage; it is the location of the patient.

4. Per diem may not be authorized for 31 or more days unless an extension is approved. ~~Approved extensions must not exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long term TDY flat rate per diem does not apply.~~

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

**033301:**

C. Effect of Leave or Administrative Absence on Per Diem

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence (DoDI 1327.06 (Leave and Liberty)).

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**Note:** For long-term TDY, see also pars. 032902, and 033501 ~~and 020311~~.

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**033302. Leave Taken while on a TDY ~~with Long-Term Lodging (not Flat-Rate)~~**

**TOC:**

**0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES**

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020301.	Daily Allowances
020302.	Allowable Travel Time As It Affects Per Diem
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020304.	M&IE Portion of Per Diem
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<del>020311.</del>	<del>Flat Rate Per Diem Reimbursement during a TDY</del>
020312.	Return to Permanent Duty Station (PDS) During Long-Term TDY
020313.	Tax Impact of TDY Travel on a Civilian Employee

020314. Impact of the International Date Line (IDL) on Per Diem

020315. Other Circumstances Impacting a Traveler's Per Diem

**0333 LEAVE AND TDY**

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033301. Leave or Personal Travel Combined with Official Travel

033302. Leave Taken while on a TDY with Long-Term Lodging (~~Not Flat Rate~~)

033303. Ship Relocated During Authorized Absence