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SUBJ/FLAT RATE PER DIEM FOR LONG TERM TDY/ (TRAVEL TECHNICAL MESSAGE 14-10)//

RMKS/

REF A. JOINT TRAVEL REGULATIONS (JTR), CHAPTERS 4 AND 7

1. EFFECTIVE NOVEMBER 01, 2014, REFERENCE A ESTABLISHES A FLAT RATE PER DIEM ALLOWANCE FOR LONG TERM TEMPORARY DUTY (TDY) FOR A PERIOD OF 31 DAYS OR MORE AT ONE LOCATION (INCLUDES OVERSEAS LOCATIONS) FOR ALL TRAVEL BEGINNING ON OR AFTER NOVEMBER 01, 2014.

2. LONG TERM TDY FOR A PERIOD OF 31 DAYS OR MORE (AT A SINGLE LOCATION) BUT NOT EXCEEDING 180 DAYS WOULD AUTHORIZE A TRAVELER 75% OF THE LOCALITY PER DIEM RATE (ROUNDED UP TO THE NEXT HIGHEST DOLLAR), PAYABLE FOR EACH FULL DAY OF TDY AT THAT LOCATION. LONG TERM TDY FOR A PERIOD OF 181 DAYS OR MORE (AT A SINGLE LOCATION) WOULD AUTHORIZE A TRAVELER 55% OF THE LOCALITY RATE (ROUNDED UP TO THE NEXT HIGHEST DOLLAR), PAYABLE FOR EACH FULL DAY OF TDY AT THAT LOCATION.

3. THE LODGING PORTION OF FLAT RATE PER DIEM ONLY APPLIES WHEN A TRAVELER ACTUALLY INCURS A COST FOR SUITABLE COMMERCIAL LODGING. IF A TRAVELER IS UNABLE TO ARRANGE SUITABLE COMMERCIAL LODGING ON THEIR OWN, THE COMMERCIAL TRAVEL OFFICE (CTO) SHOULD BE CONTACTED FOR ASSISTANCE. IF THE CTO DETERMINES THAT LODGING IS NOT AVAILABLE AT THE REDUCED PER DIEM RATE, THE AUTHORIZING OFFICIAL (AO) MAY AUTHORIZE ACTUAL LODGING NOT TO EXCEED THE LOCALITY PER DIEM RATE, BUT THE MEALS AND INCIDENTAL EXPENSES (M&IE) PORTION OF PER DIEM ARE PAID AT THE APPLICABLE PERCENTAGE (75% OR 55%).

4. THE LODGING PORTION OF FLAT RATE PER DIEM DOES NOT APPLY WHEN A TRAVELER IS STAYING WITH FRIENDS OR RELATIVES AS NO LODGING REIMBURSEMENT IS AUTHORIZED. IN THIS CASE, THE TRAVELER RECEIVES THE M&IE PORTION OF PER DIEM AT THE APPLICABLE PERCENTAGE (75% OR 55%).

5. THE LODGING PORTION OF FLAT RATE PER DIEM DOES NOT APPLY WHEN GOVERNMENT QUARTERS ARE AVAILABLE OR PROVIDED, OR WHEN SUITABLE COMMERCIAL LODGINGS ARE PROVIDED AT NO COST. WHEN STAYING IN GOVERNMENT QUARTERS, THE TRAVELER WILL BE REIMBURSED FOR ACTUAL LODGING COSTS. IF THE TRAVELER IS PROVIDED ONE OR MORE MEALS, OR ALL MEALS AT NO COST, THE GOVERNMENT MEAL RATE (GMR) OR PROPORTIONAL MEAL RATE (PMR) IS APPLICABLE.

6. THERE ARE CERTAIN CONDITIONS APPLICABLE TO THE FLAT RATE PER DIEM ALLOWANCE. OUR OFFICE HAS COORDINATED WITH THE PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE FOR GUIDANCE ON QUESTIONS RECEIVED. BELOW ARE THOSE QUESTIONS AND ANSWERS.

7. QUESTION: DOES THE REDUCED RATE (55% OR 75%, AS APPROPRIATE) HAVE TO BE DIRECTED IN THE ORDERS, OR IS THE REDUCTION AUTOMATIC WHEN THE TRAVEL EXCEEDS 30/180 DAYS?

ANSWER: THE FLAT RATE PER DIEM MUST BE DIRECTED IN THE

ORDERS/AUTHORIZATION. (NOTE: IF AN AMENDMENT TO THE ORDERS/AUTHORIZATION IS MADE, THE FLAT RATE PER DIEM MAY APPLY IF THERE ARE 31 DAYS OR MORE FROM THE DATE OF THE AMENDMENT UNTIL THE TERMINATION OF THE TDY. IF APPLICABLE, THE FLAT RATE WOULD TAKE EFFECT ON THE DAY AFTER THE AMENDMENT WAS APPROVED.

8. QUESTION: A MEMBER IS ATTENDING A SERVICE SCHOOL, WHEN GOVERNMENT QUARTERS ARE PROVIDED, AND GOVERNMENT MEALS ARE DIRECTED/AVAILABLE/PROVIDED MONDAY THROUGH FRIDAY, BUT NOT PROVIDED ON THE WEEKENDS AND HOLIDAYS. WHAT RATE IS PAID FOR M&IE ON THE WEEKENDS AND HOLIDAYS WHEN GOVERNMENT MEALS ARE NOT AVAILABLE/PROVIDED?

ANSWER: IN THIS CASE, NO FLAT RATE PER DIEM WAS STATED IN THE ORDERS. THEREFORE, THE TRAVELER WOULD RECEIVE THE COMMERCIAL RATE ON THE WEEKENDS AND HOLIDAYS.

9. QUESTION: IF THE MEMBER IS IN GOVERNMENT QUARTERS, BUT THERE ARE NO GOVERNMENT MEALS DIRECTED/AVAILABLE/PROVIDED, WHAT RATE IS PAID FOR M&IE - COMMERCIAL OR REDUCED M&IE?

ANSWER: THE FLAT RATE FOR M&IE WOULD STILL APPLY IN ACCORDANCE WITH THE LENGTH OF THE TDY.

10. QUESTION: IF THE TRAVELER IS TDY OUTSIDE THE CONTIGUOUS UNITED STATES (OCONUS) OR A CTO IS NOT AVAILABLE, CAN THE AO AUTHORIZE FULL LOCALITY LODGING OCONUS?

ANSWER: THE AO HAS THE AUTHORITY TO AUTHORIZE FULL LOCALITY PER DIEM AT ANY TIME. HOWEVER, THE AO SHOULD CONSIDER AUDIT RAMIFICATIONS WHEN DOING SO.

11. ALL POLICY CHANGES TO THE JTR REGARDING LONG TERM TDY TRAVEL ARE NOT COVERED IN THIS MESSAGE. FOR GUIDANCE ON SPECIFIC TYPES OF EVENTS ASSOCIATED WITH LONG TERM TDY SUCH AS DUAL LODGING AND RETAINED LODGING EXPENSES DURING A PERIOD OF LEAVE, AUTHORIZED ABSENCE, AUTHORIZED RETURN, OR VOLUNTARY RETURN, PLEASE REFER TO CHAPTERS 4 AND 7 OF THE JTR.

12. AT THIS TIME, THE INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) AND THE DEFENSE TRAVEL SYSTEM (DTS) DO NOT AUTOMATICALLY CALCULATE THE REDUCED PER DIEM BASED ON THE LENGTH OF THE TDY. TRAVELERS SHOULD CONTACT THEIR LEAD DEFENSE TRAVEL ADMINISTRATOR ON HOW TO HANDLE IN DTS.

13. THESE CHANGES ARE SCHEDULED TO APPEAR IN THE JTR RELEASE DATED NOVEMBER 01, 2014.

14. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-3917/4655/5090/5094.

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