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SUBJ/ CLARIFICATION ON FLAT RATE PER DIEM FOR LONG TERM TDY (TRAVEL TECHNICAL MESSAGE 15-01)//

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REF A. TRAVEL TECHNICAL MESSAGE 14-10, TITLE FLAT RATE PER DIEM FOR LONG TERM TDY

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

1. THIS MESSAGE SUPERSEDES PARAGRAPHS 7 AND 8 OF REFERENCE A. ALL OF THE REST OF REF A REMAINS UNCHANGED AND APPLICABLE.
2. REF B CHANGED THE PER DIEM ENTITLEMENTS FOR LONG TERM TEMPORARY DUTY (TDY) OF VARIOUS LENGTHS. IF THE LONG TERM TDY IS FOR MORE THAN 30 DAYS, THE PER DIEM IS REDUCED TO A FLAT 75%. IF THE LONG TERM TDY IS FOR MORE THAN 180 DAYS, THE PER DIEM IS REDUCED TO A FLAT 55%.
3. REF A PROVIDED SPECIFIC GUIDANCE ON WHEN TO APPLY THE REDUCED RATES. PARAGRAPH 7 OF REF A DISCUSSED WHETHER THE REDUCED RATE HAD TO BE DIRECTED IN THE ORDERS, OR IF IT WAS AN AUTOMATIC REDUCTION WHEN THE TRAVEL EXCEEDS 30/180 DAYS. THIS MESSAGE REPLACES PARAGRAPH 7 OF REF A COMPLETELY.
4. WE RECENTLY RECEIVED CLARIFYING GUIDANCE FROM THE PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC).
5. THE FLAT RATE PER DIEM IS MANDATORY FOR ALL TRAVEL OVER 30 DAYS, BUT WITH EXCEPTIONS. THE ORDERS ARE SUPPOSED TO STATE THAT THE TRAVELER WILL RECEIVE THE FLAT RATE PER DIEM SO THAT THE CORRECT AMOUNT OF FUNDS ARE OBLIGATED, BUT EVEN IF THE ORDERS DO NOT STATE THAT THE TRAVELER WILL RECEIVE THE FLAT RATE, THE FLAT RATE APPLIES AUTOMATICALLY UNLESS ONE OF THE EXCEPTIONS IN THE REGULATIONS APPLY.
6. SIMPLY PUT, THE EXCEPTIONS ARE:
 - A. IF A TRAVELER IS TDY TO AN INSTALLATION AND QUARTERS ARE AVAILABLE AND DIRECTED, OR
 - B. A TRAVELER IS DIRECTED TO USE CONTRACT QUARTERS PAID FOR BY THE GOVERNMENT, OR
 - C. THE APPROVING OFFICIAL CONFIRMS WITH THE COMMERCIAL TRAVEL OFFICE (CTO) THAT THE TRAVELER CANNOT FIND LODGING WITHIN THE REDUCED RATE, THEN THE LODGING PORTION OF THE FLAT RATE IS NOT PAID AND THE TRAVELER RECEIVES THE REDUCED RATE FOR MEALS AND INCIDENTAL EXPENSES (M&IE). THE REDUCED RATE FOR M&IE ALWAYS APPLIES WHEN THE TRAVELER WOULD OTHERWISE RECEIVE FULL M&IE, BUT DOES NOT APPLY WHEN PROPORTIONAL MEAL RATE (PMR), GOVERNMENT MEAL RATE (GMR), INCIDENTAL EXPENSES (IE) ONLY, OR \$0 PER DIEM APPLIES.
7. IF NONE OF THE EXCEPTIONS APPLY, AND THE TRAVEL IS FOR MORE THAN 30/180 DAYS, THEN THE REDUCED RATE APPLIES.
8. PARAGRAPH 8 OF REF A DISCUSSED THE RATE PAID FOR M&IE WHEN GOVERNMENT MEALS ARE DIRECTED/AVAILABLE/PROVIDED MONDAY THROUGH FRIDAY, BUT NOT

AVAILABLE/PROVIDED ON THE WEEKENDS AND HOLIDAYS. THIS MESSAGE REPLACES PARAGRAPH 8 OF REF A COMPLETELY. OUR OFFICE HAS REQUESTED FURTHER CLARIFICATION REGARDING THE M&IE RATE TO BE APPLIED ON THE WEEKENDS AND HOLIDAYS WHEN GOVERNMENT MEALS ARE NOT AVAILABLE/PROVIDED, AND WILL PROVIDE INFORMATION AS SOON AS IT IS RECEIVED.

9. THIS MESSAGE HAS BEEN COORDINATED WITH THE PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE COMMITTEE.

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

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