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SUBJ/ ADDITIONAL INFORMATION ON FLAT RATE PER DIEM FOR LONG TERM TDY (TRAVEL TECHNICAL MESSAGE 15-02)//

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REF A. TRAVEL TECHNICAL MESSAGE 15-01, TITLE CLARIFICATION ON FLAT RATE PER DIEM FOR LONG TERM TDY TRAVEL

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

1. THIS MESSAGE PROVIDES ADDITIONAL INFORMATION TO PARAGRAPH 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 CLARIFICATION ON WHEN TO APPLY THE REDUCED RATES.

PARAGRAPH 8 OF REF A INDICATED THAT OUR OFFICE WOULD REQUEST FURTHER CLARIFICATION REGARDING THE RATE PAID FOR MEALS AND INCIDENTAL EXPENSES (M&IE) WHEN GOVERNMENT MEALS ARE DIRECTED/AVAILABLE/PROVIDED MONDAY THROUGH FRIDAY, BUT NOT AVAILABLE/PROVIDED ON THE WEEKENDS AND HOLIDAYS. OUR OFFICE HAS RECEIVED GUIDANCE FROM THE PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC) ON THE M&IE RATE TO BE PAID.

4. IF TRAVEL IS TO A GOVERNMENT INSTALLATION WHERE GOVERNMENT QUARTERS AND MEALS ARE DIRECTED AND AVAILABLE MONDAY THROUGH FRIDAY, BUT THE DINING FACILITY IS CLOSED ON THE WEEKENDS AND HOLIDAYS, THE FULL M&IE RATE WOULD APPLY TO THE WEEKENDS AND HOLIDAYS. HOWEVER, IF THE DINING FACILITY WAS CLOSED FOR A PERIOD OF 31 DAYS OR MORE DUE TO CIRCUMSTANCES SUCH AS RENOVATION, M&IE IS PAID AT THE FLAT PER DIEM RATE FOR THAT PERIOD.

5. OUR OFFICE HAS RECEIVED A LIST OF FREQUENTLY ASKED QUESTIONS AND ANSWERS FROM THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO) REGARDING FLAT RATE PER DIEM FOR LONG TERM TDY. BELOW ARE SOME OF THOSE QUESTIONS AND ANSWERS TO FURTHER CLARIFY FLAT RATE PER DIEM POLICY.

6. QUESTION: IF TRAVEL IS TO A GOVERNMENT INSTALLATION WHERE GOVERNMENT QUARTERS AND MEALS ARE DIRECTED AND AVAILABLE, DOES FLAT RATE PER DIEM APPLY?

ANSWER: NO. IF GOVERNMENT QUARTERS AND MEALS ARE AVAILABLE AND DIRECTED, REIMBURSEMENT FOR LODGING IS LIMITED TO THE COST OF GOVERNMENT QUARTERS AND M&IE IS PAID AT THE GOVERNMENT MEAL RATE (GMR) OR PROPORTIONAL MEAL RATE (PMR), AS APPLICABLE.

7. QUESTION: IF A TRAVELER VOLUNTARILY USES GOVERNMENT QUARTERS, DOES FLAT RATE PER DIEM APPLY?

ANSWER: IF GOVERNMENT QUARTERS ARE USED, THE TRAVELER IS REIMBURSED THE ACTUAL COST FOR GOVERNMENT QUARTERS. IF THE GMR OR PMR ARE NOT APPROPRIATE, M&IE IS PAID AT THE FLAT PER DIEM RATE (75% OR 55%, AS APPLICABLE).

8. QUESTION: IF A TRAVELER DOESN'T PAY FOR LODGING, DOES FLAT RATE PER DIEM APPLY?

ANSWER: THE TRAVELER MUST INCUR A LODGING COST IN ORDER TO BE REIMBURSED FLAT RATE PER DIEM FOR LODGING. IF A TRAVELER STAYS WITH FAMILY OR FRIENDS, OR IN LODGING OWNED BY THE TRAVELER, HE/SHE DOES NOT RECEIVE REIMBURSEMENT FOR LODGING AND M&IE IS PAID AT THE FLAT PER DIEM RATE (75% OR 55%, AS APPLICABLE).

9. QUESTION: IF GOVERNMENT QUARTERS AND MEALS ARE PROVIDED, DOES FLAT RATE PER DIEM APPLY IN ACCORDANCE WITH JTR, PARAGRAPH 4250?

ANSWER: NO. IF GOVERNMENT QUARTERS AND MEALS ARE PROVIDED, SUCH AS WHEN DEPLOYED TO THE UNITED STATES CENTRAL COMMAND (USCENTCOM) AREA OF RESPONSIBILITY (AOR), TRAVELERS ARE ONLY PAID THE INCIDENTAL EXPENSE (IE) PORTION OF PER DIEM (SEE JTR, CHAPTER 4, PART F).

10. QUESTION: DOES FLAT RATE PER DIEM APPLY IN A COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) COMMANDER'S AOR?

ANSWER: YES, IT MAY. IF MEALS AND QUARTERS ARE NOT AVAILABLE OR PROVIDED FOR MORE THAN 30/180 DAYS, THEN FLAT RATE PER DIEM APPLIES. IF THE TRAVELER IS IN DIRECT SUPPORT OF THE COCOM OR JTF COMMANDER IN A DESIGNATED AREA OF OPERATIONS WHERE AN ALTERNATE PER DIEM RATE HAS BEEN ESTABLISHED AND QUARTERS AND MEALS ARE PROVIDED, THE TRAVELER WOULD BE REIMBURSED THE PER DIEM AMOUNT ESTABLISHED UNDER JTR, CHAPTER 4, PART F.

11. QUESTION: THE POLICY SAYS "FOR EACH FULL DAY" SO DOES THAT MEAN THAT THE TRAVELER RECEIVES FULL PER DIEM ON DAY 1 (TRAVEL DAY)?

ANSWER: ON THE TRAVEL DAY TO THE TDY LOCATION, THE TRAVELER RECEIVES UP TO 100% LODGING PER DIEM AT THE LOCALITY RATE AND 75% M&IE. ON THE DATE OF RETURN FROM THE TDY LOCATION, THE TRAVELER RECEIVES 75% M&IE BASED ON THE TDY LOCALITY RATE.

12. QUESTION: DOES THE POLICY AUTHORIZE A FLAT RATE PER DIEM FOR TDY OVER 30 DAYS TO MULTIPLE DUTY LOCATIONS?

ANSWER: THE POLICY ONLY APPLIES WHEN A TRAVELER IS TDY TO A SINGLE LOCATION FOR MORE THAN 30 DAYS. IF A TRAVELER IS TDY FOR MORE THAN 30 DAYS BUT TO MULTIPLE LOCATIONS, THE FLAT RATE PER DIEM ONLY APPLIES FOR LOCATIONS WHERE THE TRAVELER IS TDY FOR MORE THAN 30 CONSECUTIVE DAYS. FOR EXAMPLE, IF A TRAVLER IS TDY TO TWO LOCATIONS FOR A TOTAL OF 46 DAYS, BUT IS AT EACH LOCATION FOR 23 DAYS, FLAT RATE PER DIEM CANNOT APPLY. HOWEVER, IF THE TRAVELER IS TDY TO LOCATION A FOR 31 DAYS AND TDY TO LOCATION B FOR 15 DAYS, THEN FLAT RATE PER DIEM WOULD APPLY FOR THE TDY PERIOD AT LOCATION A AND LOCALITY PER DIEM WOULD APPLY FOR THE TDY AT LOCATION B.

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

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

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