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SUBJ/ SUPPLEMENTAL INFORMATION ON FLAT RATE PER DIEM FOR LONG TERM TEMPORARY DUTY (TDY) TRAVEL (TRAVEL TECHNICAL MESSAGE 15-05)//

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REF A. TRAVEL TECHNICAL MESSAGE 15-02 TITLE ADDITIONAL INFORMATION ON FLAT RATE PER DIEM FOR LONG TERM TDY

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

1. THIS MESSAGE PROVIDES SUPPLEMENTAL INFORMATION TO REFERENCE A - IT DOES NOT CHANGE THE CONTENTS OF REFERENCE A.

2. REF B CHANGED THE PER DIEM ENTITLEMENTS FOR LONG TERM TEMPORARY DUTY (TDY) OF VARIOUS LENGTHS EFFECTIVE NOVEMBER 1, 2014. 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. 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.

4. QUESTION: IF A TRAVELER IS TDY TO ONE LOCATION FOR 40 DAYS AND AUTHORIZED THE 75% REDUCED FLAT RATE, WHAT HAPPENS TO THE PER DIEM IF THE TRAVELER IS UNEXPECTEDLY RETURNED TO THE PDS AFTER 20 DAYS? DOES THE TRAVELER RECEIVE 100% SINCE THE TDY WAS ONLY FOR 20 DAYS?

ANSWER: NO, THE 75% FLAT REDUCED RATE APPLIES. PER DIEM MAY NOT BE INCREASED OR DECREASED AFTER THE FACT AND THE ORIGINAL TDY ORDER LENGTH WAS OVER 30 DAYS. IF THE TRAVEL IS CURTAILED AND THE LODGING ESTABLISHMENT CHARGES AN EARLY CHECK OUT FEE, IT IS A REIMBURSABLE EXPENSE (JTR, PAR. 2830 - NON-REFUNDABLE ROOM DEPOSITS).

5. QUESTION: IF A TRAVELER IS ORDERED TDY TO ONE LOCATION FOR 31 DAYS OR MORE AND PERFORMS MULTIPLE CONCURRENT TDY TRIPS TO OTHER LOCATIONS (WHETHER LODGING IS RETAINED AT THE ORIGINAL LOCATION OR NOT), DOES THE FLAT RATE PER DIEM STILL APPLY FOR THE ORIGINAL LOCATION THE TRAVELER WAS ORDERED TO INITIALLY?

ANSWER: YES, THE FLAT RATE PER DIEM WOULD STILL APPLY AT THE ORIGINAL LOCATION UPON RETURN. SEE PARAGRAPH 6 BELOW FOR EXAMPLES.

6. BELOW ARE TWO EXAMPLES TO FURTHER CLARIFY PARAGRAPH 5 ABOVE:

EXAMPLE 1 - THE TRAVELER IS ON ORDERS FOR 90 DAYS TO LOCATION A, WITH INTERIM TRIPS TO LOCATIONS B AND C. ENTITLEMENTS TO LOCATIONS B AND C ARE BASED ON THE NUMBER OF CONSECUTIVE DAYS AT EACH LOCATION

HOWEVER, THE

TRAVELER IS LIMITED TO 75% WHILE AT LOCATION A. THE TRAVELER RECEIVES UP TO 100% PER DIEM WHILE AT LOCATIONS B AND C, BUT ONLY 75% WHILE AT LOCATION A. DUAL LODGING AT LOCATION A MAY BE PAID AS A REIMBURSABLE EXPENSE IF

AUTHORIZED/APPROVED (SEE THE JTR, CHAPTER 4, PAR. 4145). REIMBURSEMENT FOR THIS TYPE OF TRAVEL IS BASED ON THE FOLLOWING ENTITLEMENTS:

1-35 DAYS - LOCATION A - 75%

36-40 DAYS - LOCATION B - 100%

41-60 DAYS - LOCATION A - 75%

61-75 DAYS - LOCATION C - 100%

76-90 DAYS - LOCATION A - 75%

EXAMPLE 2 - THE TRAVELER IS ON ORDERS FOR 90 DAYS TO LOCATION A, AND UNDER REDUCED FLAT RATE PER DIEM OF 75%. AFTER ARRIVAL, THE TRAVELER IS INFORMED OF TRAVEL TO OTHER LOCATIONS (B, C, D, & E) WITH RETURNS TO THE ORIGINAL LOCATION. ENTITLEMENTS TO LOCATIONS B, C, D, OR E ARE BASED ON THE NUMBER OF CONSECUTIVE DAYS AT EACH LOCATION

HOWEVER, THE TRAVELER IS ALWAYS

LIMITED TO 75% WHILE AT LOCATION A. THE TRAVELER RECEIVES UP TO 100% PER DIEM WHILE AT LOCATIONS B, C, D, AND E, BUT ONLY 75% WHILE AT LOCATION A.

IF THE TRAVELER RETAINS LODGING AT LOCATION A, DUAL LODGING MAY BE PAID AS A REIMBURSABLE EXPENSE IF AUTHORIZED/APPROVED (SEE THE JTR, CHAPTER 4, PAR. 4145). REIMBURSEMENT FOR THIS TYPE OF TRAVEL IS BASED ON THE FOLLOWING ENTITLEMENTS:

1-20 DAYS - LOCATION A - 75%

21-25 DAYS - LOCATION B - 100%

26-40 DAYS - LOCATION A - 75%

41-45 DAYS - LOCATION C - 100%

46-60 DAYS - LOCATION A - 75%

61-71 DAYS - LOCATION D - 100%

72-75 DAYS - LOCATION E - 100%

76-90 DAYS - LOCATION A - 75%

NOTE: BECAUSE THE ORIGINAL ORDERS WERE FOR A PERIOD GREATER THAN 30 DAYS AT LOCATION A, THE ENTITLEMENT AT LOCATION A IS ALWAYS 75%, REGARDLESS OF THE ACTUAL NUMBER OF DAYS AT THIS LOCATION.

7. TO VIEW THE COMPLETE LIST OF FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING FLAT RATE PER DIEM, PLEASE GO TO THE DTMO'S WEBSITE AT THE FOLLOWING ADDRESS: [HTTP://WWW.DEFENSETRAVEL.DOD.MIL/SITE/PDCFAQS.CFM](http://www.defensetravel.dod.mil/site/pdcfaqs.cfm)

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

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