



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## Guidance for Completing Flat Rate Per Diem in DTS

*This document is intended to provide general guidance for implementing flat rate per diem for long term TDY/TAD in the Defense Travel System (DTS.) Please note that the following are suggested steps for completing an authorization when flat rate per diem applies. Always follow the Joint Travel Regulations (JTR), as well as, any local business rules.*

### I. Instructions for the Traveler

*Note: These instructions assume a basic understanding of flat rate per diem as published in the JTR.*

1. **Determine the flat per diem rate.** Calculate the rate by following the regulation and multiplying the per diem rate by the percentage applicable to the trip duration (75% for trips greater than 30 days up to 180 days; 55% for trips greater than 180 days. See JTR, para. 4250-A2). To determine the full per diem rate, go to: <http://www.defensetravel.dod.mil/site/perdiem.cfm> or log in to Passport/TraX (<https://www.defensetravel.dod.mil/Passport/>) and click on Per Diem on the left side of the screen.
2. **Create an authorization as normal.** Keep in mind that a flat per diem rate will apply and any lodging booked should reflect the flat per diem rate. You will also have to update lodging costs and Meals and Incidentals (M&IE) allowed within your authorization in order to be approved for correct per diem rates.
3. **Make commercial lodging reservations.** Search lodging in the DTS reservation module for a rate at or below the rate calculated in step 1 for lodging. You may need to make long-term reservations directly with the vendor, or in the case of a furnished house or apartment, with the rental agent. If you are not able to find lodging at the flat per diem rate, use "CTO assistance" to request lodging that is at or below the calculated amount. If the Commercial Travel Office (CTO) is unable to secure lodging at the flat per diem rate, contact your Approving Official (AO).
  - a. ***If you are unable to secure commercial Lodging at the flat per diem rate, complete your authorization as normal.*** If you cannot find lodging at the flat per diem rate and the CTO confirms that lodging is not available, your AO may authorize lodging reimbursement up to the locality rate. If your AO approves lodging at the locality rate, it must be documented in the travel authorization. The traveler still needs to reduce the M&IE to 75% or 55% as appropriate. If lodging has been secured within the locality per diem rate, adjust your lodging per diem rate to the actual rate. If lodging is not secured, amend your authorization to show the actual cost of lodging once the cost is confirmed.
4. **Adjust Per Diem Rates in DTS.**
  - a. On the Expenses, Per Diem Entitlements Screen (Figure 1), click "edit" for the first full day through the last full day of the trip.

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allow	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$53.25 Personal	194 / 71	NONE				
11/02/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/03/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/04/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/05/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/06/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/07/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/08/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/09/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				
11/10/14	CHICAGO,IL	> Edit	> Reset	\$194.00	\$194.00 GOVCC- Individual	\$71.00 Personal	194 / 71	NONE				

Figure 1

- b. Enter the last full day of the TDY in the "Values Apply Through" field. Keep in mind that last full day is the day prior to departure from the TDY location. Edit the Lodging cost to the appropriate flat (lodging portion) per diem rate (see Figure 2).

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### Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CHICAGO,IL  
Values Apply From Date: 11/02/2014  
**Values Apply Through: 12/31/2014**

#### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 194 / 71  
**Lodging: \$146.00** [view expense details / currency calculator](#)  
M & IE: \$71.00 [view expense details / currency calculator](#)

#### Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Figure 2

- c. On the same screen, select “Special Rate” in the Meals section and edit the cost to the appropriate rate (Figure 3).

Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

**Meals**

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate  
 Elected  
 Available  
 Provided  
 Occasional  
 **Special Rate**

Breakfast  
 Lunch  
 Dinner  
 Cost: \$4.00

**Other Per Diem Entitlements**

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non per diem duty days or indicate In Place, you may check the appropriate box. In place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements  
 Leave  
 Sick Leave - No Per Diem  
 Sick Leave - Per Diem  
 Duty Day(s) (No Per Diem)  
 Non-Duty Day(s)  
 Authorized Delay  
 Actual Lodging  
 OCONUS Incidental Amount  
 In Place

Proceed to the following page: Accounting Codes

Figure 3

- d. Select “Save These Entitlements” at the bottom of the page (Figure 3).
- e. Review the Lodging Costs and M&IE Allowed for accuracy (Figure 4).

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**Per Diem Entitlements**

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[GSA State Tax Exemption Listing](#)

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11/03/14	CHICAGO,IL	> Edit	> Reset	\$146.00	\$146.00 GOVCC- Individual	\$54.00 Personal	194 / 71	SPEC				
11/04/14	CHICAGO,IL	> Edit	> Reset	\$146.00	\$146.00 GOVCC- Individual	\$54.00 Personal	194 / 71	SPEC				
11/05/14	CHICAGO,IL	> Edit	> Reset	\$146.00	\$146.00 GOVCC- Individual	\$54.00 Personal	194 / 71	SPEC				
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11/07/14	CHICAGO,IL	> Edit	> Reset	\$146.00	\$146.00 GOVCC- Individual	\$54.00 Personal	194 / 71	SPEC				
11/08/14	CHICAGO,IL	> Edit	> Reset	\$146.00	\$146.00 GOVCC- Individual	\$54.00 Personal	194 / 71	SPEC				

Figure 4

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## II. Frequently Asked Questions

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### 1. How do I handle flat rate per diem when TDY *crosses over* November 1?

Amendments only affect prospective travel dates and cannot be applied retroactively. If a traveler has orders issued before November 1 (for travel IE to a location without government meals and quarters):

- **Example 1:** *Initial TDY is more than 30 days (traveler is receiving full locality per diem rate)*

Travel is scheduled for 29 October to 30 November and the traveler receives lodging plus M&IE at the locality rate. The orders are then amended on 15 November to extend the trip another 31 days. The flat per diem rate applies, but only from 16 November (the day after the amendment is issued) to 31 December (the revised end date for the TDY).

- **Example 2:** *Initial TDY is more than 30 days (traveler is receiving 75% of the full locality per diem rate)*

Travel is scheduled for 29 October to 30 November and the traveler receives lodging plus M&IE at the locality rate. The orders are then amended on 15 November to extend the trip to 31 May (over 180 days). The 55% per diem applies, but only from 16 November (the day after the amendment is issued) to 31 December (the revised end date for the TDY).

### 2. How do I handle flat rate per diem when travel *begins* on or after November 1?

- **Example 1:** Initial TDY is 20 days (traveler is receiving full locality (M&IE))

Travel began on for 20 days and the orders are then amended on 20 November to extend the trip by 31 days. The traveler would receive lodging plus M&IE at the full locality rate from 1-20 November, and reduced flat per diem rate beginning 21 November.

### 3. What if I make an amendment to the travel orders issued?

An administrative amendment to correct an error or add an authorization such as, a special conveyance would have no effect of the per diem unless the amendment also extends the length of the traveler's TDY beyond 30 (or 180) days.

- **Example:** A traveler has orders for travel from 1 October 2014 to 30 June 2015 and the orders are amended on 1 November to authorize a special conveyance (rental car). There would be no change to the member's per diem even though the remaining period of the TDY exceeds 180 days because the amendment did not extend the length of the TDY.