

## § 301-7.5

Policy Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Agencies should submit their requests to GSA no later than May 1 of each year in order for the city or area to be included in the annual survey.

(b) Requests for rate adjustments shall include a city designation and a description of the surrounding location involved (county or other defined area) and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 23, 57 FR 6678, Feb. 27, 1992; FTR Amdt. 47, 61 FR 10252, Mar. 12, 1996; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996]

### § 301-7.5 General rules affecting entitlement to per diem.

(a) *No allowance at official station.* A per diem allowance shall not be allowed within the limits of the official station (see definition in § 301-1.3(c)(4)) or at, or within the vicinity of, the place of abode (home) from which the employee commutes daily to the official station. Agencies may define a radius or commuting area that is broader than the limits of the official station within which per diem will not be allowed for travel within 1 calendar day.

(b) *No allowance for travel of 12 hours or less.* A per diem allowance shall not be allowed for official travel of 12 hours or less. (This requirement also applies for travel incident to a change of official station.)

(c) *Beginning and ending of entitlement.* For computing per diem allowances, official travel begins when an employee leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her home, office, or other authorized point at the conclusion of the trip.

(d) *International date line.* In cases where the traveler crosses the inter-

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national date line (180th meridian), the actual elapsed time in days shall be used to compute the per diem rather than calendar days.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 17, 56 FR 23655, May 23, 1991; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996]

### § 301-7.6 Lodgings-plus per diem system.

Per diem allowances for all official travel, including travel incident to a change of official station, shall be computed under the lodgings-plus per diem system, except as otherwise provided in this part. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses (M&IE), the total not to exceed the applicable maximum per diem rate for the location concerned. The rules provided in paragraphs (a) and (b) of this section and in §§ 301-7.7 through 301-7.10 shall be applied in the specific situations covered.

(a) *Maximum per diem rates*—(1) *For travel within CONUS.* Maximum per diem rates prescribed under § 301-7.3(a) for travel within CONUS are listed in appendix A. For all CONUS locations not specifically listed or encompassed by the defined boundaries of a listed location, the standard maximum per diem rate (standard CONUS rate) is prescribed.

(2) *For travel outside CONUS.* Maximum per diem rates prescribed under §§ 301-7.3(b) and 301-7.3(c) apply to travel outside CONUS.

(3) *Maximum rate applicable to change of official station travel.* The standard CONUS rate shall be the applicable maximum per diem rate for en route travel performed in CONUS incident to a change of official station. Locality rates prescribed for locations outside CONUS will apply for en route travel performed outside CONUS incident to a change of official station.

(b) *Elements of per diem allowance*—(1) *Maximum lodging expense allowance.* The maximum per diem rates include a maximum amount for lodging expenses. The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum

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amounts. Receipts for lodging are required as provided in §301-7.9(b).

(2) *Meals and incidental expenses (M&IE) allowance.* The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&IE rate). The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. For a partial day of travel, the M&IE rate shall be prorated as provided in §301-7.8 (a) or (c)(3), as appropriate.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996]

### **§301-7.7 Computation rules for travel of more than 12 hours, but not exceeding 24 hours.**

When the travel for which per diem has been authorized is more than 12 hours, but does not exceed 24 hours, the per diem allowance for the trip shall be calculated as follows:

(a) *Lodging not required.* If lodging is not required, the per diem allowance shall be three-fourths of the applicable M&IE allowance for the temporary duty assignment location. If more than one temporary duty point is involved, the per diem allowance shall be calculated using the highest of the M&IE rates prescribed for the location where official business is performed.

(b) *Lodging required.* If lodging is required, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus three-fourths of the applicable M&IE rate prescribed for the lodging location.

[FTR Amdt. 54, 61 FR 68160, Dec. 27, 1996]

### **§301-7.8 Computation rules for travel of more than 24 hours.**

The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight and whether lodging is required at such location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the temporary duty location, or a stopover point where lodging is obtained while en

route to, from, or between temporary duty locations (see §§301-7.9 and 301-7.6(a)(3) for regulations on lodging location and maximum per diem rates applicable to change of official station travel, respectively). Only one maximum rate will be applicable to a calendar day or fraction thereof. Per diem for travel of more than 24 hours shall be calculated as provided in paragraphs (a) through (e) of this section.

(a) *Day travel begins—(1) Lodging required.* When lodging is required on the day travel begins (day of departure from the home, office, or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus three-fourths of the applicable M&IE rate prescribed for the lodging location.

(2) *Lodging not required.* When lodging is not required on the day travel begins, (day of departure from the home, office, or other authorized point), the per diem allowable shall be three-fourths of the destination M&IE rate.

(b) *Full calendar days of travel—(1) Lodging required.* For each full calendar day that the employee is in a travel status and lodging is required (whether en route or at a temporary duty location), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.

(2) *Lodging not required.* For each full calendar day that the traveler is in a travel status and lodging is not required (such as when the traveler is en route overnight to the next temporary duty location), the per diem allowance shall be the destination M&IE rate.

(c) *Returning from travel—(1) Lodging required.* For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the official station, home, or other authorized point, the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.