

§ 301-76.101

(d) Provide the employee an opportunity to make a written agreement with the contractor to repay the delinquent amount.

§ 301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?

You are responsible for ensuring that all requirements have been met.

§ 301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?

No, you may only collect undisputed delinquent amounts after you have reimbursed the employee under the applicable travel regulations and in accordance with a proper travel claim. However, if the employee has not submitted a proper travel claim within the timeframe requirements of §301-52.7 of this chapter, and there are no extenuating circumstances, you may collect the undisputed delinquent amounts.

§ 301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?

As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount you may deduct from the employee's disposable pay is 15 percent per pay period, unless the em-

41 CFR Ch. 301 (7-1-02 Edition)

ployee consents in writing to deduction of a greater percentage.

APPENDIX A TO CHAPTER 301—PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS

The maximum rates listed below are prescribed under part 301-11 of this chapter for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amounts shown in column (a) are the maximums that will be reimbursed for lodging expenses excluding taxes. The M&IE rates shown in column (b) are fixed amounts allowed for meals and incidental expenses covered by per diem. The per diem payment calculated in accordance with part 301-11 of this chapter for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated. It is the policy of the Government, as reflected in the Hotel Motel Fire Safety Act of 1990 (Pub. L. 101-391, September 25, 1990 as amended by Pub. L. 105-85, November 18, 1997), referred to as "the Act" in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are encouraged to stay in a facility which is fire-safe, i.e., an approved accommodation, when commercial lodging is required. Lodgings that meet the Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.cfm>.

Temp. Duty Travel Allowances

Ch. 301, App. A

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹ County and/or other defined location ^{2, 3}					

CONUS, Standard rate:	55	30	85
(Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation subsistence allowances. See parts 302-2, 302-4, and 302-5 of this subtitle.)			
ALABAMA			
Birmingham	Jefferson	59	97
Decatur	Morgan	69	99
Gulf Shores	Baldwin		
(May 15-September 4)		101	135
(September 5-May 14)		64	98
Huntsville	Madison	70	108
Montgomery	Montgomery	57	95
ARIZONA			
Casa Grande	Pinal		
(January 1-April 30)		80	114
(May 1-December 31)		65	99
Chinle	Apache		
(May 1-October 31)		98	132
(November 1-April 30)		55	89
Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area		
(May 1-October 31)		67	101
(November 1-April 30)		55	89
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County		
(May 1-October 21)		106	148
(October 22 -April 30)		94	136
Kayenta	Navajo		
(April 15-October 15)		98	128
(October 16-April 14)		65	95
Phoenix/Scottsdale	Maricopa		
(January 1-April 15)		107	149
(April 16-May 31)		79	121
(June 1-August 31)		59	101
(September 1-December 31)		90	132
Tucson	Pima County; Davis-Monthan AFB		
(January 1-April 15)		85	123
(April 16-December 31)		58	96
Yuma	Yuma	68	102
ARKANSAS			
Hot Springs	Garland	60	90

Ch. 301, App. A

41 CFR Ch. 301 (7-1-02 Edition)

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Key city ¹	County and/or other defined location ^{2, 3}				

Little Rock	Pulaski	72	34	106
CALIFORNIA				
Clearlake	Lake			
(May 5-September 30)		85	30	115
(October 1-May 4)		69	30	99
Contra Costa County	Contra Costa	108	42	150
Death Valley	Inyo	60	46	106
Kern County	Kern County	68	38	106
Los Angeles	Los Angeles; Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake (see Santa Monica)	99	46	145
Mammoth Lakes	Mono	70	46	116
Marin County	Marin	108	42	150
Merced	Merced	62	30	92
Modesto	Stanislaus	60	34	94
Monterey	Monterey			
(May 1-October 31)		94	42	136
(November 1-April 30)		75	42	117
Napa	Napa			
(April 1-November 15)		125	42	167
(November 16-March 31)		110	42	152
Oakhurst	Madera			
(May 1-September 30)		79	38	117
(October 1-April 30)		55	38	93
Oakland	Alameda	118	38	156
Ontario/Barstow/Victorville	San Bernardino	84	38	122
Palm Springs	Riverside			
(January 1-May 31)		129	42	171
(June 1-December 31)		84	42	126
Point Arena/Gualala	Mendocino	109	38	147
Sacramento	Sacramento	79	42	121
San Diego	San Diego	99	46	145
San Francisco	San Francisco	159	46	205
San Luis Obispo	San Luis Obispo	79	38	117
San Mateo/Redwood City	San Mateo	134	42	176
Santa Barbara	Santa Barbara	114	38	152
Santa Cruz	Santa Cruz	108	42	150
Santa Monica	City limits of Santa Monica (see Los Angeles)			
(June 1-September 30)		125	38	163
(October 1-May 31)		109	38	147
Santa Rosa	Sonoma	89	42	131
Solano County	Solano; Travis Air Force Base	79	42	121
South Lake Tahoe	El Dorado (see also Stateline, NV)			
(June 1-August 31)		97	42	139
(September 1-May 31)		84	42	126
Sunnyvale/Palo Alto/San Jose	Santa Clara	150	46	196
Tahoe City	Placer	145	42	187
Truckee	Nevada			
(June 15-September 30)		81	42	123

Temp. Duty Travel Allowances

Ch. 301, App. A

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Key city ¹					
County and/or other defined location ^{2, 3}					

(October 1-June 14)		63	42	105
Visalia	Tulare	69	38	107
West Sacramento	Yolo	69	30	99
Yosemite National Park	Mariposa			
(May 1-September 30)		114	46	160
(October 1-April 30)		82	46	128
COLORADO				
Aspen	Pitkin			
(January 1-April 30)		145	46	191
(May 1-December 31)		89	46	135
Boulder	Boulder	93	42	135
Colorado Springs	El Paso			
(May 15-September 15)		73	38	111
(September 16-May 14)		59	38	97
Cortez	Montezuma	69	34	103
Crested Butte	City limits of Crested Butte (see Gunnison Co.)			
(November 15-April 15)		97	42	139
(April 16-June 15)		58	42	100
(June 16-November 14)		71	42	113
Denver	Denver, Adams, and Arapahoe Counties, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County.	112	42	154
Durango	La Plata			
(May 15-September 30)		99	38	137
(October 1-May 14)		70	38	108
Fort Collins	Larimer (except Loveland)	76	34	110
Glenwood Springs	Garfield			
(May 15-October 15)		95	30	125
(October 16-May 14)		55	30	85
Gunnison	Gunnison (except Crested Butte)			
(May 15-September 30)		70	34	104
(October 1-May 14)		55	34	89
Jefferson County	Jefferson	94	34	128
Loveland	City limits of Loveland (see Larimer County)	69	30	99
Montrose	Montrose	69	34	103
Pueblo	Pueblo			
(June 1-September 30)		72	34	106
(October 1-May 31)		58	34	92
Silverthorne/Keystone	Summit	170	38	208
Steamboat Springs	Routt	59	38	97
Telluride	San Miguel			
(December 20-September 30)		147	46	193
(October 1-December 19)		85	46	131
Trinidad	Las Animas	62	30	92
Vail	Eagle			
(December 1-March 31)		200	46	246
(April 1-November 30)		105	46	151
CONNECTICUT				
Bridgeport/Danbury	Fairfield	109	38	147

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M.&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

Hartford	Hartford	120	42	162
Lakeville/Salisbury	Litchfield	95	38	133
Middlesex County	Middlesex	78	30	108
New Haven	New Haven	87	38	125
New London/Groton	New London			
(May 1-October 31)		107	34	141
(November 1-April 30)		79	34	113
Putnam/Danielson	Windham	56	30	86
DELAWARE				
Dover	Kent			
(May 25-September 4)		75	34	109
(September 5-May 24)		64	34	98
Lewes	Sussex	120	42	162
Wilmington	New Castle			
(April 1-September 30)		109	34	143
(October 1-March 31)		99	34	133
DISTRICT OF COLUMBIA				
Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland). (See also Maryland and Virginia.)		150	46	196
FLORIDA				
Altamonte Springs	Seminole	71	38	109
Bradenton	Manatee			
(January 1-April 30)		65	30	95
(May 1-December 31)		55	30	85
Cocoa Beach	Brevard	105	34	139
Daytona Beach	Volusia			
(February 1-August 31)		90	38	128
(September 1-January 31)		69	38	107
Fort Lauderdale	Broward			
(December 15-April 30)		100	42	142
(May 1-December 14)		69	42	111
Fort Myers	Lee			
(January 15-April 15)		70	42	112
(April 16-January 14)		55	42	97
Fort Pierce	Saint Lucie			
(December 15-April 30)		70	46	116
(May 1-December 14)		55	46	101
Fort Walton Beach	Okaloosa			
(May 1-October 31)		110	38	148
(November 1-April 30)		80	38	118
Gainesville	Alachua	61	34	95
Gulf Breeze	Santa Rosa			

Temp. Duty Travel Allowances

Ch. 301, App. A

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Key city ¹					
County and/or other defined location ^{2, 3}					

(May 1-September 30)		115	38	153
(October 1-April 30)		59	38	97
Jacksonville/Mayport	Duval; Mayport Naval Station	65	34	99
Key West	Monroe			
(January 1-April 30)		180	46	226
(May 1-December 31)		109	46	155
Kissimmee	Osceola			
(February 1-April 30)		77	34	111
(May 1-January 31)		64	34	98
Lakeland	Polk	71	34	105
Leesburg	Lake			
(November 1-April 15)		68	30	98
(April 16-October 31)		55	30	85
Miami	Dade			
(January 1-April 15)		89	42	131
(April 16-December 31)		75	42	117
Naples	Collier			
(December 16-April 15)		109	38	147
(April 16-December 15)		69	38	107
Ocala	Marion	59	30	89
Orlando	Orange	95	42	137
Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island and West Palm Beach)	Palm Beach			
(January 1-April 30)		129	46	175
(May 1-December 31)		70	46	116
Panama City	Bay	74	38	112
Pensacola	Escambia	60	30	90
Punta Gorda	Charlotte			
(December 15-April 15)		75	38	113
(April 16-December 14)		55	38	93
Sarasota	Sarasota			
(January 1-April 30)		80	38	118
(May 1-December 31)		70	38	108
Sebring	Highlands	64	30	94
St. Augustine	St. Johns	65	38	103
Stuart	Martin	57	38	95
Tallahassee	Leon	65	34	99
Tampa/St. Petersburg	Pinellas and Hillsborough			
(January 1-April 30)		105	38	143
(May 1-December 31)		89	38	127
Vero Beach	Indian River			
(December 15-April 15)		99	38	137
(April 16-December 14)		59	38	97
GEORGIA				
Albany	Dougherty	57	34	91
Athens	Clarke	69	34	103

Ch. 301, App. A

41 CFR Ch. 301 (7-1-02 Edition)

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Key city ¹					
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Atlanta	Fulton and Gwinnett	93	38	131	
Clayton County	Clayton	64	30	94	
Cobb County	Cobb	78	34	112	
Columbus	Muscogee	63	34	97	
Conyers	Rockdale	69	34	103	
DeKalb County	DeKalb	78	34	112	
Savannah	Chatham	71	38	109	
IDAHO					
Boise	Ada	61	38	99	
Coeur d'Alene	Kootenai	56	34	90	
Ketchum	Blaine (except Sun Valley)				
(May 1-November 30)		84	42	126	
(December 1-April 30)		74	42	116	
McCall	Valley	62	38	100	
Sun Valley	City limits of Sun Valley (see Blaine County)	149	42	191	
ILLINOIS					
Aurora	Kane (except Elgin)	66	30	96	
Chicago	Cook and Lake	155	46	201	
Du Page County	Du Page	89	38	127	
Elgin	City limits of Elgin (see Kane County)	60	30	90	
Rockford	Winnebago	60	30	90	
INDIANA					
Carmel	Hamilton	65	38	103	
Ft. Wayne	Allen	58	30	88	
Indianapolis	Marion County; Fort Benjamin Harrison	70	42	112	
Lafayette	Tippecanoe	59	30	89	
Michigan City	La Porte	65	34	99	
Nashville	Brown				
(April 1-November 15)		75	38	113	
(November 16-March 31)		59	38	97	
South Bend	St. Joseph	61	34	95	
Valparaiso/Burlington Beach	Porter	89	34	123	
IOWA					
Cedar Rapids	Linn	60	34	94	
Des Moines	Polk	67	34	101	
KANSAS					
Kansas City/Overland Park	Wyandotte and Johnson	85	38	123	
Wichita	Sedgwick	59	38	97	
KENTUCKY					
Covington	Kenton	80	38	118	
Lexington	Fayette	65	30	95	
Louisville	Jefferson	69	38	107	
LOUISIANA					
Baton Rouge	East Baton Rouge Parish	78	38	116	

Temp. Duty Travel Allowances

Ch. 301, App. A

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Gonzales	Ascension Parish	59	34	93
Lake Charles	Calcasieu Parish	70	34	104
New Orleans/St. Bernard	Orleans, St. Bernard, Plaquemine and Jefferson Parishes			
(January 1-May 31)		139	42	181
(June 1-December 31)		89	42	131
Shreveport/Bossier City	Caddo	60	38	98
Slidell	St. Tammany	65	30	95
St. Francisville	West Feliciana	75	38	113
MAINE				
Bar Harbor	Hancock			
(June 15-October 15)		110	38	148
(October 16-June 14)		89	38	127
Bath	Sagadahoc			
(May 1-October 31)		61	34	95
(November 1-April 30)		55	34	89
Kennebunk/Kittery/Sanford	York			
(June 15-October 31)		129	38	167
(November 1-June 14)		69	38	107
Portland	Cumberland			
(July 1-October 31)		119	38	157
(November 1-June 30)		79	38	117
Rockport	Knox			
(July 1-August 26)		87	42	129
(August 27-June 30)		55	42	97
Wiscasset	Lincoln			
(July 1-October 31)		99	38	137
(November 1-June 30)		72	38	110
MARYLAND				
(For the counties of Montgomery and Prince George's, see District of Columbia.)				
Annapolis	Anne Arundel	90	42	132
Baltimore	Baltimore	137	42	179
Columbia	Howard	110	42	152
Frederick	Frederick	65	30	95
Grasonville	Queen Annes	75	38	113
Harford County	Harford County	104	38	142
Lexington Park/Leonardtown/Lusby	St. Mary's and Calvert	72	34	106
Ocean City	Worcester			
(June 15-October 31)		144	46	190
(November 1-June 14)		59	46	105
St. Michaels	Talbot	100	42	142
MASSACHUSETTS				
Andover	Essex	109	38	147
Boston	Suffolk	159	46	205
Cambridge	Middlesex (except Lowell)	159	46	205

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Falmouth (June 1-September 30)	City limits of Falmouth	105	38	143
(October 1-May 31)		70	38	108
Hyannis	Barnstable	94	38	132
Lowell	City limits of Lowell (except Cambridge) (see Middlesex County)	99	34	133
Martha's Vineyard (June 1-October 15)	Dukes	150	46	196
(October 16-May 31)		85	46	131
Nantucket (June 15-October 15)	Nantucket	150	46	196
(October 16-June 14)		75	46	121
New Bedford (May 15-October 15)	City limits of New Bedford (see Bristol County)	75	34	109
(October 16-May 14)		65	34	99
Northampton	Hampshire	72	34	106
Pittsfield	Berkshire	65	38	103
Plymouth (June 15-October 15)	Plymouth	119	34	153
(October 16-June 14)		99	34	133
Quincy	Norfolk	74	38	112
Springfield	Hampden	99	34	133
Taunton	Bristol (except New Bedford)	74	30	104
Worcester	Worcester	79	34	113
MICHIGAN				
Ann Arbor	Washtenaw	75	38	113
Berrien County	Berrien	59	30	89
Charlevoix (June 1-August 31)	Charlevoix	105	38	143
(September 1-May 31)		59	38	97
Detroit	Wayne	109	46	155
East Lansing/Lansing	Ingham	65	38	103
Frankenmuth	Saginaw	69	34	103
Frankfort	Benzie	62	34	96
Gaylord	Otsego	65	38	103
Grand Rapids	Kent	62	34	96
Holland	Ottawa	60	34	94
Leland	Leelanau	75	34	109
Mackinac Island	Mackinac	165	46	211
Midland	Midland	72	34	106
Mount Pleasant	Isabella	65	34	99
Muskegon (May 1-August 31)	Muskegon	79	30	109
(September 1-April 30)		59	30	89
Ontonagon	Ontonagon	65	30	95
Petoskey (June 1-October 31)	Emmet	65	38	103
(November 1-May 31)		55	38	93
Pontiac/Troy/Auburn Hills	Oakland	94	38	132

Temp. Duty Travel Allowances

Ch. 301, App. A

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Key city ¹ County and/or other defined location ^{2, 3}					

Sault Ste Marie	Chippewa				
(May 15-October 15)		63	34		97
(October 16-May 14)		55	34		89
South Haven	Van Buren	76	34		110
Traverse City	Grand Traverse	125	42		167
Warren	Macomb	79	34		113
MINNESOTA					
Anoka County	Anoka	65	34		99
Dakota County	Dakota	80	34		114
Duluth	St. Louis				
(June 1-October 31)		85	42		127
(November 1-May 31)		56	42		98
Minneapolis/St. Paul	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), and Ramsey County	95	46		141
Rochester	Olmsted	73	34		107
MISSISSIPPI					
Bay St. Louis	Hancock				
(April 1-October 31)		69	38		107
(November 1-March 31)		55	38		93
Biloxi/Gulfport	Harrison	72	38		110
Robinsonville	Tunica	59	34		93
MISSOURI					
Branson	Taney				
(April 1-December 31)		62	34		96
(January 1-March 31)		55	34		89
Hannibal	Marion	57	30		87
Jefferson City	Cole	60	30		90
Kansas City	Jackson, Clay and Kansas City International Airport	85	42		127
Osage Beach	Camden	89	30		119
Platte	Platte (except Kansas City International Airport)	61	34		95
Springfield	Greene	63	30		93
St. Louis	St. Louis and St. Charles	90	46		136
MONTANA					
Big Sky	Gallatin (except West Yellowstone)	125	46		171
Polson/Kalispell	Lake and Flathead				
(June 1-September 15)		64	30		94
(September 16-May 31)		55	30		85
West Yellowstone	City limits of West Yellowstone (see Gallatin County)				
(June 1-September 30)		92	34		126
(October 1-May 31)		55	34		89

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Key city ¹					
County and/or other defined location ^{2, 3}					

NEBRASKA					
Omaha	Douglas	63	38		101
NEVADA					
Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay				
(May 15-September 15)		99	38		137
(September 16-May 14)		79	38		117
Las Vegas	Clark County; Nellis AFB	79	38		117
Stateline	Douglas (see also South Lake Tahoe, CA)	129	42		171
NEW HAMPSHIRE					
Concord	Merrimack				
(May 1-October 31)		68	34		102
(November 1-April 30)		58	34		92
Conway	Carroll	89	38		127
Durham	Strafford	89	30		119
Hanover/Sullivan County	Grafton and Sullivan	95	42		137
Laconia	Belknap	73	34		107
Manchester	Hillsborough	89	34		123
Newington	Rockingham County; Pease AFB (except Portsmouth)				
(July 1-October 31)		81	42		123
(November 1-June 30)		65	42		107
Portsmouth	City limits of Portsmouth (see Rockingham County)				
(January 1-October 15)		85	42		127
(October 16-December 31)		69	42		111
NEW JERSEY					
Atlantic City	Atlantic				
(June 1-November 30)		149	42		191
(December 1-May 31)		109	42		151
Cape May	Cape May (except Ocean City)				
(June 1 - November 30)		155	42		197
(December 1 - May 31)		95	42		137
Cherry Hill/Camden/Moorestown	Camden and Burlington	74	42		116
Eatontown	Monmouth County; Fort Monmouth; (except Freehold)	84	38		122
Edison	Middlesex (except Piscataway)	169	30		199
Flemington	Hunterdon	80	34		114
Freehold	City limits of Freehold (see Monmouth County)	85	34		119
Millville	Cumberland	58	30		88
Newark	Essex, Bergen, Hudson and Passaic	125	42		167
Ocean City	City limits of Ocean City (see Cape May County)				
(June 15-September 15)		215	38		253
(September 16-June 14)		80	38		118
Parsippany/Picatinney Arsenal/Dover	Morris	114	38		152
Piscataway/Belle Mead	Somerset; and City limits of Piscataway	144	38		182

Temp. Duty Travel Allowances

Ch. 301, App. A

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Key city ¹					
County and/or other defined location ^{2, 3}					

Princeton/Trenton	Mercer	139	42	181
Tom's River	Ocean			
(May 15-September 15)		89	38	127
(September 16-May 14)		79	38	117
Union County	Union	107	38	145
NEW MEXICO				
Albuquerque	Bernalillo	65	38	103
Cloudcroft	Otero			
(June 1-October 31)		74	30	104
(November 1-May 31)		65	30	95
Los Alamos	Los Alamos	71	34	105
Santa Fe	Santa Fe	99	46	145
Taos	Taos	75	34	109
NEW YORK				
Albany	Albany	96	42	138
The Bronx/Brooklyn/Queens	The boroughs of The Bronx, Brooklyn and Queens	168	46	214
Buffalo	Erie	78	42	120
Glens Falls	Warren			
(June 1-September 30)		74	34	108
(October 1-May 31)		55	34	89
Ithaca	Tompkins	69	34	103
Kingston	Ulster	79	38	117
Lake Placid	Essex			
(June 15-October 15)		86	38	124
(October 16-June 14)		59	38	97
Manhattan	The borough of Manhattan	208	46	254
Nassau County/Great Neck	Nassau	190	42	232
Niagara Falls	Niagara			
(May 1-October 31)		89	34	123
(November 1-April 30)		55	34	89
Nyack/Palisades	Rockland			
(April 1-September 30)		67	38	105
(October 1-March 31)		57	38	95
Owego	Tioga	73	30	103
Poughkeepsie	Dutchess	74	38	112
Rochester	Monroe	83	42	125
Saratoga Springs	Saratoga			
(July 1-October 31)		95	38	133
(November 1-June 30)		75	38	113
Staten Island	Richmond	120	42	162
Suffolk County	Suffolk	149	38	187
Syracuse	Onondaga	70	34	104
Tarrytown	Westchester (except White Plains)	114	42	156
Waterloo/Romulus	Seneca			
(June 15-September 15)		89	34	123
(September 16-June 14)		69	34	103
Watkins Glen	Schuyler	59	34	93
West Point	Orange	121	34	155

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

White Plains	City limits of White Plains (see Westchester County)	165	42	207
NORTH CAROLINA				
Atlantic Beach	Carteret			
(June 1-August 31)		64	30	94
(September 1-May 31)		55	30	85
Chapel Hill	Orange	80	38	118
Charlotte	Mecklenburg	71	38	109
Cherokee	Swain			
(April 1-October 31)		62	30	92
(November 1-March 31)		55	30	85
Fayetteville	Cumberland	63	34	97
Greensboro	Guilford	87	38	125
Kill Devil				
(May 1-September 30)	Dare	114	38	152
(October 1-February 28)		75	38	113
(March 1-April 30)		55	38	93
New Bern/Havelock	Craven	62	34	96
Raleigh	Wake	74	38	112
Research Triangle Park/Durham	Durham	85	42	127
Wilmington	New Hanover			
(April 1-September 15)		65	34	99
(September 16-March 31)		58	34	92
Winston-Salem	Forsyth	64	38	102
NORTH DAKOTA (See footnote 5)				
OHIO				
Akron	Summit	72	38	110
Bellevue	Huron	72	30	102
Cambridge	Guernsey	60	34	94
Cincinnati	Hamilton and Warren	69	46	115
Cleveland	Cuyahoga	86	42	128
Columbus	Franklin	75	38	113
Dayton	Montgomery, Wright-Patterson AFB	65	30	95
Fairborn	Greene	66	34	100
Geneva	Ashtabula	59	34	93
Hamilton	Butler	59	34	93
Lancaster	Fairfield	66	30	96
Port Clinton/Oak Harbor	Ottawa			
(June 1-September 5)		95	34	129
(September 6-May 31)		69	34	103
Sandusky	Erie			
(May 1-September 5)		85	38	123
(September 6-April 30)		55	38	93
Toledo	Lucas	69	30	99
OKLAHOMA				

Temp. Duty Travel Allowances

Ch. 301, App. A

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

Oklahoma City	Oklahoma	65	38	103
OREGON				
Ashland	Jackson	59	42	101
Beaverton	Washington	59	38	97
Bend	Deschutes			
(June 1-September 30)		69	38	107
(October 1-May 31)		59	38	97
Clackamas	Clackamas	66	34	100
Crater Lake	Klamath	74	38	112
Eugene	Lane (except Florence)	62	38	100
Florence	City limits of Florence (see Lane County)	80	34	114
Gold Beach	Curry	58	30	88
Lincoln City/Newport	Lincoln	65	34	99
Portland	Multnomah	91	38	129
Seaside	Clatsop			
(July 1-August 31)		79	34	113
(September 1-June 30)		59	34	93
PENNSYLVANIA				
Allentown	Lehigh	62	30	92
Chester/Radnor/Essington	Delaware (except Wayne)	75	34	109
Easton	Northampton	69	34	103
Erie	Erie	65	30	95
Gettysburg	Adams			
(May 1-October 31)		82	34	116
(November 1-April 30)		55	34	89
Harrisburg	Dauphin (except Hershey)	79	42	121
Hershey	City limits of Hershey (see Dauphin County)			
(June 1-September 15)		125	42	167
(September 16-May 31)		55	42	97
King of Prussia/Ft. Washington/Bala Cynwyd	Montgomery			
(April 1-November 30)		119	42	161
(December 1-March 31)		99	42	141
Lancaster	Lancaster			
(May 1-October 31)		70	38	108
(November 1-April 30)		60	38	98
Malvern/Downington/Valley Forge	Chester	83	38	121
Mechanicsburg	Cumberland	74	34	108
Philadelphia	Philadelphia	118	46	164
Pittsburgh	Allegheny	79	46	125
Reading	Berks	75	38	113
Scranton	Lackawanna	60	30	90
Warminster	Bucks County; Naval Air Development Center	75	42	117
Wayne	City limits of Wayne (see Delaware County)	100	42	142
RHODE ISLAND				
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	79	38	117
Newport	Newport			

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

(April 1-December 31)				
(January 1-March 31)		79	42	121
North Kingstown	Washington	89	30	119
Providence	Providence	89	42	131
SOUTH CAROLINA				
Aiken	Aiken	65	30	95
Charleston/Berkeley County	Charleston and Berkeley	99	42	141
Columbia	Richland	65	30	95
Greenville	Greenville	65	38	103
Hilton Head	Beaufort			
(March 15-September 30)		95	42	137
(October 1-March 14)		75	42	117
Myrtle Beach	Horry County; Myrtle Beach AFB			
(March 1-November 30)		99	42	141
(December 1-February 28)		59	42	101
SOUTH DAKOTA				
Custer	Custer			
(June 15-August 19)		70	30	100
(August 20-June 14)		55	30	85
Hot Springs	Fall River			
(June 15-October 15)		108	30	138
(October 16-June 14)		79	30	109
Rapid City	Pennington			
(May 15-September 30)		99	34	133
(October 1-May 14)		55	34	89
Sturgis	Meade			
(June 15-August 15)		79	30	109
(August 16-June 14)		55	30	85
TENNESSEE				
Alcoa/Townsend	Blount	63	34	97
Gatlinburg	Sevier			
(May 1-October 31)		78	38	116
(November 1-April 30)		70	38	108
Memphis	Shelby	75	38	113
Murfreesboro	Rutherford	57	30	87
Nashville	Davidson	82	42	124
Williamson County	Williamson	60	30	90
TEXAS				
Amarillo	Potter	57	30	87
Arlington	Tarrant	77	34	111
Austin	Travis	80	38	118
Bryan	Brazos (except College Station)	60	30	90
College Station	City limits of College Station (see Brazos County)	69	34	103
Corpus Christi	Nueces	59	38	97
Dallas	Dallas	89	46	135
El Paso	El Paso	78	38	116

Temp. Duty Travel Allowances

Ch. 301, App. A

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹ County and/or other defined location ^{2, 3}					

Fort Davis	Jeff Davis	68	30	98
Fort Worth	City limits of Fort Worth	94	38	132
Galveston	Galveston	76	42	118
Granbury	Hood	60	30	90
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB.	73	42	115
Killeen	Bell	59	30	89
Laredo	Webb	70	30	100
McAllen	Hidalgo	70	34	104
Plano	Collin	70	34	104
San Antonio	Bexar	91	42	133
South Padre Island	Cameron			
(March 1-August 15)		91	38	129
(August 16-February 28)		70	38	108
Waco	McLennan	57	30	87
UTAH				
Bullfrog	Garfield	73	30	103
Cedar City	Iron	59	34	93
Moab	Grand			
(March 15-October 31)		90	34	124
(November 1-March 14)		55	34	89
Ogden/Layton/Davis County	Weber and Davis			
(January 15-February 28)		169	34	203
(March 1-January 14)		69	34	103
Park City	Summit			
(December 15-March 31)		169	46	215
(April 1-December 14)		79	46	125
Provo	Utah			
(January 15-February 28)		169	38	207
(March 1-October 31)		69	38	107
(November 1-January 14)		60	38	98
Salt Lake City	Salt Lake and Dugway Proving Ground and Tooele Army Depot			
(January 15-February 28)		169	42	211
(March 1-January 14)		75	42	117
VERMONT				
Burlington/St. Albans	Chittenden and Franklin	89	38	127
Manchester	Bennington	68	42	110
Middlebury	Addison	68	38	106
Montpelier	Washington	62	30	92
White River Junction	Windsor			
(September 15-October 31)		90	34	124
(November 1-September 14)		55	34	89
VIRGINIA				
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia.)				
Charlottesville*		60	42	102

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

Colonial Heights*		77	30	107
Dinwiddie County	Dinwiddie	77	30	107
Hopewell		77	30	107
Lynchburg*		64	38	102
Manassas/Woodbridge	Prince William	84	34	118
Petersburg		77	30	107
Prince George County	Prince George	77	30	107
Richmond*	Chesterfield and Henrico Counties, also Defense Supply Center	77	38	115
Roanoke*		59	34	93
Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*			
(April 1-October 31)		109	38	147
(November 1-March 31)		55	38	93
Wallops Island	Accomack			
(June 1-September 5)		89	34	123
(September 6-May 31)		69	34	103
Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*			
(April 1-October 31)		99	38	137
(November 1-March 31)		59	38	97
Wintergreen	Nelson	125	46	171
*Denotes independent cities.				
WASHINGTON				
Anacortes	Skagit and Island	64	38	102
Bremerton	Kitsap	61	34	95
Everett	Snohomish (except Lynnwood)	59	38	97
Friday Harbor	San Juan			
(May 1-September 30)		95	42	137
(October 1-April 30)		65	42	107
Lynnwood	City limits of Lynnwood (see Snohomish County)	89	34	123
Ocean Shores	Grays Harbor			
(April 1-September 30)		82	38	120
(October 1-March 31)		55	38	93
Olympia/Tumwater	Thurston	58	38	96
Port Angeles	City limits of Port Angeles (see Clallam County)	65	38	103
Port Townsend	Jefferson	79	34	113
Seattle	King	143	46	189
Sequim	Clallam (except Port Angeles)			
(June 29 -September 1)		62	34	96
(September 2 -June 28)		55	34	89
Spokane	Spokane	63	38	101
WEST VIRGINIA				
Berkeley Springs	Morgan	69	34	103
Charleston	Kanawha	78	38	116
Martinsburg/Hedgesville	Berkeley	59	30	89

Temp. Duty Travel Allowances

Ch. 301, App. A

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate ⁴ (c)
Key city ¹	County and/or other defined location ^{2, 3}				

Morgantown	Monongalia	66	34	100
Shepherdstown	Jefferson	79	38	117
Wheeling	Ohio	71	34	105
WISCONSIN				
Brookfield	Waukesha	66	38	104
Green Bay	Brown	59	34	93
Lake Geneva	Walworth			
(June 1-September 4)		85	38	123
(September 5-May 31)		66	38	104
Madison	Dane	62	38	100
Milwaukee	Milwaukee	95	42	137
Racine	Racine	80	30	110
Sheboygan	Sheboygan	59	30	89
Sturgeon Bay	Door			
(May 15-October 15)		81	34	115
(October 16-May 14)		56	34	90
Wisconsin Dells	Columbia			
(June 1-September 30)		85	38	123
(October 1-May 31)		55	38	93
WYOMING				
Cody	Park			
(May 15-October 15)		98	30	128
(October 16-May 14)		55	30	85
Jackson	Teton			
(November 1-September 15)		115	42	157
(September 16-October 31)		69	42	111

- ¹ Unless otherwise specified, the per diem locality is defined as “all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.”
- ² Per diem localities with county definitions shall include “all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately).”
- ³ When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
- ⁴ Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers’ experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be reviewed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should submit their request to GSA no later than 2/27 for the city to be included in the annual review. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, 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 location.
- ⁵ The standard CONUS rate of \$85 (\$55 for lodging and \$30 for M&IE) applies to all per diem localities in the State of North Dakota.

Note: Recognizing that all locations are not incorporated cities, the term “city limits” has been used as a general phrase to denote the commonly recognized local boundaries of the location cited.

Ch. 301, App. B

41 CFR Ch. 301 (7-1-02 Edition)

ATTACHMENT A TO APPENDIX A OF CHAPTER 301

APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE

The FY 2002 per diem rate will not change until FPLP contracts are active in the following locations:

- Huntsville, AL
 - Montgomery, AL
 - Phoenix/Scottsdale, AZ
 - Sierra Vista, AZ
 - Tucson, AZ
 - Los Angeles, CA
 - Monterey, CA
 - Sacramento, CA
 - San Diego, CA
 - San Francisco, CA
 - Colorado Springs, CO
 - Washington, DC Metropolitan Area
 - Jacksonville/Mayport, FL
 - Miami, FL
 - Tampa/St. Petersburg, FL
 - Atlanta, GA
 - Cobb County, GA
 - Dekalb County, GA
 - Savannah, GA
 - Indianapolis, IN
 - Kansas City/Overland Park, KS
 - New Orleans, LA
 - Annapolis, MD
 - Baltimore, MD
 - Columbia, MD
 - Harford County, MD
 - Lexington Park/Leonardtown/Lusby, MD
 - Detroit, MI
 - Minneapolis/St. Paul, MN
 - Albuquerque, NM
 - Cincinnati, OH
 - Columbus, OH
 - Oklahoma City, OK
 - Portland, OR
 - Harrisburg, PA
 - Philadelphia, PA
 - Pittsburgh, PA
 - Charleston, SC
 - Memphis, TN
 - Arlington, TX
 - Austin, TX
 - Dallas, TX
 - El Paso, TX
 - Ft. Worth, TX
 - Houston, TX
 - Killeen, TX
 - San Antonio, TX
 - Salt Lake City, UT (will change only for the Olympics)
 - Richmond, VA
 - Virginia Beach, VA
 - Seattle, WA
- [FTR Amdt. 97, 66 FR 46070, Aug. 31, 2001, as amended by FTR Amdt. 99, 66 FR 66795, Dec. 27, 2001; FTR Amdt. 100, 67 FR 1900, Jan. 15, 2002; FTR Amdt. 103, 67 FR 7283, Feb. 19, 2002; FTR Amdt. 105, 67 FR 38604, June 5, 2002]

M&IE rates for localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the FEDERAL REGISTER by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas)) shall be allocated as shown in this table (§301-7.12(a)(2)(ii) of this chapter) when making deductions from nonforeign or foreign area per diem rates.

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	\$0	\$0	\$0	\$1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7
40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11

Temp. Duty Travel Allowances

Ch. 301, App. B

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
55	8	14	22	11	129	19	32	52	26
56	8	14	23	11	130	20	32	52	26
57	9	14	23	11	131	20	33	52	26
58	9	15	23	11	132	20	33	53	26
59	9	15	24	11	133	20	33	53	27
60	9	15	24	12	134	20	34	53	27
61	9	15	25	12	135	20	34	54	27
62	9	16	25	12	136	20	34	55	27
63	9	16	25	13	137	21	34	55	27
64	10	16	25	13	138	21	35	55	27
65	10	16	26	13	139	21	35	56	27
66	10	17	26	13	140	21	35	56	28
67	10	17	27	13	141	21	35	57	28
68	10	17	27	14	142	21	36	57	28
69	10	17	28	14	143	21	36	57	29
70	11	17	28	14	144	22	36	57	29
71	11	18	28	14	145	22	36	58	29
72	11	18	29	14	146	22	37	58	29
73	11	18	29	15	147	22	37	59	29
74	11	19	29	15	148	22	37	59	30
75	11	19	30	15	149	22	37	60	30
76	11	19	31	15	150	23	37	60	30
77	12	19	31	15	151	23	38	60	30
78	12	20	31	15	152	23	38	61	30
79	12	20	32	15	153	23	38	61	31
80	12	20	32	16	154	23	39	61	31
81	12	20	33	16	155	23	39	62	31
82	12	21	33	16	156	23	39	63	31
83	12	21	33	17	157	24	39	63	31
84	13	21	33	17	158	24	40	63	31
85	13	21	34	17	159	24	40	64	31
86	13	22	34	17	160	24	40	64	32
87	13	22	35	17	161	24	40	65	32
88	13	22	35	18	162	24	41	65	32
89	13	22	36	18	163	24	41	65	33
90	14	22	36	18	164	25	41	65	33
91	14	23	36	18	165	25	41	66	33
92	14	23	37	18	166	25	42	66	33
93	14	23	37	19	167	25	42	67	33
94	14	24	37	19	168	25	42	67	34
95	14	24	38	19	169	25	42	68	34
96	14	24	39	19	170	26	42	68	34
97	15	24	39	19	171	26	43	68	34
98	15	25	39	19	172	26	43	69	34
99	15	25	40	19	173	26	43	69	35
100	15	25	40	20	174	26	44	69	35
101	15	25	41	20	175	26	44	70	35
102	15	26	41	20	176	26	44	71	35
103	15	26	41	21	177	27	44	71	35
104	16	26	41	21	178	27	45	71	35
105	16	26	42	21	179	27	45	72	35
106	16	27	42	21	180	27	45	72	36
107	16	27	43	21	181	27	45	73	36
108	16	27	43	22	182	27	46	73	36
109	16	27	44	22	183	27	46	73	37
110	17	27	44	22	184	28	46	73	37
111	17	28	44	22	185	28	46	74	37
112	17	28	45	22	186	28	47	74	37
113	17	28	45	23	187	28	47	75	37
114	17	29	45	23	188	28	47	75	38
115	17	29	46	23	189	28	47	76	38
116	17	29	47	23	190	29	47	76	38
117	18	29	47	23	191	29	48	76	38
118	18	30	47	23	192	29	48	77	38
119	18	30	48	23	193	29	48	77	39
120	18	30	48	24	194	29	49	77	39
121	18	30	49	24	195	29	49	78	39
122	18	31	49	24	196	29	49	79	39
123	18	31	49	25	197	30	49	79	39
124	19	31	49	25	198	30	50	79	39
125	19	31	50	25	199	30	50	80	39
126	19	32	50	25	200	30	50	80	40
127	19	32	51	25	201	30	50	81	40
128	19	32	51	26	202	30	51	81	40

Ch. 301, App. B

41 CFR Ch. 301 (7-1-02 Edition)

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42
209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44
223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46
231	35	58	92	46
232	35	58	93	46
233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49
246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

[FTR Amdt. 10, 55 FR 41535, Oct. 12, 1990]

APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit Information meeting Training attendance Speech or presentation Conference attendance Relocation	Same as change of official station.
	Entitlement travel.	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside the continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	State, Zip, City	The geographical location where employee resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check Imprest Fund	
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
[Commercial Transportation Information]

Group name	Data elements	Description
Transportation Payment	Method employee used to purchase transportation tickets.
Method Indicator	GTR	U. S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number ..	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. credit card number.
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class) Non-contract Air, Train, Other	
Local Transportation Indicator	POV, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

TRAVEL EXPENSE INFORMATION
[Standard Data Elements for Federal Travel]

Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals.	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the employee files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the employee charged actual subsistence expenses.
	The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train.	
	Other	Bus or other form of transportation.
Local Transportation	POV mileage	Total number of miles driven in POV.
	POV mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
	Car rental, Taxis, Other.	
Constructive cost	Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.

Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
Date	Date Certifying Officer signed the travel claim.

Note to Appendix C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

Ch. 301, App. D

APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine
CFR: Code of Federal Regulations
CMTR: Combined Marginal Tax Rate
CONUS: Continental United States
CSRS: Civil Service Retirement System
DOD: Department of Defense
DOJ: Department of Justice
DSSR: Department of State Standardized Regulations
EFT: Electronic Funds Transfer
FAM: Foreign Affairs Manual
FEMA: Federal Emergency Management Agency
FERS: Federal Employees Retirement System
FHA: Federal Housing Administration
FOB: Free On Board
FTR: Federal Travel Regulation
FTS: Federal Telecommunications System
GAO: General Accounting Office
GBL: Government Bill of Lading
GEBAT: Government Excess Baggage Authorization Ticket
GOCO: Government Owned Contractor Operated
GPO: Government Printing Office
GSA: General Services Administration
GTR: Government Transportation Request
ID: Identification
IDL: International Date Line
IRC: Internal Revenue Code
IRS: Internal Revenue Service
JFTR: Joint Federal Travel Regulations
JTR: Joint Travel Regulation
M&IE: Meals and Incidental Expenses
M&O: Management and Operating
MOU: Memorandum of Understanding
MTR: Marginal Tax Rate
NIST: National Institute of Standards and Technology
OCONUS: Outside the Continental United States
OGE: Office of Government Ethics
OMB: Office of Management and Budget
PCS: Permanent Change of Station
PDS: Permanent Duty Station
PIN: Personal Identification Number
POV: Privately Owned Vehicle
PTA: Prepaid Ticket Advice
PDTATAC: Per Diem, Travel and Transportation Allowance Committee
Q&A: Question and Answer
RIT: Relocation Income Tax
SES: Senior Executive Service
SSN: Social Security Number
TCS: Temporary Change of Station
TDY: Temporary Duty
TMC: Travel Management Center
TMS: Travel Management Services/System
TQSE: Temporary Quarters Subsistence Expenses
U.S.C.: United States Code
VA: Department of Veterans Affairs
WAE: When Actually Employed

41 CFR Ch. 301 (7–1–02 Edition)

WTA: Withholding Tax Allowance
[63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998]

APPENDIX E TO CHAPTER 301—SUGGESTED GUIDANCE FOR CONFERENCE PLANNING

TERMS

Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.

Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.

Planner: The person designated to oversee the conference.

Planning committee: Operational group significantly contributing to a conference’s overall success and able to fully reflect the needs of both the agency and the attendees.

GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

Planning Committee

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

Milestone Schedule

(a) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
- Preparation of mailing lists.
- Letters of invitation.
- Designation of speakers.
- Confirmation letters to speakers.
- Confirmation with site selection official.
- Preparation of agenda.
- Preparation of specification sheet.
- Location and date selection.
- Exhibits.
- Budget.
- Printing requirements.

Temp. Duty Travel Allowances

Ch. 301, App. E

- Signage.
 - Conference information packages.
 - Scheduling photographer (if planned).
 - Use of agency seal and conference logo.
 - Handicapped requirements.
 - Planning of meals and refreshments, if appropriate.
- (b) Establish completion dates for each major step.
- (c) Update and revise the schedule as needed.

Specification Sheet

A detailed specification sheet is necessary to:

(a) Identify essential elements of a conference which typically include, but are not limited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—you if the sleeping room and meal guarantees are not met.
- Meeting rooms.
- Exhibit facilities.
- Audio-visual equipment and support services.
- Miscellaneous support services.
- Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail.

(b) Determine costs:

- *Procurement.* All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility. Bring contracting officer into the process early.
- *Government per diem rates.* The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.
- *Registration fee.* Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

Budgeting

Decide how the conference expenses (other than sleeping room accommodations and individual meals) will be paid, i.e., by the attendee from a training or registration fee, or directly by the agency.

CONFERENCE SITE SELECTION

Minimize total costs, all factors considered.

Geographic Location

In determining where to locate the conference, consider:

- Targeted audience.
- Total costs, including per diem, transportation, and other.
- Accessibility by car or air.
- Whether recreational activities are necessary.
- The expense of desired facility (significant savings can be achieved in off-season periods).

Types of Facilities

- *Federal Government.* Use Government-owned or Government-provided conference facilities to the maximum extent possible.
- *Convention centers.* Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
- *Colleges and universities.* Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
- *Hotels.* Commercial facilities that may be used to meet all conference needs or just the room night needs.
- *Conference centers.* Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

Date Selection

For availability and economical reasons, the best months are April, May, September, October, and November. You should book the facility as early as possible to increase the chances of getting the date you want. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

Considerations When Choosing a Site

- (a) Is the facility:
- Cost effective, e.g., are Government rates honored?
 - Safe, e.g., FEMA-approved?
 - Is there on-site security personnel?
 - Easily reached from an airport or by car?
 - Clean?
 - Well run, e.g., does the staff seem to be competent and responsive?
 - Laid out in a functional way?
 - Large enough to supply the number of sleeping rooms required?
 - Set up to provide necessary conference registration equipment?
 - Handicapped accessible?
- (b) Parking:
- Is it adequate?
 - How close to the facility is it?
 - Is it secure and safe?

- Is the cost separate?
- (c) Sleeping rooms:
 - Will the facility make the reservations, or are you responsible for making the reservations for participants?
 - What are the facility's registration rules?
 - What are departure rules?
 - (d) Functionality of meeting rooms:
 - Is appropriate space available?
 - What costs are involved?
 - Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring your own.
 - Are rooms designated for agency use for the duration of the conference?
 - Are there columns that can block views?
 - Are ceilings high enough for audio-video equipment?
 - Are rooms suitable for both classroom and/or theatre setups?
 - Are there windows? Shades?
 - Are there manually-controlled thermostats?
 - Are rooms handicapped accessible?
 - Where are electrical outlets?
 - Can the rooms be darkened?
 - Would it be more economical to bring audio-visual equipment?
 - Does the facility want meeting schedules and room layouts in writing in advance of the conference?
 - If necessary, can the rooms be entered the evening before for an early setup?
 - Will the facility arrange for room setup if given a layout?
 - What set-up costs are included?
 - What are departure rules?
 - (e) Exhibits:
 - If exhibits are planned, is suitable exhibit space available?
 - Are easels available at no cost?
 - What are the put-up and takedown times?
 - What costs are involved?
 - What about pre-delivery and after-conference arrangements?
 - If exhibits are shipped, know where and to whom they are to be sent.
 - If you are bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.
 - Are there additional handling fees?
 - Check hotel policy on posting, size and appearance of signs.

FOOD AND DRINK

Meals

- You can not generally use appropriated funds to pay for meals for employees at their official duty stations.
 - Employees on TDY travel may be served meals but cannot be reimbursed for those provided at Government expense.

- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
 - You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
 - Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
 - Clarify and agree in advance to the number of meal guarantees.
 - Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
 - Confirm menus.

BREAKS AND REFRESHMENTS

- Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:
- Keep in mind that everyone does not drink coffee or tea.
 - You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
 - Try to avoid a per person charge.
 - Negotiate the cost into the contract.
 - Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
 - If coffee, soft drinks, and water are not included in the fee, are they available "at cost" to the attendee?

ACCOUNT RECONCILIATION

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

NOTIFICATION

Announcement and/or Invitations

- Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:
- Point of contact name and telephone number.
 - Registration form, card, or Internet address (include space for identifying handicapped requirements).
 - Registration instructions.
 - Registration deadline date.
 - Detailed area map and driving instructions.

Temp. Duty Travel Allowances

- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

Confirmations

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer's schedule.
- Confirm hotel plans at least one day in advance.

FACILITY PROCESS

Check-In and -Out

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

REGISTRATION PROCESS

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

CONFERENCE INFORMATION PACKAGE

Each registrant should be given a conference information package. Used regularly during the conference, the conference infor-

Ch. 301, App. E

mation package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, you may want to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

NOTE: Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

MISCELLANEOUS

Suggested Room Coordination

Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms—

Theatre or auditorium for lectures; Facing speaker when note taking is important; Square or U-shaped style for discussion/interaction; and Banquet or roundtable for discussion.

Keeping in Touch

Plan for:

- A message center to be set up in a central location for special announcements and telephone messages.
- How to reach whomever at all times—use beepers and walkie-talkies.
- Clear identification of conference staff.
- Accommodation of physically impaired attendees with sign language or other special needs.

Mementos

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

Ch. 301, App. E

RESOURCES

The following resources may be of assistance in planning a conference:

- An agency contracting officer;
- Travel Management Centers;
- Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact your agency’s administrative or financial office);
- State Chambers of Commerce or Visitors Bureaus;
- Local chapters of the Society of Government Meeting Professionals; and
- Private industry conference planners.

41 CFR Ch. 301 (7–1–02 Edition)

CONCLUSION

Process:

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

NOTE TO APPENDIX E: Use of pronouns “we”, “you”, and their variants throughout this appendix refers to the agency.

[FTR Amdt. 89, 65 FR 1329, Jan. 10, 2000]