§ 301–11.102

When travel is .......................... Your allowance is
More than 12 but less than 24 hours ............................ 75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on ................................ The day of departure ............................... 75 percent of the applicable M&IE rate.
Full days of travel .................................... 100 percent of the applicable M&IE rate.
The last day of travel .............................. 75 percent of the applicable M&IE rate.

(b) If you travel by ship, either commercial or Government, your agency will determine an appropriate M&IE rate within the applicable maximum rate allowable.


§ 301–11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Under the following circumstances:
(a) When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and
(b) The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

Subpart D—Actual Expense

§ 301–11.300 When is actual expense reimbursement warranted?

When:
(a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
(b) Costs have escalated because of special events (e.g., missile launching periods, sporting events, World’s Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
(c) Because of mission requirements; or
(d) Any other reason approved within your agency.

§ 301–11.301 Who in my agency can authorize/approve my request for actual expense?

Any official designated by the head of your agency.

§ 301–11.302 When should I request authorization for reimbursement under actual expense?

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to your agency’s policy, after the fact approvals may be granted.