

**§ 301-11.102**

**41 CFR Ch. 301 (7-1-10 Edition)**

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.

[FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998, as amended by FTR Amdt. 2009-04, 74 FR 16329, Apr. 10, 2009]

**§ 301-11.102 What is the applicable M&IE rate?**

For days of travel which		Your applicable M&IE rate is
Require lodging .....	.....	The M&IE rate applicable for the TDY location or stopover point.
Do not require lodging, and.	Travel is more than 12 hours but less than 24 hours.	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new TDY site or stopover point at midnight.	The M&IE rate applicable to the new TDY site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station.	The M&IE rate applicable to the previous day of travel.

[FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61538, Oct. 31, 2007]

**Subpart C—Reduced Per Diem**

**§ 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