

## § 301-11.1

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General Rules

#### § 301-11.1 When am I eligible for an allowance (per diem or actual expense)?

When:

- (a) You perform official travel away from your official station, or other areas defined by your agency;
- (b) You incur per diem expenses while performing official travel; and
- (c) You are in a travel status for more than 12 hours.

#### § 301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

No.

#### § 301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

Yes, unless:

- (a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118),

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and you agree not to be paid per diem expenses; or

- (b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of per diem expenses.

#### § 301-11.4 May I be reimbursed actual expense and per diem on the same trip?

Yes, you may be reimbursed both actual expense and per diem during a single trip, but only one method of reimbursement may be authorized for any given calendar day except as provided in § 301-11.305 or § 301-11.306. Your agency must determine when the transition between the reimbursement methods occurs.

#### § 301-11.5 How will my per diem expenses be reimbursed?

Per diem expenses will be reimbursed by the:

- (a) Lodgings-plus per diem method;
- (b) Reduced per diem method; or
- (c) Actual expense method.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2013-01, 78 FR 65211, Oct. 31, 2013]

#### § 301-11.6 Where do I find maximum per diem and actual expense rates?

Consult this table to find out where to access *per diem* rates for various types of Government travel:

For travel in	Rates set by	For <i>per diem</i> and actual expense see
(a) Continental United States (CONUS).	General Services Administration.	For <i>per diem</i> , see applicable FTR Per Diem Bulletins issued periodically by the Office of Government-wide Policy, and available at <a href="https://www.gsa.gov/perdiem">https://www.gsa.gov/perdiem</a> . For actual expense, see 41 CFR 301-11.300—301-11.306.
(b) Non-foreign areas .....	Department of Defense ( <i>Per Diem</i> , Travel and Transportation Allowance Committee (PDTATAC)).	<i>Per Diem</i> Bulletins issued by PDTATAC and published periodically in the FEDERAL REGISTER or Internet at <a href="https://www.defensetravel.dod.mil/site/perdiemCalc.cfm">https://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a> . (Rates also appear in section 925, a <i>per diem</i> supplement to the Department of State Standardized Regulations (Government Civilians-Foreign Areas).)
(c) Foreign areas .....	Department of State .....	<i>Aper diem</i> supplement to section 925, Department of State Standardized Regulations (Government Civilians-Foreign Areas) and available on the Internet at <a href="https://aoprals.state.gov/web920/per_diem.asp">https://aoprals.state.gov/web920/per_diem.asp</a> .

[FTR Amdt. 2003-03, 68 FR 22314, Apr. 28, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61537, Oct. 31, 2007; FTR Amdt. 2011-03, 76 FR 55275, Sept. 7, 2011; 85 FR 39848, July 2, 2020]

#### § 301-11.7 What determines my maximum per diem reimbursement rate?

Your TDY location determines your maximum per diem reimbursement

rate. If you arrive at your lodging facility after 12 midnight, you claim lodging cost for the preceding calendar day. If no lodging is required, the applicable M&IE reimbursement rate is the