

GENERAL SERVICES ADMINISTRATION

October 28, 2005

Washington, DC 20405

FEDERAL TRAVEL REGULATION  
Amendment 2005-06

TO: Heads of Federal Agencies

SUBJECT: Amendment 2005-06, FTR Case 2005-306, Per Diem Expenses  
(Meals and Incidental Expense Allowance) - 2005

1. Purpose. This final rule is amending the Federal Travel Regulation (FTR), by revising the meals and incidental expense (MI&E) allowance rates for the deduction of meals furnished by the Government or meals that are included in a registration fee, for travel within the Continental United States (CONUS).

2. Background. In July 2005 a study was conducted to evaluate the current cost of meals in non-standard and standard CONUS areas. The previous study of this kind was conducted in 1998. As a result of the 2005 study's findings, a new meals and incidental expense rate was approved. These new meal rates and new meal breakdown allowances for meals furnished by the Government or meals that are included in a registration fee for CONUS travel are provided under this amendment.

3. Effective date. October 1, 2005. [**Attention: Please file this Amendment before Amendment 2005-05. This Amendment affects the same pages as Amendment 2005-05 and is effective before Amendment 2005-05.**]

4. Explanation of changes. This final rule amends the Federal Travel Regulation (FTR) as follows:

- Revises section 301-11.18.
- Revises the section heading in section 301-74.21 and amends the introductory paragraph.

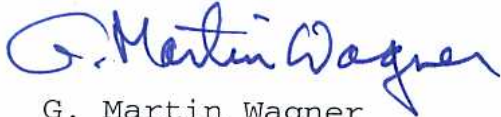
5. Filing instructions. Remove and insert the following pages to the FTR:

Remove page(s):

301-iii and 301-iv  
301-11-3 and 301-11-4  
301-xiii and 301-xiv  
301-74-3 and 301-74-4

Insert page(s):

301-iii and 301-iv  
301-11-3 and 301-11-4  
301-xiii and 301-xiv  
301-74-3 and 301-74-4



G. Martin Wagner  
Associate Administrator  
Office of Governmentwide Policy

Attachment

- §301-10.263—What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?
- §301-10.264—What amount must the Government be reimbursed for travel on Government aircraft?
- §301-10.265—Will my travel on Government aircraft be reported?
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- §301-10.303—What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?
- §301-10.304—What expenses are allowable in addition to the allowances prescribed in §301-10.303?
- §301-10.305—How is reimbursement handled if another person(s) travels in a POV with me?
- §301-10.306—What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?
- §301-10.307—What will I be reimbursed if I use a POV to transport other employees?
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**Subpart E—Special Conveyances**

- §301-10.400—What types of special conveyances may my agency authorize me to use?
- §301-10.401—What types of charges are reimbursable for use of a special conveyance?
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- §301-10.403—What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

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- §301-10.452—May I be reimbursed for personal accident insurance?
- §301-10.453—What is my liability for unauthorized use of a rental automobile obtained with Government funds?

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**§301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?**

No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem.

**§301-11.18 What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?**

Your M&IE rate must be adjusted for a meal(s) furnished to you by the Government (including meals furnished under the authority of [Chapter 304](#) of this Title) by deducting the appropriate amount shown in the chart in this section for travel within CONUS and the chart in [Appendix B](#) of this Chapter for meal deductions for OCONUS and foreign travel. The total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

Total M&IE	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

**§301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?**

When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.

**§301-11.20 May my agency authorize a rest period for me while I am traveling?**

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours;
- (3) Travel is by a direct or usually traveled route; and
- (4) Travel is by coach-class service.

(b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

**§301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?**

(a) In general, you will be reimbursed as long as your travel status requires your stay to include a non-workday,

(e.g., if you are on travel through Friday and again starting Monday you will be reimbursed for Saturday and Sunday), however, your agency should determine the most cost effective situation (i.e., remaining in a travel status and paying per diem or actual expenses or permitting your return to your official station).

(b) Your agency will determine whether you will be reimbursed for non-workdays when you take leave immediately (e.g., Friday or Monday) before of after the non-workday(s).

**Note to §301-11.21:** If emergency travel is involved due to an incapacitating illness or injury, the rules in [Part 301-30](#) of this chapter govern.

**§301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?**

If required by your agency to return to your official station on a non-workday, you will be reimbursed the amount allowable for return travel.

**§301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?**

Your agency may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to your home or official station under the following circumstances:

- (a) The agency requires you to return to your official station to perform official business; or
- (b) The agency will realize a substantial cost savings by returning you home; or
- (c) Periodic return travel home is justified incident to an extended TDY assignment.

**§301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?**

If you voluntarily return home or to your official station on non-workdays during a TDY assignment, the maximum reimbursement for round trip transportation and per diem or actual expense is limited to what would have been allowed had you remained at the TDY location.

**§301-11.25 Must I provide receipts to substantiate my claimed travel expenses?**

Yes, you must provide a lodging receipt and either a receipt for any authorized expenses incurred costing over \$75, or a reason acceptable to your agency explaining why you are unable to provide the necessary receipt.

**§301-11.26 How do I get a per diem rate increased?**

If you travel to a location where the per diem rate is insufficient to meet necessary expenses, you may submit a request, containing pertinent lodging and meal cost data, through your agency asking that the location be surveyed. Depending on the location in question your agency may submit the survey request to:

For CONUS locations	For non-foreign area locations	For foreign area locations
General Services Administration, Office of Governmentwide Policy, Attn: Travel Management Division (MTT), Washington, DC 20405.	Department of Defense, Per Diem, Travel and Transportation, Allowance Committee (PDTATAC), Hoffman Building #1, Room 836, 2461 Eisenhower Ave., Alexandria, VA 22331-1300	Department of State, Director of Allowances, State Annex 29, Room 262, Washington, DC 20522-2902.

**§301-11.27 Are taxes included in the lodging portion of the Government per diem rate?**

No. Lodging taxes paid by you are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if your agency authorizes you a maximum lodging rate of \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. This section is effective January 1, 1999, for CONUS locations and effective January 1, 2000, for non-foreign areas. For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

**§301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?**

Yes, unless exempted by the State of local jurisdiction.

**§301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?**

Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

**§301-11.30 What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?**

You may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem

allowance. Approval of actual expenses is usually in advance of travel and at the discretion of your agency. (See [§301-11.302](#).)

**§301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?**

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location are reimbursable as a miscellaneous travel expense. However, you must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the Department of State, or from non-foreign area per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.

**§301-11.32 May I be reimbursed for an advanced room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?**

Yes, your agency may reimburse you for an advance room deposit, when such a deposit is required by the lodging facility to secure a room reservation, prior to the beginning of your scheduled official travel. However, if you are reimbursed the advance room deposit, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.

**Subpart B—Lodgings Plus Per Diem**

**§301-11.100 What will I be paid for lodging under Lodgings-plus per diem?**

When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging rate for the TDY location or stopover point.

**§301-11.101 What allowance will I be paid for M&IE?**

(a) Except as provided in [paragraph \(b\)](#) of this section, your allowance is as shown in the following table:

When travel is		Your allowance is
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate.
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.

**Subpart D—Travel Payment System**

- §301-73.300—What is a travel payment system?
- §301-73.301—How do we obtain travel payment system services?

**Part 301-74—Conference Planning**

**Subpart A—Agency Responsibilities**

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- §301-75.101—What pre-employment interview travel expenses may we pay?
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**Subpart C—Obtaining Travel Services and Claiming Reimbursement**

- §301-75.200—How will we pay for pre-employment interviewee travel expenses?
- §301-75.201—May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
- §301-75.202—What must we do if the interviewee exchanges the ticket he or she has been issued?
- §301-75.203—May we provide the interviewee with a travel advance?
- §301-75.204—May we use Government contractor-issued travelers checks to pay for the interviewee’s travel expenses?
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**Part 301-76—Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card****Subpart A—General Rules**

- §301-76.1—May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?
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**Subpart B—Policies and Procedures**

- §301-76.100—Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?
- §301-76.101—Who is responsible for ensuring that all due process and legal 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?
- §301-76.103—What is the maximum amount we may deduct from the employee’s disposable pay?

**Appendix A to Chapter 301—Prescribed Maximum Per Diem Rates for CONUS****Appendix B to Chapter 301—Allocation of M&IE Rates To Be Used in Making Deductions From the M&IE Allowance****Appendix C to Chapter 301—Standard Data Elements for Federal Travel****Appendix D to Chapter 301—Glossary of Acronyms****Appendix E to Chapter 301—Suggested Guidance for Conference Planning**



# AMENDMENT 2005–06 OCTOBER 1, 2005

Chapter 301—Temporary Duty (TDY) Travel Allowances  
Part 301-74—Conference Planning

§301-74.24

**Note to §301-74.17(a):** This provision does not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

## **§301-74.18 What policies and procedures must we establish to govern the selection of conference attendees?**

You must establish policies that reduce the overall cost of conference attendance. The policies and procedures must:

- (a) Limit your agency’s representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency’s mission; and
- (b) Provide for the consideration of travel expenses when selecting attendees.

## **§301-74.19 What records must we maintain to document the selection of a conference site?**

For each conference you sponsor or fund, in whole or in part for 30 or more attendees, you must maintain a record of the cost of each alternative conference site considered. You must consider at least three sites. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

## **Subpart B—Conference Attendees**

**Note to Subpart B:** Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

## **§301-74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?**

When meals or light refreshments are furnished by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

- (a) If meals are furnished the appropriate deduction from the M&IE rate must be made (see [§301-11.18](#) of this chapter).
- (b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

## **§301-74.22 When may an employee, attending a conference, be authorized the conference lodging allowance?**

An employee, authorized to attend a conference, may be authorized the conference lodging allowance as prescribed in [§§301-74.8](#) and [301-74.9](#).

## **§301-74.23 Is the conference lodging allowance an actual expense reimbursement?**

No. The conference lodging allowance is a separate method of reimbursement for lodgings expenses.

## **§301-74.24 When should actual expense reimbursement be authorized for conference attendees?**

If the conference lodging allowance still is inadequate, you may authorize actual expense reimbursement under [§301-11.300](#) of this chapter in lieu of the conference lodging allowance method.

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