

House-Hunting Trip (HHT) Subsistence Calculation (JTR, par. 054005)

The per diem rates used in the examples below are for illustrative purposes only and may not reflect current [per diem rates](#) or the current [Standard CONUS per diem rate](#).

Lodging Plus Method for Employee and Spouse Traveling Together

Scenario 1: A civilian employee is authorized a 10-day house-hunting trip (HHT) to Arlington, Virginia, traveling together with his or her spouse. The per diem rate for Arlington at the time of travel is 327 (\$251/\$76). The Standard CONUS per diem rate is \$149 (\$94/\$55). The single occupancy lodging cost is \$130. The DoD Component offers an HHT and the option of either the Lodging Plus or the lump sum option for calculating the HHT. The civilian employee selects the Lodging Plus computation method. The civilian employee must provide lodging receipts under the Lodging Plus method. The per diem rate for the spouse is 75 percent of the civilian employee's per diem rate when they travel together.

Calculate the civilian employee's per diem under the Lodging Plus Method.		
Travel day to Arlington	Lodging: \$130 vs. \$94	\$94.00
	M&IE: 75% of \$55	\$41.25
8 days in the Arlington area	Lodging: \$94 × 8 days	\$752.00
	M&IE: \$55 × 8 days	\$440.00
Return to the PDS	Lodging: N/A	\$0.00
	M&IE: 75% of \$55	\$41.25
Total per diem for the civilian employee:		\$1,368.50
Calculate the spouse's per diem.		
75% of the civilian employee's per diem	75% of \$1,368.50	\$1,026.38
Add the two amounts for the total per diem payment.		
Civilian employee's per diem		\$1,368.50
Spouse's per diem		\$1,026.38
Total		\$2,394.88

Lump Sum Method Employee and Spouse

Scenario 2: A civilian employee is authorized a 10-day HHT to Arlington, traveling together with his or her spouse. The per diem rate for Arlington at the time of travel is \$327 (\$251/\$76). The single occupancy lodging cost is \$130. The civilian employee is authorized a lump sum HHT. No lodging receipts are required. Under the lump sum method for two persons, multiply the applicable locality per diem rate by 6.25.

Lump Sum Method (Two Persons): Multiply the locality per diem rate by 6.25.	
\$327 × 6.25	\$2,043.75
Total lump sum subsistence for the civilian employee and spouse	\$2,043.75

Comparison of Methods for Spouse Only HHT Trip

Scenario 3: A civilian employee reports to the new PDS without performing an HHT. The spouse performs an HHT alone. The Agency offers the civilian employee the option of the 10-day HHT with per diem computed under the Lodging Plus method or the lump sum method. Under the Lodging Plus method, the civilian employee is authorized per diem for the spouse up to the Standard CONUS per diem rate and lodging receipts are required. Under the lump sum method, no lodging receipts are required. The per diem rate for Arlington at the time of travel is \$327 (\$251/\$76). The Standard CONUS per diem rate is \$149 (\$94/\$55). Lodging for the spouse is \$94 per night, and the spouse actually uses 8 days for the HHT. However, if the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse. This example provides a comparison of both HHT computation methods for this trip .

Comparison of Lodging Plus and Lump Sum Methods

Lodging Plus Method		
Travel day to Arlington	Lodging: \$94 vs. \$94	\$94.00
	M&IE: 75% of \$55	\$41.25
8 days in the Arlington area	Lodging: \$94 x 8 days	\$752.00
	M&IE: \$55 x 8 days	\$440.00
Return to the PDS	Lodging: N/A	\$0.00
	M&IE: 75% of \$55	\$41.25
Total Lodging Plus per diem for the spouse:		\$1,368.50
Lump Sum Method (One Person): Multiply the locality per diem rate by 5.		
	\$327x5	\$1,635.00
Total Lump Sum Method:		\$1,635.00

Lodging Plus Method When Civilian Employee and Spouse Take Separate HHT Trips:

Scenario 4: A civilian employee is authorized a 10-day HHT to Arlington with per diem computed under the Lodging Plus method. The civilian employee and the spouse perform separate HHTs. The civilian employee spends 5 days in the Arlington area and the spouse spends 4 days. The per diem rate for Arlington at the time of travel is \$327 (\$251/\$76). The Standard CONUS per diem rate is \$149 (\$94/\$55). The single occupancy lodging cost is \$130. When the spouse travels separately, the maximum amount allowable is 100% of the civilian employee's per diem rate. The civilian employee must provide lodging receipts.

Calculate the civilian employee's per diem under the Lodging Plus Method.		
Travel day to Arlington	Lodging: \$130 vs. \$94	\$94.00
	M&IE: 75% of \$55	\$41.25
5 days in the Arlington area	Lodging: \$94 x 5 days	\$470.00
	M&IE: \$55 x 5 days	\$275.00
Return to the PDS	Lodging: N/A	\$0.00
	M&IE: 75% of \$55	\$41.25
Total per diem for the civilian employee:		\$921.50
Calculate the spouse's per diem under the Lodging Plus Method.		
Travel day to Arlington	Lodging: \$130 vs \$94	\$94.00
	M&IE: 75% of \$55	\$41.25
4 days in the Arlington area	Lodging: \$94 x 4 days	\$376.00
	M&IE: \$55 x 4 days	\$220.00
Return to the PDS	Lodging: N/A	\$0.00
	M&IE: 75% of \$55	\$41.25
Total per diem for the spouse:		\$772.50
Add the two amounts for the total per diem payment.		

Civilian employee's per diem	\$921.50
Spouse's per diem	\$772.50
Total	\$1,694.00