

Computing Per Diem when Lodging is on a Long-Term Basis and Taking Leave While on TDY (JTR, par. 020303-G)

Note: The rates and costs used in the examples below may not be current and are for illustrative purposes only.

Scenario

A traveler is on a TDY at a location in the CONUS at which the per diem rate is \$150 (\$91/\$59). Lodging—apartment and utilities—is obtained on a long-term basis for \$900 a month. The traveler is reimbursed up to the lodging portion of per diem. The traveler takes leave for 10 days and is authorized per diem for only 20 days. Per diem is not allowed when the traveler is in a leave status. The total allowable lodging cost is divided by the number of days the traveler is authorized the lodging portion of per diem. The daily lodging cost during September is computed at \$45 a day (\$900/20 days). Since the \$45 a day does not exceed the daily lodging per diem rate of \$91, reimbursement is for \$45 a day.

Departing the PDS and Traveling to TDY Location A

Itinerary Location (Per Diem Rate)	Date	M&IE CALCULATION	M&IE Allowed	Daily Lodging Cost	Lodging Calculation	Lodging Allowed	Total Per Diem Payments
Depart PDS Arrive TDY in CONUS Location A (\$99/\$59)	9/1	75% of \$59	\$44.25	\$45.00	1 day x \$45	\$45	\$89.25

At TDY Location A

Itinerary Location (Per Diem Rate)	Date	M&IE CALCULATION	M&IE Allowed	Daily Lodging Cost	Lodging Calculation	Lodging Allowed	Total Per Diem Payments
8 Full Days TDY	9/2-9	8 days x \$59.00	\$472.00	\$45	8 days x \$45.00	\$45.00	\$60.00
10 Days Leave	9/10-19	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
11 Full Days TDY	9/20-30	11 days x \$59.00	\$649.00		11 days x \$45.00	\$495.00	\$1,144.00

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Departing TDY Location A and Returning to the PDS

Itinerary Location (Per Diem Rate)	Date	M&IE CALCULATION	M&IE Allowed	Daily Lodging Cost	Lodging Calculation	Lodging Allowed	Total Per Diem Payments
Depart TDY Location A Arrive PDS	10/1	75% OF \$59.00	\$44.25	\$0.00			\$44.25
Total Per Diem Allowance			\$2,109.50			\$900.00	\$2,109.50