

JOINT TRAVEL REGULATIONS
 Computation Example (CE-NWD-02)
 JTR, par. 033301

**Computing Per Diem with Leave and Non-Workdays
 2 or Fewer Non-Workdays if Leave is Taken
 for all Workdays between the Non-Workdays**

Note: Rates used in these examples may not be current and are for illustrative purposes only.

Scenario: A civilian employee departs from the PDS and travels to a TDY location in the CONUS on Thursday, September 1. The locality per diem rate for the TDY location is \$135 (\$88/\$47). Civilian employee spends 3 full TDY days (Friday, September 2, through Sunday, September 4) at the TDY location. Monday, September 5, is a holiday. The civilian employee takes annual leave Tuesday, September 6, through Friday, September 9. Saturday and Sunday are non-workdays. The civilian employee returns to work at the TDY location for 4 full days, Monday, September 12, through Thursday, September 15. Civilian employee departs the TDY location and arrives at the PDS on Friday, September 16. A non-workday is a legal Federal Government holiday, weekend, or other scheduled non-workday. Per diem is not authorized under any of the following circumstances:

- When a civilian employee returns to a PDS or place of abode on a non-workday.
- For more than 2 non-workdays if leave is taken for all workdays between the non-workdays.
- For a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

| Traveler's Itinerary | | | | | | | |
|---|---------|--------------------|---------------------|-----------------|-------------------|-----------------|-------------------|
| Date | | Depart | | | Arrive | | |
| 9/1 | | PDS | | | TDY Station | | |
| 9/2-9/4 | | | | | At TDY Station | | |
| 9/5 (holiday) | | TDY Station | | | Vacation Location | | |
| 9/11 | | Vacation Location | | | TDY Station | | |
| 9/12-9/15 | | | | | At TDY Station | | |
| 9/16 | | TDY Station | | | PDS | | |
| Itinerary Location (Per Diem Rate) | Date | Daily Lodging Cost | Lodging Calculation | Lodging Allowed | M&IE Calculation | M&IE Allowed | Total Per Diem |
| Departing the PDS and Traveling to the TDY Location | | | | | | | |
| Depart PDS | 9/1 | \$88 | 1 Day x \$88 | \$88 | 75% of \$47 | \$35.25 | \$123.25 |
| Arrive TDY Location (\$88/\$47) | 9/1 | | | | | | |
| At TDY Location | | | | | | | |
| 3 Full TDY Days | 9/2-4 | \$88 | 3 Days x \$88 | \$264 | 3 Days x \$47 | \$141 | \$405.00 |
| Holiday | 9/5 | \$0 | N/A | \$0 | N/A | \$0 | \$0.00 |
| Annual Leave | 9/6-9 | \$0 | N/A | \$0 | N/A | \$0 | \$0.00 |
| Weekend (non-duty days) | 9/10-11 | \$0 | N/A | \$0 | N/A | \$0 | \$0.00 |
| 4 Full TDY Days | 9/12-15 | \$88 | 4 Days x \$88 | \$352 | 4 Days x \$47 | \$188 | \$540.00 |
| Departing TDY Location and Returning to the PDS | | | | | | | |
| Depart TDY Location | 9/16 | \$0 | N/A | \$0 | 75% of \$47 | \$35.25 | \$35.25 |
| Arrive PDS | 9/16 | | | | | | |
| Total Per Diem Allowance | | | | \$704 | | \$399.50 | \$1,103.50 |