

**Temp. Duty Travel Allowances**

**§ 301-11.102**

**§ 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 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.)

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998]

**§ 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.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998]

**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.

(b) If you travel by ship, either commercial or Government, your agency will determine an appropriate M&IE

rate within the applicable maximum rate allowable.

**§ 301-11.102 What is the applicable M&IE rate?**

For days of travel which		Your applicable M&IE rate is
Require lodging .....	.....	The M&IE rate applicable for the TDY location.
Do not require lodging, and.	Travel is more than 12 hours but less than 24 hours.	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new TDY site or stopover point at midnight.	The M&IE rate applicable to the new TDY site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station.	The M&IE rate applicable to the previous day of travel.