

§ 301-11.7

For travel in	Rates set by	For <i>per diem</i> and actual expense see
(b) Non-foreign areas .....	Department of Defense ( <i>Per Diem</i> , Travel and Transportation Allowance Committee (PDTATAC)).	<i>Per Diem</i> Bulletins issued by PDTATAC and published periodically in the Federal Register or Internet at <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a> . (Rates also appear in section 925, a <i>per diem</i> supplement to the Department of State Standardized Regulations (Government Civilians—Foreign Areas).)
(c) Foreign areas .....	Department of State .....	A <i>per diem</i> supplement to section 925, Department of State Standardized Regulations (Government Civilians—Foreign Areas).

[FTR Amdt. 2003-03, 68 FR 22314, Apr. 28, 2003]

**§ 301-11.7 What determines my maximum per diem reimbursement rate?**

Your TDY location determines your maximum per diem reimbursement rate. If you arrive at your lodging location after 12 midnight, you claim lodging cost for the preceding calendar day. If no lodging is required, the applicable M&IE reimbursement rate is the rate for the TDY location. (See § 301-11.102.)

[FTR Amdt. 70, 63 FR 15961, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

**§ 301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?**

If lodging is not available at your TDY location, your agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.

**§ 301-11.9 When does per diem or actual expense entitlement start/stop?**

Your per diem or actual expense entitlement starts on the day you depart your home, office, or other authorized point and ends on the day you return to your home, office or other authorized point.

**§ 301-11.10 Am I required to record departure/arrival dates and times on my travel claim?**

You must record the date of departure from, and arrival at, the official station or any other place travel begins or ends. You must show this same information for points where you perform TDY or for a stopover or official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. You also should show the dates for other points visited. You do not have to record departure/arrival times, but you must an-

notate your travel claim when your travel is more than 12 hours but not exceeding 24 hours to reflect that fact.

**§ 301-11.11 How do I make my lodging reservations?**

You must make your lodging reservations through your agency travel management system as required by part 301-50 of this chapter.

[FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002]

**§ 301-11.12 How does the type of lodging I select affect my reimbursement?**

Your agency will reimburse you for different types of lodging as follows:

(a) *Conventional lodgings*. (Hotel/motel, boarding house, etc.) You will be reimbursed the single occupancy rate.

(b) *Government quarters*. You will be reimbursed, as a lodging expense, the fee or service charge you pay for use of the quarters.

(c) *Lodging with friend(s) or relative(s) (with or without charge)*. You may be reimbursed for additional costs your host incurs in accommodating you only if you are able to substantiate the costs and your agency determines them to be reasonable. You will not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount.

(d) *Nonconventional lodging*. You may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World’s Fair or international sporting event). Such lodging includes college dormitories or similar