

**§ 301-31.9**

**41 CFR Ch. 301 (7-1-04 Edition)**

**§ 301-31.9 What subsistence expense may my agency pay?**

Only your lodging cost may be paid. However, your agency may pay for meals and laundry/cleaning expenses if:

- (a) Your temporary living accommodations do not have kitchen or laundry facilities; or
- (b) Your agency determines that other extenuating circumstances exist which necessitate payment of these expenses.

**§ 301-31.10 How will my agency pay my subsistence expenses?**

Your agency will pay your actual subsistence expenses not to exceed the

“maximum allowable amount” for the period you or your family occupy temporary living accommodations. The “maximum allowable amount” is the “maximum daily amount” multiplied by the number of days you or your family occupy temporary living accommodations not to exceed the number of days authorized. The “maximum daily amount” is determined by adding the rates in the following table for you and each member of your family authorized to occupy temporary living accommodations:

If your agency authorizes	The “maximum daily amount” of per diem expenses that		
	You or your unaccompanied spouse or other unaccompanied family member may receive is	Your accompanied spouse or a member of your family who is age 12 or older may receive is	A member of your family who is under age 12 may receive is
Payment of only lodging expenses.	The maximum lodging amount applicable to the locality.	.75 times the maximum lodging amount applicable to the locality.	.5 times the maximum lodging amount applicable to the locality.
Payment for lodging, meals, and other per diem expenses.	The maximum per diem rate applicable to the locality.	.75 times the maximum per diem rate applicable to the locality..	.5 times the maximum per diem rate applicable to the locality.

**§ 301-31.11 May my agency pay me a per diem allowance instead of actual expenses?**

No.

**§ 301-31.12 Must I keep track of my expenses?**

Yes. You must keep track of your actual expenses as described in part 301-11 of this chapter.

[FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301-31.13 How long may my agency pay for subsistence expenses under this part?**

Your agency may pay for subsistence expenses up to 60 days. However, your agency may pay for additional periods if it determines, that an extension is justified.

**§ 301-31.14 May I receive a travel advance for transportation and/or subsistence expenses?**

Yes, you may receive a travel advance under §301-51.200 of this chapter for up to a 30-day period at a time to cover expenses allowable. Your travel advance may not exceed the maximum allowable amount authorized under §301-31.10, and you will be required to reimburse your agency for any portion of the advance disallowed or not spent.

**§ 301-31.15 What documentation must I provide for reimbursement?**

You must provide receipts or any other documentation required by your agency. However, in instances when documentation might compromise the security of the individuals involved, the head of the agency may waive these requirements.