

**Temporary Duty (TDY) Travel Allowances**

**§ 301-11.304**

(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.  |

**Subpart C—Reduced Per Diem**

**§ 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?**

Under the following circumstances:

- (a) When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and
- (b) The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

**Subpart D—Actual Expense**

**§ 301-11.300 When is actual expense reimbursement warranted?**

When:

- (a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
- (b) Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
- (c) Because of mission requirements; or
- (d) Any other reason approved within your agency.

**§ 301-11.301 Who in my agency can authorize/approve my request for actual expense?**

Any official designated by the head of your agency.

**§ 301-11.302 When should I request authorization for reimbursement under actual expense?**

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to your agency's policy, after the fact approvals may be granted when supported by an explanation acceptable to your agency.

**§ 301-11.303 What is the maximum amount that I may be reimbursed under actual expense?**

The maximum amount that you may be reimbursed under actual expense is limited to 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser amount may be authorized.

**§ 301-11.304 What if my expenses are less than the authorized amount?**

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred.