



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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FINANCIAL MANAGEMENT MEMORANDUM 2009-004 (Vol. X.B)

To: Bureau Chief Finance Officers  
Bureau Assistant Directors for Administration  
Director, National Business Center

From: Daniel L. Fletcher,   
Director, Office of Financial Management

Subject: Reduced Per Diem for Temporary Duty and Training Travel  
for Periods 30 or More Days

When travel assignments involve extended periods at temporary duty or training locations, the per diem rate will be reduced to 55 per cent of the full per diem rate (lodging plus meals and incidental expenses {M&IE}) specified in the Federal Travel Regulation for the location, unless a different rate is fully justified. Under unusual situations the reduced rate may be increased or decreased depending on the conditions and necessary cost that must be incurred by the traveler. The reduced rate should be established based on the conditions that exist when the travel is performed; thus, if a traveler is forced to incur unusual lodging and/or meal cost due to the assignment, the rate should be based on cost data provided.

A flat per diem rate **may not** be established to provide:

- A lodging allowance for staying with friends and/or relatives, or for lodging at his/her abode (home);
- A full M&IE allowance because lodging is obtained with friends or relatives, a reduction should be made to the locality M&IE allowance;
- A payment that will, based on the data available, knowingly allow the employee to receive more than the full M&IE allowance;
- The full locality per diem rate; or
- A payment sufficient to cover periods where per diem is lost due to annual leave or expenses of family members.

The reduced per diem rate is applicable from the first day of the assignment through the last day of the assignment. Changes to the flat per diem rate should be based on cost data and the employee must be notified and should agree with the change before the effective date of the change.

When a temporary duty assignment that was expected to last less than 30 days is determined to require temporary duty in excess of 30 days, a flat rate should be established for the remaining days of the assignment.

When an employee on extended temporary duty is required to go to another temporary duty location for a short period and return to the former location, dual lodging may be authorized to defray the lodging expenses that it may be necessary to incur at both locations. Receipts are required for dual lodging claims.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith ([Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov)) on 202-208-5684.

Replaces: FAM 94-037