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FINANCIAL MANAGEMENT MEMORANDUM 2009-042 (Vol. X.J)

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

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

Subject: Airline Food-For-Purchase Program Guidance Reduced Meals and Incidental Expenses (M&IE) Allowance for the First and Last Day of Assignment

Airline Food-for-Purchase Service:
Many airlines now offer a food-for-purchase service to travelers. Travelers should not use the Government-issued travel card for these purchases. Instead, travelers are to use an authorized ATM cash advance to purchase such meals. If a traveler inadvertently uses the travel charge card, then they must adjust the voucher for centrally billed items.

M&IE Allowance - First and Last Day of Travel:
When the travel period is more than 12 but less than 24 hours, the M&IE allowance is 75 percent of the applicable rate as specified in the Federal Travel Regulation (FTR) for the location, unless a different rate is fully justified and approved. For travel 24 hours or more, the M&IE allowance is computed as:

- 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.

(Reference: 41 CFR 301-11.101)

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

Replaces: FAM 2004-005