

Per Diem Reporting Procedures and Responsibilities

A. Purpose. The purpose of this guidance is to inform local allowance coordinators (AC) of the Department of Defense's (DoD) procedures for establishing or revising per diem rates in non-foreign locations outside the continental United States (OCONUS).

B. Authority. The DoD's Defense Travel Management Office (DTMO) Policy and Regulations Branch (PRB) is responsible for setting per diem rates for non-foreign locations OCONUS. The Department of State (DoS) is responsible for setting rates in foreign locations and the General Services Administration (GSA) is responsible for setting rates in CONUS locations. Contact the DTMO Policy and Regulations Branch at dodhra.mc-alex.dtmo.mbx.per-diem@mail.mil with any questions.

C. Hotel and Restaurant Data Collection, Review, and Certification.

1. Responsibilities. The DTMO collects and analyzes hotel and restaurant data to set per diem rates for non-foreign locations OCONUS. Local ACs review and certify a list of the hotels and restaurants that meet suitability requirements and are frequented by Government travelers. If the AC removes, adds, or edits a hotel or restaurant, then they should provide a justification for that change. If a restaurant or hotel is removed, it should be replaced with one that fits the criteria for hotel and restaurant selection listed below.

2. Hotels. Selected hotels must be Federal Emergency Management Agency (FEMA) approved. See FEMA's [Hotel-Motel National Master List](#) for more information. Selected hotels must be adequate, suitable, and reasonably priced for the majority of Government travelers. Hotels should be 3- or 4-star quality, used most frequently by Government travelers, and accessible to all Government travelers (not located on base). The collected rate data for each hotel will include the price of a single room, any seasonal room rate variations, any discounts available to Government travelers (the "Government rate"), and the number of rooms at the collected price. Any changes to selected hotels from the previous year must be justified.

3. Restaurants. Selected restaurants must be adequate, suitable, and reasonably priced for the majority of Government travelers. Restaurants should be used most frequently by Government travelers and accessible to all Government travelers (not located on base). Any changes to selected restaurants from the previous review must be justified.

D. Out-of-Cycle (OOC) Rate Review. The process for requesting a rate change outside of the regular rate review schedule is called an Out-of-Cycle (OOC) Rate Review. While the rate change request is processing, Government travelers may use actual expense allowance (AEA) instead of per diem. See Joint Travel Regulations (JTR), paragraph 020307 for more information on AEA.

E. Submission Process for OOC Rate. Military Advisory Panel (MAP) or Civilian Advisory Panel (CAP) members, DoS Office of Allowances, GSA Office of Government-Wide Policy, or an appropriate Federal Agency Travel Manager may request a rate review, if hotel and restaurant prices in a particular area are significantly higher or lower than the prescribed per diem rate or conditions in the location change abruptly. Responsible Agencies should email non-foreign OCONUS rate review requests to dodhra.mc-alex.dtmo.mbx.per-diem@mail.mil.

1. What should be included in an OOC Rate Review Request?

a. A letter on agency letterhead with a signature. The letter should identify the location, the insufficiency of the local per diem rate, the number of Government employees or Uniformed Service personnel affected, and the number of times AEA was used in the last year by travelers to the location.

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

b. A complete Hotel and Restaurant Report (DS-2026) providing up-to-date price data from the location.

c. Documentation verifying all price data reported in the attached DS-2026.

2. To whom do I submit an OOC Rate Review Request?

a. Uniformed Services. Local commanders should forward the OOC Rate Review packet to the Service’s Military Advisory Panel (MAP) member for submission to the DTMO PRB for review.

b. DoD Civilian Employees. DoD component heads should forward the OOC Rate Review packet to the appropriate Civilian Advisory Panel (CAP) member for submission to the DTMO PRB for review.

c. DoS Employees. The DoS Office of Allowances, is responsible for submitting all non-foreign OCONUS rate review requests originating in the DoS to the DTMO PRB for review.

d. GSA Employees. The GSA Office of Government-wide Policy, is responsible for submitting all non-foreign OCONUS rate review requests originating in GSA to the DTMO PRB for review.

e. All other Government Employees. Federal Agency Travel Managers are responsible for submitting all other non-foreign OCONUS rate review requests to the DTMO PRB for review. Requests can be emailed to dodhra.mc-alex.dtmo.mbx.per-diem@mail.mil.

F. Per Diem Rate Review Schedule and Locations. Lodging rate reviews occur annually and M&IE rate reviews occur triennially. Effective April 30, 2020, for any year when an M&IE analysis occurs, the corresponding lodging rate review will follow the M&IE rate review schedule. The rate review schedule for non-foreign locations OCONUS is listed in the following table:

Table 1: Non-Foreign OCONUS Reporting Locations

| Location | Lodging Review | Per Diem Rate Publication | Triennial M&IE Rate Review (On hold due to COVID-19 restrictions) |
|-------------------------|-----------------------|----------------------------------|--|
| Alaska: | | | |
| Adak | August | September | May and June 2021 |
| Anchorage | August | September | May and June 2021 |
| Barrow | August | September | May and June 2021 |
| Bethel | August | September | May and June 2021 |
| Bettles | August | September | May and June 2021 |
| Cold Bay | August | September | May and June 2021 |
| Coldfoot | August | September | May and June 2021 |
| Copper Center | August | September | May and June 2021 |
| Cordova | August | September | May and June 2021 |
| Delta Junction | August | September | May and June 2021 |
| Dillingham | August | September | May and June 2021 |
| Dutch Harbor – Unalaska | August | September | May and June 2021 |
| Eareckson Air Station | August | September | May and June 2021 |
| Elfin Cove | August | September | May and June 2021 |
| Fairbanks | August | September | May and June 2021 |
| Gambell | August | September | May and June 2021 |

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

| | | | |
|----------------------------------|-----------------------------|-----------|-----------------------------|
| Haines | August | September | May and June 2021 |
| Healy | August | September | May and June 2021 |
| Homer | August | September | May and June 2021 |
| Juneau | August | September | May and June 2021 |
| Kaktovik | August | September | May and June 2021 |
| Kavik Camp | August | September | May and June 2021 |
| Kenai-Soldotna | August | September | May and June 2021 |
| Kennicott | August | September | May and June 2021 |
| Ketchikan | August | September | May and June 2021 |
| King Salmon | August | September | May and June 2021 |
| Kodiak | August | September | May and June 2021 |
| Kotzebue | August | September | May and June 2021 |
| McGrath | August | September | May and June 2021 |
| Nome | August | September | May and June 2021 |
| Nuiqsut | August | September | May and June 2021 |
| Palmer | August | September | May and June 2021 |
| Petersburg | August | September | May and June 2021 |
| Point Hope | August | September | May and June 2021 |
| Port Alexander | August | September | May and June 2021 |
| Port Alsworth | August | September | May and June 2021 |
| Prudhoe Bay | August | September | May and June 2021 |
| Seward | August | September | May and June 2021 |
| Sitka-Mt. Edgecumbe | August | September | May and June 2021 |
| Slana | August | September | May and June 2021 |
| St. George | August | September | May and June 2021 |
| Talkeetna | August | September | May and June 2021 |
| Tok | August | September | May and June 2021 |
| Valdez | August | September | May and June 2021 |
| Wainwright | August | September | May and June 2021 |
| Wasilla | August | September | May and June 2021 |
| Yakutat | August | September | May and June 2021 |
| American Samoa | November | December | November 2021 |
| Hawaii: | | | |
| Isle of Hawaii: Hilo | November | December | November 2021 |
| Isle of Hawaii: Other | November | December | November 2021 |
| Isle of Kauai | November | December | November 2021 |
| Isle of Lanai | November | December | November 2021 |
| Isle of Maui | November | December | November 2021 |
| Isle of Molokai | November | December | November 2021 |
| Isle of Oahu | November | December | November 2021 |
| Midway Islands | October (Contract Location) | October | October (Contract Location) |
| Guam | February | February | November 2021 |
| Northern Mariana Islands: | | | |
| Rota | January | February | November 2021 |
| Saipan | January | February | November 2021 |
| Tinian | January | February | November 2021 |
| Wake Island | October (Contract Location) | October | October (Contract Location) |

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

| | | | |
|------------------------|----------|-------|---------------|
| Puerto Rico: | | | |
| Aguadilla | March | April | November 2022 |
| Culebra | March | April | November 2022 |
| Fajardo | March | April | November 2022 |
| Mayaguez | March | April | November 2022 |
| Ponce | March | April | November 2022 |
| Rio Grande | March | April | November 2022 |
| San Juan | March | April | November 2022 |
| Vieques | March | April | November 2022 |
| Virgin Islands: | | | |
| St. Croix | February | March | December 2022 |
| St. John | February | March | December 2022 |
| St. Thomas | February | March | December 2022 |