

Per Diem Reporting Procedures and Responsibilities

A. Purpose. The purpose of this guidance is to inform allowance coordinators (AC) and reporting points-of-contact (RPOC) 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). RPOCs are responsible for collecting and submitting hotel and restaurant data through the Enterprise Feedback Management (EFM) tool. The AC is responsible for certifying the data after submission.

B. Authority. The DoD's Defense Travel Management Office (DTMO) Policy and Regulations Branch is responsible for analyzing the submitted data and setting per diem rates for non-foreign OCONUS locations. 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 and Submission.

1. Responsibilities. RPOCs are responsible for collecting and submitting lodging and meal data from hotels and restaurants in the locality. ACs must certify that submitted data reflects hotel and restaurant prices experienced by all Government travelers, not only DoD travelers.

2. EFM Report Submission. EFM is an online data reporting tool. ACs and RPOCs use EFM to submit data from the most-frequented hotels and restaurants in each non-foreign OCONUS location. DTMO analysts use the submitted data to revise or establish a per diem rate. All EFM reports are due no later than the date indicated in Table 1. ACs or RPOCs must submit any requests for an extension to the DTMO Policy and Regulations Branch prior to the due date.

3. Hotel and Restaurant Selection. ACs and RPOCs must select hotels and restaurants that are adequate, suitable, reasonably priced and used most frequently by the majority of Government travelers to the location. ACs and RPOCs should report data from the same hotels and restaurants year-to-year, if possible. Changes to the selection of hotels and restaurants must be explained and justified by local travel circumstances. The selection of any hotel or restaurant readily identifiable as luxurious or exceptional relative to normal travel standards in the U.S. must be explained and justified by the ACs and RPOCs.

a. Hotels. Selected hotels must be Federal Emergency Management Agency (FEMA) approved. See FEMA's [Hotel-Motel National Master List](#) for more information. ACs and RPOCs must provide the FEMA ID associated with each reported hotel. Selected hotels should be 3- or 4-star quality. The reported rate data for each hotel must 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 available at the reported price. Any changes to selected hotels from the previous year must be explained and justified. ACs and RPOCs must also report any meals that are included in the hotel's rate. ACs and RPOCs must submit websites or documentation to support hotel data and must only submit current and up-to-date hotel data.

b. Restaurants. ACs and RPOCs must provide detailed price data for breakfast, lunch, and dinner. For breakfast, report the combined price of bacon, 2 eggs, toast, juice, and

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

coffee or tea. For lunch, report medium-priced beef, chicken, and fish lunch entrees, a medium-priced side dish, dessert, and a beverage. For dinner, report medium-priced beef, chicken, and fish entrées, a medium-priced soup and small salad, two sides, dessert, and a beverage. For fast food facilities, report the price of a hamburger, a 3-piece fried chicken, a large fry, and a beverage. Do not report additional items, such as sides, if they are included in the price of an entrée. Include any applicable sales tax and tips (tips may not exceed 15 percent) ACs and RPOCs must submit websites or copies of menus to support meal cost data and must only submit current and up-to-date menus.

c. Non-Commercial Facilities. If no commercial hotels or restaurants are available, then reports should include any non-commercial facility accessible by all Government travelers.

D. Out-of-Cycle (OOC) Rate Review. Government travelers may request a rate revision if hotel and restaurant prices in the area are significantly higher or lower than the prescribed per diem rate, or conditions in the location change abruptly. 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). See Joint Travel Regulations (JTR), paragraph 020307 for more information on AEA.

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 by travelers to the location.

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 \(MAP\) representative](#).

b. DoD Civilian Employees. DoD component heads should forward the OOC Rate Review packet to the appropriate [Civilian Advisory Panel \(CAP\) representative](#).

c. DoS Employees. The Office of Allowances, DoS, is responsible for forwarding all non-foreign OCONUS rate review requests originating in the DoS to the DTMO Policy and Regulations Branch for review.

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

e. All other Government Employees. Federal Agency Travel Managers should forward the OOC Rate Review packet directly to the DTMO Policy and Regulations Branch for review. Requests can be emailed to dodhra.mc-alex.dtmo.mbx.per-diem@mail.mil.

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

E. Required Per Diem Reporting Locations. The non-foreign OCONUS locations that must submit a report annually are listed in the following table:

Table 1: Non-Foreign OCONUS Reporting Locations	
Location	Month Report Due
Alaska:	
Adak	31 October
Anchorage	31 October
Barrow	31 October
Bethel	31 October
Bettles	31 October
Cold Bay	31 October
Coldfoot	31 October
Copper Center	31 October
Cordova	31 October
Delta Junction	31 October
Dillingham	31 October
Dutch Harbor – Unalaska	31 October
Eareckson Air Station	31 October
Elfin Cove	31 October
Fairbanks	31 October
Gambell	31 October
Haines	31 October
Healy	31 October
Homer	31 October
Juneau	31 October
Kaktovik	31 October
Kavik Camp	31 October
Kenai-Soldotna	31 October
Kennicott	31 October
Ketchikan	31 October
King Salmon	31 October
Kodiak	31 October
Kotzebue	31 October
McGrath	31 October
Nome	31 October
Nuiqsut	31 October
Palmer	31 October
Petersburg	31 October
Point Hope	31 October
Port Alexander	31 October
Port Alsworth	31 October
Prudhoe Bay	31 October
Seward	31 October
Sitka-Mt. Edgecumbe	31 October
Slana	31 October
St. George	31 October

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

Talkeetna	31 October
Tok	31 October
Valdez	31 October
Wainwright	31 October
Wasilla	31 October
Yakutat	31 October
American Samoa	31 March
Hawaii:	
Isle of Hawaii: Hilo	31 March
Isle of Hawaii: Other	31 March
Isle of Kauai	31 March
Isle of Lanai	31 March
Isle of Maui	31 March
Isle of Molokai	31 March
Isle of Oahu	31 March
Midway Islands	31 March
Guam	31 May
Northern Mariana Islands:	
Rota	31 May
Saipan	31 May
Tinian	31 May
Wake Island	31 May
Puerto Rico:	
Aguadilla	30 June
Culebra	30 June
Fajardo	30 June
Mayaguez	30 June
Ponce	30 June
Rio Grande	30 June
San Juan	30 June
Vieques	30 June
Virgin Islands:	
St. Croix	31 August
St. John	31 August
St. Thomas	31 August