

**GENERAL SERVICES
ADMINISTRATION**

**41 CFR Parts 300-3, 301-11, and
301-12**

[FTR Amendment 75-1998 Edition]

RIN 3090-AG86

**Federal Travel Regulation; General and
Temporary Duty (TDY) Travel
Allowances**

AGENCY: Office of Governmentwide
Policy, GSA.

ACTION: Final rule.

SUMMARY: An analysis of lodging and meal cost survey data reveals that the listing of maximum per diem rates for locations within the continental United States (CONUS) should be updated to provide for the reimbursement of Federal employees' expenses covered by per diem. This final rule increases/decreases the maximum lodging amounts in certain existing per diem localities, adds new per diem localities, deletes a number of previously designated per diem localities, removes taxes from lodging rates, allows lodging taxes to be reimbursed as a miscellaneous expense, establishes more than one per diem rate within some counties, lists many previously combined locations separately with different per diem rates, adds additional seasons (up to four) where appropriate, adds one additional meal tier, and allows laundry, cleaning and pressing of clothing expenses (previously included as an incidental expense) as a miscellaneous expense.

EFFECTIVE DATE: This final rule is effective January 1, 1999, and applies to official travel performed on or after January 1, 1999.

FOR FURTHER INFORMATION CONTACT: Jim Harte, telephone (202) 501-0483.

SUPPLEMENTARY INFORMATION:

A. Background

There are significant changes in this final rule, regarding payment of expenses in connection with official travel.

What are the significant changes?

The significant changes are that this rule:

- (a) Extracts taxes from lodging rates;
- (b) Allows payment of actual costs for lodging taxes as a miscellaneous expense;
- (c) Adds additional seasons (up to four) where appropriate;
- (d) Provides for more than one per diem rate within a county, where needed;

(e) Separates previously combined locations to provide for separate per diem rates (e.g., Alexandria and Arlington, Virginia, are now listed separately from the District of Columbia);

(f) Provides one new meal and incidental expense (M&IE) tier;

(g) Increases/decreases maximum lodging amounts in certain existing localities;

(h) Removes laundry, cleaning and pressing of clothing from incidental expenses and includes them as reimbursable miscellaneous expenses. The rule requires a minimum of 4 consecutive nights lodging to qualify for miscellaneous laundry expenses reimbursement;

(i) Adds new per diem localities; and

(j) Deletes a number of previously designated per diem localities.

B. Executive Order 12866

The General Services Administration (GSA) has determined that this final rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993.

C. Regulatory Flexibility Act

This final rule is not required to be published in the **Federal Register** for notice and comment; therefore, the Regulatory Flexibility Act, 5 U.S.C. 601 *et seq.*, does not apply.

D. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because the proposed revisions do not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the public which require the approval of the Office of Management and Budget under 44 U.S.C. 501 *et seq.*

E. Small Business Reform Act

This final rule is also exempt from congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

**List of Subjects in 41 CFR Parts 300-3,
301-11, and 301-12**

Government employees, Travel and transportation expenses.

For the reasons set forth in the preamble, 41 CFR parts 300-3, 301-11, 301-12 and Appendix A to chapter 301 are amended to read as follows:

PART 300-3—GLOSSARY OF TERMS

1. The authority citation for part 300-3 continues to read as follows:

Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C.

1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

1a. Section 300-3.1 is amended by revising the term "Per diem allowance" and removing the term "Subsistence expenses", to read as follows:

§ 300-3.1 What do the following terms mean?

* * * * *

Per diem allowance—The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging (excluding taxes), meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including any service charges where applicable for:

(a) *Lodging.* Includes expenses, except lodging taxes, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) *Meals.* Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) *Incidental expenses.* (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries.

(2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and

(3) Mailing cost associated with filing travel vouchers and payment of Government-sponsored charge card billings.

* * * * *

PART 301-11—PER DIEM EXPENSES

2. The authority citation for part 301-11 continues to read as follows:

Authority: 5 U.S.C. 5707.

2a. In § 301-11.18 the table is revised to read as follows:

§ 301-11.18 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?

* * * * *

M&IE	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	9
Lunch	6	7	8	9	11
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

3. Section 301-11.27 is revised to read as follows:

§ 301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

No. Lodging taxes paid by you are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if your agency authorizes you a maximum lodging rate of \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount.

4. Section 301-11.30 is revised to read as follows:

§ 301-11.30 What is my option if the Government lodging rate exceeds my lodging reimbursement?

You may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance.

Approval of actual expenses is usually in advance of travel and at the discretion of your agency. (See § 301-11.302.)

5. Section 301-11.31 is added to read as follows:

§ 301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location are reimbursable as a miscellaneous travel expense. However, you must incur a minimum of 4 consecutive nights

lodging on official travel to qualify for this reimbursement.

PART 301-12—MISCELLANEOUS EXPENSES

6. The authority citation for part 301-12 continues to read as follows:

Authority: 5 U.S.C. 5707.

6a. Section 301-12.1 is revised to read as follows:

§ 301-12.1 What miscellaneous expenses are reimbursable?

When the following items have been authorized or approved by your agency, they will be reimbursed as a miscellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized. Examples of such expenses include, but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301-12.2..	Fees for travelers checks	Commissions on conversion of foreign currency.
Services of guides, interpreters, and drivers. ...	Fees for money orders	Passport and/or visa fees.
Use of computers, printers, faxing machines, and scanners..	Fees for certified checks	Costs of photographs for passports and visas.
Services of typists, data processors, or stenographers..	Transaction fees for use of automated teller machines (ATMs)-Government contractor-issued charge card.	Foreign country exit fees.
Storage of property used on official business.		Costs of birth, health, and identity certificates.
Hire of conference center room or hotel room for official business..		Charges for inoculations that cannot be obtained through a Federal dispensary.
Official telephone calls/service (see note)..		
Faxes, telegrams, cablegrams, or radiograms..		
Lodging taxes as prescribed in § 301-11.27..		
Laundry, cleaning and pressing of clothing expenses as prescribed in § 301-11.31..		

Note to § 301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

7. Appendix A to chapter 301 is revised to read as follows:

Appendix A To Chapter 301—Prescribed Maximum Per Diem Rates for CONUS

The maximum rates listed below are prescribed under part 301-11 of this chapter for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses excluding taxes. The M&IE rate shown in

column (b) is a fixed amount allowed for meals and incidental expenses covered by per diem. The per diem payment calculated in accordance with part 301-11 of this chapter for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated.

It is the policy of the Government, as reflected in the Hotel Motel Fire Safety Act of 1990 (Pub. L. No. 101-391, September 25, 1990 as amended by Pub. L. No. 105-85, November 18, 1997), referred to as "the Act" in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are encouraged to stay in a facility which is fire-safe, i.e., an approved accommodation, when commercial lodging is required. Lodgings

that meet the Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Note: Major changes in the coverage of per diem rates effective in this amendment are:

- Lodging rates do not include any taxes. They are now room rates only. Actual costs paid for lodging taxes may be reimbursed to the traveler as a miscellaneous expense (see 301-11).
- Additional seasons (up to four) have been added where appropriate.
- There may be more than one rate within a county now. Please read the tables carefully.

- Many previously combined locations are now shown separately with different rates (e.g., Alexandria, Arlington, Montgomery County, Prince Georges County, Fairfax County, and Loudoun County, are now listed separately from Washington, DC).

- There is one new M&IE tier: \$46.

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Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
CONUS, Standard rate (Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation subsistence allowances. See parts 302-2, 302-4, and 302-5 of this subtitle.)		\$50		\$30	\$80
ALABAMA					
Birmingham	Jefferson	59		38	97
Gulf Shores (May 1-September 30) (October 1-April 30)	Baldwin	116 50		34 34	150 84
Huntsville	Madison	58		38	96
Mobile	Mobile	50		34	84
Montgomery	Montgomery	51		38	89
ARIZONA					
Casa Grande (January 1-April 30) (May 1-December 31)	Pinal	80 50		34 34	114 84
Chinle (April 1-October 31) (November 1-March 31)	Apache	80 59		34 34	114 93
Flagstaff (April 1-October 31) (November 1-March 31)	All points in Coconino County not covered under Grand Canyon per diem area	67 50		34 34	101 84
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	94		42	136
Kayenta (June 1-September 30) (October 1-May 31)	Navajo	92 50		30 30	122 80
Phoenix	Maricopa (except				

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= Maximum per diem rate 4 (c)
(January 1-April 30)	Scottsdale)	106	38	144
(May 1-August 31)		62	38	100
(September 1-December 31)		86	38	124
Prescott	Yavapai	50	38	88
Scottsdale	City limits of Scottsdale (see Maricopa County)	107	42	149
(January 1-April 30)		56	42	98
(May 1-August 31)		79	42	121
(September 1-December 31)				
Tucson	Pima County;			
(January 1-May 31)	Davis-Monthan	79	38	117
(June 1-December 31)	AFB	58	38	96
Yuma	Yuma	52	34	86
ARKANSAS				
Little Rock	Pulaski	55	34	89
CALIFORNIA				
Barstow	San Bernardino	58	34	92
Bridgeport	Mono (except Mammoth Lakes)	66	42	108
(April 1-October 31)		53	42	95
(November 1-March 31)				
Clearlake	Lake			
(April 1-September 30)		59	38	97
(October 1-March 31)		50	38	88
Contra Costa County	Contra Costa County	69	42	111
Death Valley	Inyo	85	46	131
Eureka	Humboldt			
(May 1-September 30)		59	38	97
(October 1-April 30)		50	38	88
Fresno	Fresno	53	38	91
Gualala	City limits of Gualala (see Mendicino County)	114	38	152
Kern County	Kern County	59	38	97
Los Angeles	Los Angeles; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake	95	46	141
Madera	Madera (except	50	34	84

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= per diem rate 4 (c)
	Oakhurst)			
Mammoth Lakes (November 1-April 30) (May 1-October 31)	City limits of Mammoth Lake	85	46	131
	(see Mono County)	62	46	108
Marin County	Marin County	82	42	124
Merced	Merced	58	38	96
Modesto	Stanislaus	58	34	92
Monterey (June 1-October 31) (November 1-May 31)	Monterey	94	42	136
		71	42	113
Napa (April 1-October 31) (November 1-March 31)	Napa	98	42	140
		75	42	117
Oakhurst	City limits of Oakhurst (except Madera)	76	38	114
Oakland	Alameda	93	38	131
Ontario	San Bernardino	55	38	93
Orange County	Orange County	75	46	121
Palm Springs (January 1-May 31) (June 1-August 31) (September 1-December 31)	Riverside	73	42	115
		50	42	92
		55	42	97
Palo Alto	City limits of Palo Alto (see Santa Clara County)	115	42	157
Point Arena	Mendicino (except Gualala)	100	38	138
Redding	Shasta	52	38	90
Redwood City	City limits of Redwood City (see San Mateo County)	94	42	136
Sacramento	Sacramento	79	42	121
San Diego	San Diego	89	46	135
San Francisco	San Francisco	129	46	175
San Jose	Santa Clara (except Palo Alto)	99	46	145
San Luis Obispo	San Luis Obispo	54	38	92
San Mateo	San Mateo (except Redwood	74	42	116

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
	City)				
Santa Barbara (June 1-September 30) (October 1-May 31)	Santa Barbara	110 92		38 38	148 130
Santa Cruz (June 1-September 30) (October 1-May 31)	Santa Cruz	75 55		42 42	117 97
Santa Rosa	Sonoma	67		42	109
Stockton	San Joaquin	50		38	88
Sunnyvale	City limits of Sunnyvale (see Santa Clara County)	116		42	158
Tahoe City	Placer	86		42	128
Ventura County	Ventura County	99		38	137
Victorville	City limits of Victorville	60		34	94
Visalia	Tulare	58		38	96
West Sacramento	Yolo	64		30	94
Yosemite Nat'l Park (April 1-October 31) (November 1-March 31)	Mariposa	189 79		46 46	235 125
COLORADO					
Adams County	Adams County	60		38	98
Arapahoe County	Arapahoe County	83		38	121
Aspen (January 1-March 31) (April 1-May 31) (June 1-December 31)	Pitkin	163 68 140		46 46 46	209 114 186
Boulder (May 1-October 31) (November 1-April 30)	Boulder	74 64		42 42	116 106
Colorado Springs (May 1-October 31) (November 1-April 30)	El Paso	73 58		38 38	111 96
Cortez (June 1-September 30) (October 1-May 31)	Montezuma	64 50		34 34	98 84
Denver	Denver	80		42	122
Durango (June 1-October 31) (November 1-May 31)	La Plata	84 54		38 38	122 92
Fort Collins	Larimer (except				

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= Maximum per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
(May 1-September 30)	Loveland)	53		34	87
(October 1-April 30)		50		34	84
Glenwood Springs	Garfield	50		38	88
Gunnison	Gunnison				
(June 1-September 30)		69		34	103
(October 1-May 31)		50		34	84
Jefferson County	Jefferson County	61		34	95
Loveland	City limits of Loveland (see Larimer County)				
(April 1-September 30)		65		30	95
(October 1-March 31)		55		30	85
Montrose	Montrose				
(June 1-September 30)		59		34	93
(October 1-May 31)		50		34	84
Pueblo	Pueblo				
(June 1-September 30)		75		34	109
(October 1-May 31)		67		34	101
Silverstone/Keystone	Summit				
(January 1-April 30)		81		38	119
(May 1-December 31)		62		38	100
Steamboat Springs	Routt				
(December 1-March 31)		59		38	97
(April 1-November 30)		50		38	88
Telluride	San Miguel				
(November 1-March 31)		117		46	163
(April 1-October 31)		75		46	121
Trinidad	Las Animas				
(June 1-October 31)		62		30	92
(November 1-May 31)		50		30	80
Vail	Eagle				
(November 1-March 31)		183		46	229
(April 1-May 31)		104		46	150
(June 1-October 31)		106		46	152
CONNECTICUT					
Bridgeport	City limits of Bridgeport (see Fairfield County)	85		34	119
Danbury	Fairfield (except Bridgeport)	77		38	115
Groton	New London (except New London)	65		30	95

Per diem locality:		Maximum lodging amount	+	M&IE rate	=	Maximum per diem rate 4
Key city 1	County and/or other defined location 2,3	(room rate only-no taxes) (a)		(b)		(c)
Hartford	Hartford	85		42		127
Lakeville	Litchfield (except Salisbury)	85		38		123
Middlesex County	Middlesex County	50		34		84
New Haven	New Haven	70		38		108
New London	City limits of New London (see New London County)	93		34		127
Putnam/Danielson	Windham	56		30		86
Salisbury	City limits of Salisbury (see Litchfield County)	95		46		141
Vernon	Tolland	56		34		90
DELAWARE						
Dover	Kent	64		34		98
Lewes (June 1-August 31)	Sussex	73		42		115
(September 1-May 31)		50		42		134
Wilmington	New Castle	93		34		127
DISTRICT OF COLUMBIA Washington, DC	District of Columbia	115		46		161
FLORIDA						
Altamonte Springs	Seminole	71		38		109
Boca Raton (January 1-April 30)	City limits of Boca Raton (see Palm Beach County)	105		38		143
(May 1-December 31)		69		38		107
Bradenton (January 1-May 31)	Manatee	52		34		86
(June 1-December 31)		50		34		84
Cocoa Beach	Brevard	77		34		111
Daytona Beach (February 1-August 31)	Volusia	64		38		102
(September 1-January 31)		54		38		92
Delray Beach (November 1-March 31)	City limits of Delray Beach (see Palm Beach County)	239		42		281
(April 1-October 31)		67		42		109

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= per diem rate 4 (c)
Fort Lauderdale (December 1-April 30) (May 1-November 30)	Broward	99	42	141
		63	42	105
Fort Myers (January 1-April 30) (May 1-December 31)	Lee	89	42	131
		50	42	92
Fort Walton Beach (May 1-August 31) (September 1-April 30)	Okaloosa	61	38	99
		68	38	106
Gainesville	Alachua	61	34	95
Gulf Breeze	Santa Rosa	61	38	99
Jacksonville	Duval County; Naval Station Mayport	63	34	97
Jupiter (January 1- April 30) (May 1-December 31)	City limits of Jupiter (see Palm Beach County)	126	34	160
		59	34	93
Key West (December 1-April 30) (May 1-November 30)	Monroe	143	46	189
		95	46	141
Kissimmee (February 1-April 30) (May 1-January 31)	Osceola	65	34	99
		50	34	84
Lakeland (January 1-April 30) (May 1-December 31)	Polk	55	34	89
		50	34	84
Miami (January 1-April 30) (May 1-December 31)	Dade	75	42	117
		71	42	113
Naples (December 1-April 30) (May 1-November 30)	Collier	94	38	132
		53	38	91
Orlando	Orange	75	42	117
Palm Beach (January 1-April 30) (May 1-December 31)	City limits of Palm Beach (see Palm Beach County)	116	46	162
		79	46	125
Palm Beach Gardens	Bay	69	38	107
Palm Beach Shores (May 1-December 31) (January 1-April 30)	Palm Beach (except Jupiter, Palm Beach, Delray Beach, West Palm Beach,	85	38	123
		52	38	90

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= per diem rate 4 (c)
	Boca Raton, and Singer Island)			
Panama City (May 1-August 31) (September 1-April 30)	Bay	60 50	38 38	98 88
Pensacola	Escambia	52	34	86
Punta Gorda (January 1-April 30) (May 1-December 31)	Charlotte	65 50	38 38	103 88
St. Augustine (February 1-August 31) (September 1-January 31)	St. Johns	58 50	38 38	96 88
St. Petersburg (January 1-April 30) (May 1-December 31)	Hillsborough	59 50	38 38	97 88
Sarasota (January 1-May 31) (June 1-December 31)	Sarasota	94 53	38 38	132 91
Singer Island (January 1-April 30) (May 1-December 31)	City limits of Singer Island (see Palm Beach County)	121 67	38 38	159 105
Stuart (January 1-April 30) (May 1-December 31)	Martin	62 55	38 38	100 93
Tallahassee	Leon	52	34	86
Tampa (January 1-April 30) (May 1-December 31)	Pinellas	103 81	38 38	141 119
Vero Beach (February 1-April 30) (May 1-January 31)	Indian River	72 50	38 38	110 88
West Palm Beach (January 1-April 30) (May 1-December 31)	City limits of West Palm Beach (see Palm Beach County)	81 55	38 38	119 93
GEORGIA				
Albany	Dougherty	57	34	91
Athens	Clarke	51	34	85
Atlanta	Fulton	90	38	132
Augusta	Richmond	55	38	93
Cobb County	Cobb County	56	34	90
Columbus	Muscogee	56	34	90

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= Maximum per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
Conyers	Rockdale	65		34	99
DeKalb County	DeKalb County	59		34	93
Gwinnett County	Gwinnett County	84		30	80
Macon	Bibb	51		34	85
Savannah	Chatham	63		38	101
Warner Robins	Houston	50		34	84
IDAHO					
Boise	Ada	55		38	93
Coeur d'Alene (June 1-September 30) (October 1-May 31)	Kootenai	56		34	90
		50		34	84
Ketchum	Blaine (except Sun Valley)	58		42	100
McCall	Valley	59		38	97
Stanley	Custer	50		38	97
Sun Valley (June 1-September 30) (April 1-May 31) (October 1-March 31)	City limits of Sun Valley (see Blaine County)	164		42	206
		124		42	166
		89		42	131
ILLINOIS					
Champaign/Urbana	Champaign	50		34	84
Chicago	Cook	104		46	150
DeCatur	Macon	50		34	84
Du Page County	Du Page County	89		38	127
Lake County	Lake County	108		42	150
Peoria	Peoria	50		38	92
Rock Island	Rock Island	59		30	89
Rockford	Winnebago	55		34	85
Springfield	Sangamon	51		38	89
INDIANA					
Bloomington/Crane	Monroe and Martin	50		34	84
Carmel	Hamilton	65		38	103
Fort Wayne	Allen	52		34	86
Indianapolis	Marion County; Fort Benjamin Harrison	70		42	112
Michigan City	La Porte	50		34	84
Muncie	Delaware	50		34	84
Nashville	Brown				

Per diem locality:		Maximum lodging amount	+	M&IE rate	=	Maximum per diem rate 4
Key city 1	County and/or other defined location 2,3	(room rate only-no taxes) (a)		(b)		(c)
(June 1-October 31)		75		38		113
(November 1-May 31)		50		38		88
South Bend	St. Joseph	58		34		103
Valparaiso/Burlington Beach	Porter	69		34		103
IOWA						
Cedar Rapids	Linn	52		34		86
Davenport/Bettendorf	Scott	55		34		89
Des Moines	Polk	67		34		101
KANSAS						
Kansas City	Johnson and Wyandotte (see also Kansas City, MO)	51		30		81
Overland Park	Kenton	78		38		116
Wichita	Sedgwick	58		38		96
KENTUCKY						
Covington	Kenton	80		38		118
Florence	Boone	60		34		94
Lexington	Fayette	55		34		89
Louisville	Jefferson	60		38		98
LOUISIANA						
Baton Rouge	East Baton Rouge Parish	59		38		97
Bossier City	Bossier Parish	54		34		88
Gonzales	Ascension Parish	55		34		88
Lake Charles	Calcasieu Parish	77		34		111
New Orleans	City limits of New Orleans	88		42		130
Opelouses	St. Landry	55		30		85
Slidell	St. Tammany	55		34		89
St. Francisville	West Feliciana	50		38		88
MAINE						
Bangor	Penobscot	56		30		86
Bar Harbor	Hancock					
(July 1-August 31)		139		38		177
(September 1-June 30)		119		38		157
Bath	Sagadahoc					

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= per diem rate 4 (c)
(June 1-September 30)		57	34	91
(October 1-May 31)		50	34	84
Kennebunk (July 1-August 31)	York	96	38	134
(September 1-June 30)		65	38	103
Kittery (May 1-October 31)	Portsmouth Naval Shipyard (see also Portsmouth, NH)	70	34	104
(November 1-April 30)		50	34	84
Portland (July 1-October 31)	Cumberland	82	38	120
(November 1-June 30)		58	38	96
Rockport (July 1-August 31)	Knox	90	42	132
(September 1-June 30)		55	42	97
Wiscasset	Lincoln	59	38	97
MARYLAND				
Annapolis	Anne Arundel	90	42	132
Baltimore	Baltimore	110	42	152
Columbia	Howard	89	42	131
Easton	Talbot	69	34	103
Frederick	Frederick	53	38	91
Grasonville	Queen Annes	56	38	94
Hagerstown	Washington	56	34	90
Harford County	Harford County	55	38	93
Lexington Park/Leonardtwn/Lusby	St. Mary's	59	34	93
Montgomery County	Montgomery County	115	38	153
Ocean City (April 1-August 31)	Worcester	129	46	175
(September 1-March 31)		52	46	98
Prince Georges County	Prince Georges County	109	38	147
Salisbury	Wicomico	55	34	89
St. Michaels	City limits of St. Michaels	100	42	142
MASSACHUSETTS				
Andover	Essex	83	38	121
Boston	Suffolk	105	46	151
Cambridge	City limits of Cambridge (see	105	46	151

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= Maximum per diem rate 4 (c)
	Middlesex County)			
Falmouth	City limits of Falmouth	105	38	143
Greenfield (May 1-October 31) (November 1-April 30)	Franklin	55 50	30 30	85 80
Hyannis (July 1-September 30) (October 1-June 30)	Barnstable	94 72	38 38	132 110
Lowell	Middlesex (except Cambridge)	89	34	123
Martha's Vineyard (June 1-September 30) (October 1-May 31)	Dukes	159 92	46 46	205 138
Nantucket (June 1-September 30) (October 1-May 31)	Nantucket	90 85	46 46	136 131
New Bedford	City limits of New Bedford (see Bristol County)	65	34	99
Northampton	Hampshire	68	34	102
Pittsfield	Berkshire	56	38	94
Plymouth (June 1-October 31) (November 1-May 31)	Plymouth	87 56	34 34	121 90
Quincy	Norfolk	74	38	112
Springfield	Hampden	61	34	95
Taunton	Bristol (except New Bedford)	58	30	88
Worcester	Worcester	79	34	113
MICHIGAN				
Ann Arbor	Washtenaw	70	38	108
Auburn Hills	Bay	59	38	97
Charlevoix (July 1-September 30) (October 1-June 30)	Charlevoix	125 56	38 38	163 94
Detroit	Wayne	77	46	123
East Lansing	City limits of East Lansing (see Ingham	72	38	110

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= per diem rate 4 (c)
	County)			
Flint	Genesee	50	34	84
Frankfort (June 1-September 30) (October 1-May 31)	Benzie	95 63	34 34	129 97
Gaylord	Otsego	55	38	93
Grand Rapids	Kent	59	34	93
Grayling (April 1-November 30) (December 1-March 31)	Crawford	59 50	34 34	93 84
Holland (May 1-September 30) (October 1-April 30)	Ottawa	72 64	34 34	106 98
Lansing	Ingham (except East Lansing)	56	34	90
Leland (June 1-August 31) (September 1-May 31)	Leelanau	75 60	34 34	109 94
Mackinac Island	Mackinac	140	46	186
Manistee (June 1-September 30) (October 1-May 31)	Manistee	62 50	30 30	92 80
Midland	Midland	59	34	93
Mount Pleasant	Isabella	71	34	105
Petoskey	Emmet	65	38	103
Pontiac	City limits of Pontiac (see Oakland County)	93	34	127
Sault Ste Marie	Chippewa	65	34	99
South Haven	Van Buren	50	34	84
Traverse City (June 1-September 30) (October 1-May 31)	Grand Traverse	97 60	42 42	139 102
Troy	Oakland (except Pontiac)	84	38	122
Warren	Macomb	62	34	96
MINNESOTA				
Anoka County	Anoka County	50	34	84
Dakota County	Dakota County	52	34	86
Duluth	St. Louis	58	42	100
Minneapolis	Hennepin and Ramsey Counties;	85	46	131

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= Maximum per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
	Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount				
Rochester	Olmsted	69		34	103
St. Paul County	St. Paul County	64		38	102
MISSISSIPPI					
Bay St. Louis	Hancock	68		38	106
Biloxi	City limits of Biloxi (see Harrison County)	72		38	110
Gulfport (May 1-August 31)	Harrison (except Biloxi)	60		34	94
(September 1-April 30)		53		34	87
Jackson	Hinds	59		34	93
Pascagoula	Jackson	50		34	84
Ridgeland	Madison	51		38	89
Robinsonville	Tunica	55		34	89
Vicksburg	Warren	50		34	84
MISSOURI					
Branson (June 1-September 30)	Taney	60		34	94
(October 1-May 31)		50		34	84
Cape Girardeau	Cape Girardeau	51		34	85
Clay County	Clay	82		30	112
Hannibal (June 1-September 30)	Marion	54		30	84
(October 1-May 31)		50		30	80
Jefferson City	Cole	52		34	86
Kansas City	Jackson and Platte (see also Kansas City, KS)	85		42	127
Lake Ozark	Miller	50		34	84
Osage Beach (June 1-September 30)	Camden	64		34	98
(October 1-May 31)		50		34	84

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
Platte County	Platte County	65		34	99
St. Charles County	St. Charles County	51		34	85
St. Louis	St. Louis	66		46	112
MONTANA					
Polson/Kalispell (May 1-September 30) (October 1-April 30)	Lake \$	54		34	88
		50		34	84
West Yellowstone Park (May 1-October 31) (November 1-April 30)	Gallatin	64		34	98
		60		34	94
NEBRASKA					
Lincoln	Lancaster	50		34	84
Omaha	Douglas	55		38	93
NEVADA					
Elko	All points in Elko County excluding Wendover	52		30	82
Incline Village (June 1-September 30) (October 1-May 31)	All points in the Northern Lake Tahoe area within Washoe County	94		38	132
		74		38	112
Las Vegas	Clark County; Nellis AFB	55		38	93
Reno	All points in Washoe County not covered under Incline Village per diem locality	50		38	88
Stateline	Douglas (see also South Lake Tahoe, CA)	108		42	150
Winnemucca	Humboldt	54		34	88
NEW HAMPSHIRE					
Concord	Merrimack	57		34	91
Conway (June 1-October 31)	Carroll	90		38	128

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
(November 1-May 31)		50		38	88
Durham (May 1-October 31)	Strafford	71		30	101
(November 1-April 30)		63		30	93
Hanover (June 1-October 31)	Grafton	96		42	138
(November 1-May 31)		59		42	101
Laconia (June 1-October 31)	Belknap	65		34	99
(November 1-May 31)		55		34	89
Manchester	Hillsborough	78		34	112
Portsmouth/Newington (June 1-October 31)	Rockingham County; Pease AFB (see also Kittery, ME)	75		42	117
(November 1-May 31)		59		42	101
Sullivan County	Sullivan County	50		34	84
NEW JERSEY					
Atlantic City (July 1-August 31)	Atlantic	98		42	140
(September 1-November 30)		76		42	118
(December 1-April 30)		65		42	107
(May 1-June 30)		79		42	121
Bergen County	Bergen County	94		38	132
Cape May (June 1-September 30)	Cape May (except Ocean City)	132		42	174
(October 1-May 31)		80		42	122
Cherry Hill/Camden/Moorestown	Camden/ Burlington	74		42	116
Eatontown	Monmouth County; Fort Monmouth	84		38	122
Edison	Middlesex (except Piscataway)	61		34	108
Flemington	Hunterdon	74		34	108
Freehold (May 1-September 30)	City limits of Freehold	95		34	129
(October 1-April 30)		75		34	109
Hudson County	Hudson County	99		38	137
Millville	Cumberland	51		38	89
Newark	Essex	94		42	136
Ocean City (June 1-August 31)	City limits of Cape May County	215		38	253

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
(September 1-May 31)	(see Cape May County)	80		38	118
Parisippany/Dover	Morris County; Picatinny Arsenal	80		38	118
Passaic County	Passaic County	95		38	133
Piscataway	City limits of Piscataway	129		38	167
Princeton	City limits of Princeton (see Mercer County)	107		42	149
Trenton	Mercer (except Princeton)	84		38	122
Union County	Union County	125		38	163
NEW MEXICO					
Albuquerque	Bernalillo	60		38	98
Cloudcroft	Otero	74		30	104
Los Alamos	Los Alamos	71		34	105
Santa Fe (May 1-October 31)	Santa Fe	85		46	131
(November 1-April 30)		78		46	124
Taos	Taos	63		34	97
NEW YORK					
Albany	Albany	68		42	110
Batavia	Genesee	57		34	91
Binghamton	Broome	50		38	88
The Bronx	The Bronx	159		46	209
Brooklyn	Brooklyn	159		46	209
Buffalo	Erie	78		42	120
Corning	Steuben	54		38	92
Elmira	Chemung	50		34	84
Glens Falls (June 1-October 31)	Warren	74		34	108
(November 1-May 31)		50		34	84
Ithaca	Tompkins	50		34	86
Kingston	Ulster	51		38	89
Lake Placid (June 1-October 31)	Essex	80		38	118
(November 1-May 31)		59		38	97
Manhattan	Manhattan	195		46	241
Nassau County	Nassau County	70		38	108

Per diem locality:		Maximum lodging amount	+	M&IE rate	=	Maximum per diem rate 4
Key city 1	County and/or other defined location 2,3	(room rate only-no taxes) (a)		(b)		(c)
Niagara Falls (June 1-October 31) (November 1-May 31)	Niagara	65 55		34 34		99 89
Nyack/Palisades	Rockland	62		38		100
Owego	Tioga	63		30		93
Plattsburgh	Clinton	50		34		84
Poughkeepsie	Dutchess	74		38		112
Queens Borough	Queens	159		46		205
Rochester	Monroe	55		42		97
Saratoga Springs (August 1-August 31) (September 1-March 31) (April 1-July 31)	Saratoga	147 50 71		38 38 38		185 88 109
Schenectady	Schenectady	55		34		89
Staten Island Borough	Richmond	94		42		136
Suffolk	Suffolk	68		38		106
Tarrytown	Westchester (except White Plains)	114		42		156
Utica	Oneida	51		34		85
Waterloo/Romulus	Seneca	89		34		123
Watkins Glen (May 1-October 31) (November 1-April 30)	Schuyler	60 50		34 34		94 84
West Point	Orange	121		34		155
White Plains	City limits of White Plains (see Westchester County)	165		42		207
NORTH CAROLINA						
Asheville (June 1-October 31) (November 1-May 31)	Buncombe	56 50		34 34		90 84
Chapel Hill	Orange	69		38		107
Charlotte	Mecklenburg	69		38		107
Durham	Durham	69		42		111
Fayetteville	Cumberland	55		34		89
Greensboro	Guilford	60		38		98
Kill Devil (May 1-August 31) (September 1-October 31) (November 1-February 28)	Dare	125 68 50		38 38 38		163 106 88

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
(March 1-April 30)		72		38	110
New Bern	Craven	71		34	105
Raleigh	Wake	74		38	112
Research Triangle Park	City limits of Research Triangle Park	85		38	123
Wilmington (March 1-September 30)	New Hanover	60		34	94
(October 1-February 29)		53		34	87
Winston-Salem	Forsyth	64		38	102
NORTH DAKOTA (See footnote 5)					
OHIO					
Akron	Summit	56		38	94
Bellevue (June 1-August 31)	City limits of Bellevue	55		30	85
(September 1-May 31)		50		30	80
Cambridge (April 1-October 31)	Guernsey	60		34	94
(November 1-March 30)		50		34	84
Canton	Stark	55		34	89
Cincinnati	Hamilton	69		46	115
Cleveland	Cuyahoga	85		42	127
Columbus	Franklin	70		38	108
Dayton	Montgomery, Wright- Patterson AFB	54		38	92
Elyria (May 1-September 30)	Lorain	67		34	101
(October 1-April 30)		50		34	84
Fairborn	Greene	66		34	100
Geneva/Hamilton	Ashtabula	58		34	92
Lancaster	Fairfield	60		34	94
Port Clinton/Oakharbor (June 1-August 31)	Ottawa	80		34	114
(September 1-May 31)		50		34	84
Portsmouth	Scioto	50		34	84
Sandusky (May 1-September 30)	Erie	83		38	121
(October 1-April 30)		53		38	91
Springfield	Clark	50		34	121
Toledo	Lucas	50		38	88

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
Warren County	Warren County	59		30	89
OKLAHOMA					
Oklahoma City	Oklahoma	59		38	97
Tulsa	Osage, Tulsa and Washington	50		38	88
OREGON					
Ashland	Jackson	59		42	101
Beaverton	Washington	69		38	107
Bend	Deschutes	59		38	97
Clackamas	Clackamas	59		34	93
Coos Bay	Coos	51		34	85
Crater Lake	City limits of Crater Lake	74		38	112
Eugene	Lane (except Florence)	64		38	102
Florence	City limits of Florence (see Lane County)	87		34	121
Gold Beach (June 1-September 30) (October 1-May 31)	Curry	65 50		34 34	99 84
Klamath Falls	Klamath	54		30	84
Lincoln City/Newport (July 1-September 30) (October 1-June 30)	Lincoln	80 69		34 34	114 103
Portland	Multnomah	72		38	110
Salem	Marion	53		34	87
Seaside (May 1-September 30) (October 1-April 30)	Clatsop	85 60		34 34	119 94
PENNSYLVANIA					
Allentown	Lehigh	59		38	97
Easton	Northampton	59		34	93
Erie (May 1-September 30) (October 1-April 30)	Erie	65 50		30 30	95 80
Chester/Radnor	Delaware	69		34	103
Gettysburg (May 1-October 31) (November 1-April 30)	Adams	82 53		34 34	116 87

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= Maximum per diem rate 4 (c)
Harrisburg	Dauphin (except Hershey)	56	42	98
Hershey (May 1-October 31) (November 1-April 30)	City limits of Hershey	125	42	167
		53	42	95
King Prussia/Ft. Washington	Montgomery County, except Bala Cynwyd (see also Philadelphia, PA)	84	42	126
Lancaster	Lancaster	65	38	103
Malvern/Downingtn/Valley Forge	Chester	100	38	138
Mechanicsburg	Cumberland	79	34	113
		65	34	99
Philadelphia	Philadelphia County; city of Bala Cynwyd in Montgomery County	113	46	159
Pittsburgh	Allegheny	79	46	125
Reading	Berks	57	38	95
Scranton	Lackawanna	60	30	90
Warminster	Bucks County; Naval Air Development Center	75	42	117
Wayne	City limits of Wayne	95	42	137
RHODE ISLAND				
Block Island	Washington	94	42	136
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	69	38	107
Newport (June 1-September 30) (October 1-May 31)	Newport	111	42	153
		77	42	119
North Kingston (June 1-Septemer 30) (October 1-May 31)	Washington	60	30	90
		50	30	80

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
Providence	Providence	79		42	121
SOUTH CAROLINA					
Charleston	Charleston	64		42	106
Columbia	Richland	50		38	88
Greenville	Greenville	62		38	100
Hilton Head (March 1-August 31) (September 1-February 29)	Beaufort	110 63		42 42	152 105
Myrtle Beach (June 1-September 30) (October 1-May 31)	Horry County; Myrtle Beach AFB	114 50		42 42	156 92
Spartanburg	Spartanburg	50		34	84
SOUTH DAKOTA					
Custer (June 1-August 31) (September 1-May 31)	Custer	69 50		34 34	103 84
Hot Springs (June 1-August 31) (September 1-May 31)	Fall River	85 50		30 30	115 80
Rapid City (June 1-August 31) (September 1-May 31)	Pennington	72 50		34 34	106 84
TENNESSEE					
Chattanooga	Hamilton	50		34	84
Gatlinburg	Sevier	70		38	108
Knoxville	Knoxville County	50		38	88
Memphis	Shelby	79		38	117
Nashville	Davidson	72		42	114
Townsend	Blount	70		34	104
TEXAS					
Arlington	Tarrant	76		34	110
Austin	Travis	80		38	118
Brownsville	Cameron	50		34	84
College Station	Brazos	55		34	89
Corpus Christi	Nueces and San Patricio	56		38	94
Dallas	Dallas	89		46	135
Eagle Pass	Maverick	54		30	84
El Paso	El Paso	78		38	116

Per diem locality:				
Key city 1	County and/or other defined location 2,3	Maximum lodging amount (room rate only-no taxes) (a)	+ M&IE rate (b)	= Maximum per diem rate 4 (c)
Fort Davis	Jeff Davis	65	30	95
Fort Worth	City limits of Fort Worth	69	38	107
Galveston (May 1-August 31) (September 1-April 30)	Galveston	56 50	42 42	98 92
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB	72	42	114
Killeen	Bell	52	30	82
Laredo	Webb	50	34	84
Lubbock	Lubbock	53	34	87
McAllen	Hidalgo	80	34	114
Odessa/Plano	Collin	55	34	89
San Antonio	Bexar	91	42	133
South Padre Island (March 1-August 31) (September 1-April 30)	Cameron	58 50	38 38	96 88
Tyler	Smith	51	34	85
Victoria	Victoria	53	30	83
UTAH				
Bullfrog (April 1-October 31) (November 1-March 31)	Garfield	104 73	30 38	142 111
Cedar City (June 1-August 31) (September 1-May 31)	Iron	71 59	34 34	105 93
Davis County	Davis County	63	34	97
Moab	Grand	70	34	104
Ogden	Weber	54	34	88
Park City (December 1-March 31) (April 1-November 30)	Summit	155 84	46 46	201 130
Provo	Utah	57	38	95
Salt Lake City	Salt Lake and Dugway Proving Ground and Tooele Army Depot	76	42	118
VERMONT				

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3					
Burlington/St. Albans	Chittenden and Franklin	82		38		120
Manchester	Bennington	95		42		137
Middlebury	Addison	93		38		131
(May 1-October 31)		90		38		128
(November 1-April 30)						
Rutland	Rutland	64		34		98
(December 1-March 31)		50		34		84
(April 1-November 30)						
White River Junction	Windsor	74		34		108
(July 1-October 31)		60		34		94
(November 1-June 30)						
VIRGINIA						
Alexandria*		126		42		168
Arlington	Arlington	115		42		157
Blacksburg	Montgomery	54		34		88
Charlottesville*		52		42		94
Chesterfield County	Chesterfield County	63		38		101
Loudoun County	Loudoun	75		38		113
Lynchburg*		62		38		100
Manassas	Prince William County (except Woodbridge)	62		34		96
Fairfax County	Fairfax County (includes the cities of Falls Church and Fairfax)	118		42		160
Richmond*	Henrico, also Defense Supply Center	76		38		114
Roanoke*		50		34		84
Shenandoah County	Shenandoah County	50		34		84
Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake) *	97		38		135
(June 1-August 31)		54		38		92
(September 1-May 31)						
Wallops Island	Accomack	77		34		111
(June 1-September 30)		54		34		88
(October 1-May 31)						
Williamsburg*	Williamsburg					

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
(June 1-October 31)	(also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*	91		38	129
(November 1-May 31)		59		38	97
Wintergreen	Nelson	110		46	156
(June 1-October 31)		95		46	141
(November 1-May 31)					
Woodbridge	City limits of Woodbridge	67		38	105
*Denotes independent cities.					
WASHINGTON					
Anacortes	Skagit	74		38	112
Bellingham	Whatcom	50		34	84
Bremerton	Kitsap	61		34	95
Everett	Snohomish (except Lynnwood)	59		38	97
Friday Harbor	San Juan	82		42	124
(June 1-September 30)		59		42	101
(October 1-May 31)					
Island County	Island County	84		34	118
Lynnwood	City limits of Lynnwood (see Snohomish County)	79		34	113
Ocean Shores	Grays Harbor	82		38	120
(April 1-September 30)		72		38	110
(October 1-March 31)					
Olympia/Tumwater	Thurston	58		38	96
Port Angeles	Clallam	65		38	103
(June 1-September 30)		54		38	92
(October 1-May 31)					
Port Townsend	Jefferson	65		34	99
Seattle	King	104		46	150
Sequim	Clallam	59		34	93
(May 1-September 30)		50		34	84
(October 1-April 30)					
Spokane	Spokane	61		38	99
Tacoma	Pierce	54		38	92
Vancouver	Clark	55		38	93

Per diem locality:		Maximum lodging amount (room rate only-no taxes) (a)	+	M&IE rate (b)	= Maximum per diem rate 4 (c)
Key city 1	County and/or other defined location 2,3				
WEST VIRGINIA					
Berkeley Springs	Morgan	69		34	103
Charleston	Kanawha	77		38	115
Harpers Ferry	Jefferson	50		34	84
Morgantown	Monongalia	64		34	98
Parkersburg	Wood	52		34	86
Wheeling	Ohio	55		34	89
WISCONSIN					
Brookfield	Waukesha	66		38	104
Eau Claire	Eau Claire	52		34	86
Green Bay	Brown	54		34	88
Kenosha	Kenosha	52		30	82
La Crosse	La Crosse	52		30	82
Lake Geneva	Walworth	86		38	124
Madison	Dane	59		38	97
Milwaukee	Milwaukee	72		42	114
Minocqua/Rhineland	Oneida	52		38	90
Oshkosh	Winnebago	56		34	90
Sturgeon Bay (July 1-August 31)	Door	73		34	107
(September 1-June 30)		50		34	84
Wisconsin Dells (June 1-September 30)	Columbia	71		38	109
(October 1-May 31)		50		38	88
WYOMING					
Cody (June 1-September 30)	Park	79		30	109
(October 1-May 31)		50		30	80
Jackson (June 1-September 30)	Teton	88		42	130
(October 1-May 31)		59		42	101
Thermopolis (June 1-August 31)	Hot Springs	54		30	84
(September 1-May 31)		50		30	80

/1/ Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

/2/ Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including

independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

/3/ When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

/4/ Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be reviewed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location. Agencies should submit their requests to GSA no later than May 1 in order for a city to be included in the annual review.

/5/ The standard CONUS rate of \$80 (\$50 for lodging and \$30 for M&IE) applies to all per diem localities in the State of North Dakota.

NOTE: Recognizing that all locations are not incorporated cities, the term "city limits" has been used as a general phrase to denote the commonly recognized local boundaries of the location cited.

Dated: November 27, 1998.

David J. Barram,

Administrator of General Services.

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